SOUTH TECH ACADEMY

THE DAWNING OF NEW OPPORTUNITIES

2009-2010

Student/Parent/Guardian Handbook

Creating success stories, one student at a time

South Tech Charter Academy, Inc. prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status, or disability in all employment practices, programs, services or activities. For questions contact 561-369-7003

SOUTH TECH CHARTER ACADEMY, INC.

"CREATING SUCCESS STORIES… ONE STUDENT AT A TIME"

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Vice Chairperson

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Jeanne Burdsall
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Mission Statement

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

SOUTHTECHACADEMY

THE DAWNING OF NEW OPPORTUNITIES

JAMES R. KIDD
PRESIDENT
JEANETTE L. JIMÉNEZ
SECONDARY PRINCIPAL
LISA CHIRIKJIAN
VICE PRINCIPAL
MYRON COST
DIRECTOR
KEN HALL
ADMINISTRATOR—EVENING

July 15, 2009

Dear Parents and Students,

Welcome to South Tech Academy for the FY10 school year. I hope that your summer break was restful and that you are determined to reach new goals in the coming school year. As we embark on our ten-year renewal as a conversion charter school, we continue our quest to increase educational services and improve student achievement. To meet this goal, changes have been made in Administrative assignments, Guidance, and Instructional Support Services to provide a more individually student-focused outcome. Instructional delivery and focus will also change with new and rigorous emphasis on high quality presentation.

I am excited about the possibilities that accompany all of these changes, and look forward to one of the best school years yet. As in the past, my focus will be on providing a safe, nurturing atmosphere that allows our students to achieve at their highest potential. If you have concerns, or if I may assist you in any way, please do not hesitate to contact me. Thank you for being a part of our school as we continue "Creating success stories, One student at a time."

Sincerely,

JAMES R. "Jim" KIDD,
President
South Tech Academy

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1300 SW 30th Avenue | Boynton Beach, FL 33426 | 561.369.7004 phone | 561.369.7024 fax

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MYRON COST
DIRECTOR
KEN HALL
ADMINISTRATOR—EVENING

August 2009

Dear South Tech Students and Parents:

It is my privilege to welcome new and returning students to South Tech Academy for the 2009-2010 school year. Your application to attend South Tech, and our decision to accept you, is evidence of a mutual respect for and understanding of your unique abilities and our commitment to develop them.

A high school diploma has always been, and continues to be, a milestone and a gateway to the world of work, post-secondary education, and life. You can earn a diploma at South Tech by doing the following:

- Attend classes on time and every day
- Earn a minimum of 24 credits and maintain an overall GPA of 2.0
- Pass the Florida Comprehensive Assessment Test (FCAT) in Reading, Writing, Math, and Science

Parents, research confirms that the number one factor influencing student achievement and success is parent involvement. Our Governing Board meets once a month and I welcome your support for both your child's high school experience and another South Tech success story. Please feel free to call for further information.

Students, I value your presence here and will do my best, with the assistance and assurance of South Tech staff members, to make sure that you graduate ready for college, work, and life. Give your best in all that you attempt here at South Tech, as that attitude will ultimately determine your future.

Sincerely,

Dr. Jeanette L. Jimenez

Dr. Jeanette L. Jimenez
Principal

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School Calendar 2009-2010

SOUTH TECH ACADEMY

Board Approved — 7/1/09

JULY 2009

MON	TUE	WED	THU	FRI
		1 Board Meeting Begin 244-E, 244-E	2 HOLIDAY ALL	3 School Closed 4 Day Week
6	7	8	9	10 School Closed 4 Day Week
13	14	15	16	17 School Closed 4 Day Week
20 Begin 224-AL, 223-E, 223-EL, 223-EL	21	22	23 Begin 214-E, 214-AL	24 School Closed 4 Day Week
27 Begin 213-E	28	29	30	31 School Closed 4 Day Week

AUGUST 2009

MON	TUE	WED	THU	FRI
3	4	5	6 Board Meeting	7 School Closed 4 Day Week
10 Begin 192-E, Begin 192-AL Pre School	11 Pre School	12 LTM Pre School	13 Pre School	14 School Closed 4 Day Week
17 Begin 182-E, Begin 182-AL FACM Pre School	18 STUDENTS FIRST DAY Begin Grading Period 1 Begin 182-E	19	20 DHM	21
24	25	26	27 LTM	28
31				

SEPTEMBER 2009

MON	TUE	WED	THU	FRI
	1	2	3 Board Meeting	4
7 HOLIDAY ALL	8 FACM Parent Night	9	10	11
14	15	16	17 DHM	18 End Grading Period 1
21 Begin Grading Period 2	22	23	24 Annual Board Meeting LTM Report Card Distribution	25
28 HOLIDAY L.D.	29	30		

OCTOBER 2009

MON	TUE	WED	THU	FRI
			1 Board Meeting	2
5	6	7	8 LTM	9
12	13	14	15 DHM	16 Teacher Work Day No Students FACM EMD
19	20	21	22	23 End Grading Period 2
26 Begin Grading Period 3	27	28	29 Report Card Distribution	30

NOVEMBER 2009

MON	TUE	WED	THU	FRI
2	3	4	5 Board Meeting	6
9	10	11 Teacher Work Day No Students FACM EMD	12 LTM	13
16	17 Recruitment Open House	18	19 DHM	20
23	24 End Grading Period 3	25 HOLIDAY L.D. EMD	26 HOLIDAY ALL	27 HOLIDAY ALL
30 Begin Grading Period 4				

DECEMBER 2009

MON	TUE	WED	THU	FRI
	1	2	3 Board Meeting LTM Report Card Distribution	4
7	8	9	10 DHM	11
14 FACM	15	16	17	18
21 HOLIDAY ALL	22 HOLIDAY ALL	23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL
28 HOLIDAY ALL	29 HOLIDAY ALL	30 HOLIDAY ALL	31 HOLIDAY ALL	

JANUARY 2010

MON	TUE	WED	THU	FRI
				1 HOLIDAY ALL
4 Teacher Work Day No Students FACM EMD	5	6	7 Board Meeting LTM	8
11	12	13 Pre School	14 Final Exams	15 End Grading Period 4
18 HOLIDAY ALL	19 Begin Grading Period 5 Parent Night	20	21 DHM	22 Report Card Distribution
25	26	27	28	29

FEBRUARY 2010

MON	TUE	WED	THU	FRI
1	2	3	4 Board Meeting	5
8 FACM	9 FCAT Writes	10 FCAT Writes	11 FCAT Writes	12 FCAT Make-Up
15 HOLIDAY L.D. EMD	16	17	18 DHM	19 End Grading Period 5
22 Begin Grading Period 6	23	24	25 Report Card Distribution	26 Teacher Work Day No Students LTM

MARCH 2010

MON	TUE	WED	THU	FRI
1	2	3	4 Board Meeting	5
8 FACM	9 FCAT	10 FCAT	11 FCAT	12 FCAT
15 FCAT	16 FCAT	17 FCAT	18 FCAT DHM	19 FCAT
22	23	24 End Grading Period 6	25 Board Workshop Begin Grading Period 7	26 Teacher Work Day No Students LTM
29 HOLIDAY L.D.	30 HOLIDAY L.D.	31 HOLIDAY L.D.		School Closed 4 Day Week

School Calendar 2009-2010

SOUTH TECH ACADEMY

Board Approved — 7/1/09

APRIL 2010

MON	TUE	WED	THU	FRI
			1 HOLIDAY ALL	2 HOLIDAY School Closed 4 Day Week
5	6	7 Report Card Distribution	8 Board Meeting FACM	9
12	13	14	15 DHM	16
19	20	21	22 LTM	23
26	27 Recruitment Open House	28	29	30 End Grading Period 7

MAY 2010

MON	TUE	WED	THU	FRI
3 Begin Grading Period 8	4	5	6 Board Meeting LTM Report Card Distribution	7
10	11	12	13 FACM	14
17	18	19	20 DHM	21
24	25	26	27	28
31 HOLIDAY ALL				

JUNE 2010

MON	TUE	WED	THU	FRI
	1 Final Exams	2 Final Exams	3 Board Meeting End 192-NI STUDENTS LAST DAY End Grading Period 8	4 End 197-I, 192-IS, 182-IS Post School FACM
7	8 Report Card Distribution	9 End 214-A, 214-NI	10 End 213-I	11 School Closed 4 Day Week
14 End 213-IS	15	16	17 End 224-NI, 223-I	18 School Closed 4 Day Week
22	23	24	25 Board Workshop	26 School Closed 4 Day Week
28 End 223-IS	29	30 End 244-A, 244-NI		School Closed 4 Day Week

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

Student Attendance Days

Period	Begins	Ends	# of Days
1	August 18, 2009	September 18, 2009	23
2	September 21, 2009	October 23, 2009	23
3	October 26, 2009	November 24, 2009	21
4	November 30, 2009	January 15, 2010	24
5	January 19, 2010	February 19, 2010	23
6	February 22, 2010	March 24, 2010	22
7	March 25, 2010	April 30, 2010	21
8	May 3, 2010	June 3, 2010	23

Teacher Work Days - Pre/Post School

October 16, 2009	August 10-17, 2009 (Pre-School)
November 11, 2009	
January 4, 2010	June 4, 2010 (Post School)
February 26, 2010	
March 26, 2010	

Employee Contract Periods

Employee Group	Begin Date	End Date	# of Days
Administration (A)	July 1, 2009 July 23, 2009	June 30, 2010 June 9, 2010	244 Days 214 Days
Non-Instructional (NI)	July 1, 2009 July 20, 2009 July 23, 2009 August 18, 2009	June 30, 2010 June 17, 2010 June 9, 2010 June 3, 2010	244 Days 224 Days 214 Days 192 Days
Instructional Support (IS)	July 20, 2009 July 20, 2009 August 10, 2009 August 17, 2009	June 28, 2010 June 14, 2010 June 4, 2010 June 4, 2010	223 Days 213 Days 192 Days 182 Days
Instructional (I)	July 20, 2009 July 27, 2009 August 10, 2009	June 17, 2010 June 10, 2010 June 4, 2010	223 Days 213 Days 197 Days

Emergency Make-Up Days

October 16, 2009 November 11, 2009 November 25, 2009 January 4, 2010 February 15, 2010	EMD - Emergency Make-Up Days Additional EMDs subject to approval of the School District of Palm Beach County

Report Card Distribution Dates

Grading Period	Distribution Dates
1	September 24, 2009
2	October 29, 2009
3	December 3, 2009
4	January 22, 2010
5	February 25, 2010
6	April 7, 2010
7	May 6, 2010
8	Mailed after June 8, 2010

Scheduled Meetings

Board Meeting/Workshop with Administration and Public

LTM Learning Team Meeting

DHM Department Heads Meeting with Administration

FACM Faculty Meeting with Instr. Staff, Guidance and Administration

Recruitment Open House / Parent Night with Instr. Staff, Guidance and Administration

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

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

HOLIDAYS

Date	Holiday	A/NI	IS	I
July 2, 2009	Independence Day	X	X	X
September 7, 2009	Labor Day	X	X	PD
September 28, 2009	Fall Holiday		X	X
November 25, 2009	Thanksgiving Holiday		X	X
November 26-27, 2009	Thanksgiving Holidays	X	X	PD
December 21, 2009 January 1, 2010	Winter Holiday	X	X	2 PD
January 18, 2010	M. L. King's Birthday	X	X	PD
February 15, 2010	President's Day		X	X
March 29—April 2, 2010	Spring Break		X	X
April 1, 2010	Spring Holiday	X	X	X
May 31, 2010	Memorial Day	X	X	PD

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SOUTH TECH ACADEMY A Career Academy Center

BELL SCHEDULE 2009-2010

Students will follow either the A or B lunch schedule
based upon their assigned lunch period.
Assigned periods are found on their printed class schedules.

Lunch A Schedule

1st Period	7:00- 8:22
2nd Period	8:27- 9:49
A Lunch	9:50 - 10:18
3rd Period	10:23 - 11:45
4th Period	11:50 - 1:12

Lunch B Schedule

1st Period	7:00- 8:22
2nd Period	8:27- 9:49
3rd Period	9:54 - 11:16
B Lunch	11:17 - 11:45
4th Period	11:50 - 1:12

Main Office

Emergency Procedures

Emergency School Closing

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

Equal opportunity and non discrimination (Policy 3.05)

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Message to parents/guardians and students

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

Lost or stolen items

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

Closed campus philosophy

- Students are not permitted to leave campus without permission from administration. Violation will result in absences from class or classes and disciplinary action.
- All **classroom areas** are off limits to students during his/her lunch period.
- Students are not permitted in the parking lot during the school day without **administrative** permission.
- Food deliveries are not permitted without **administrative** approval.
- All visitors must be cleared through the main office and sign visitor's book.
- Students **must** have a hall pass to be out of class. Only **one** student per pass.

Financial responsibilities

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

News coverage of school activities

At various times during the course of the school year, representatives of the news media may request access to the school campus to cover school activities and events. If there is an objection to having a student photographed, filmed or interviewed by the media representatives please be sure the **parent/guardian** has signed the **Consent Waiver Form** that is included in the student packet your child brought home and return to his/her 2nd period teacher.

Parent conferences

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

South Tech Academy Governing Board

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

Textbooks

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

Visitors and student pick up

Parents/Guardians are always welcomed and encouraged to visit the school with an administrative approved appointment by the teacher, guidance or student services office. **Visitors who are not parent/guardians are not allowed to visit students during school hours unless it has been approved by administration. No student will be released to any person not on the student contact summary list. Those persons authorized to pick up student must show proper identification. There will be no exceptions.**

STUDENT SERVICES

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

South Tech Academy student conduct and behavior policy 5.18

The educational process of South Tech 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 South Tech Academy according to the Palm Beach County School District's discipline matrix. South Tech Academy exercises these responsibilities:

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

All students at South Tech 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 changing from class to class in an orderly fashion avoiding any behavior that may cause a disruption. Students must show respect and consideration for their peers and all members of the South Tech Academy staff, including bus drivers.

Philosophy of Discipline

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

Discipline definitions

Failure to comply with **South Tech Academy's student conduct and behavior policy 5.18** will result in consequences that may include a combination of the following which are definitions, not sequential steps:

- **Parent/guardian contact:** Teachers and/or administrators will contact parents/guardians with concerns and solutions to a student's conduct and behavior.

- **Request for parent/guardian conference:** Teachers/administration or parents/guardians may request a conference to discuss student's conduct and or behavior. In some cases, as determined by administration, a student may not be able to return to that class until a conference has taken place. That student will be sent to ISS (in school suspension) until such time that a conference is held.
- **Parent/guardian intervention:** As a result of the severity of an infraction an administrative request may be made to the parent/guardian that a student should not return to school without the parent/guardian accompanying him/her for an administrative conference. It is important that the parent/guardian make the conference as soon as possible. The days that a student is out shall not exceed ten days and will be considered unexcused absences.
- **Morning detention:** Morning detentions will be held from 6:30 a.m. until 6:55 a.m. Students are to report to the student services office at 6:30 a.m. for their detention.
- **After school detention:** After school detentions are held from 1:20 p.m. until 2:00 p.m. The detentions will be held in the ISS (in school suspension) portable 1BN. Transportation is not provided so it will be up to the parent/guardian or student to arrange for transportation home after detention. Failure to serve after school detention will result in further disciplinary action.
- **In school suspension (ISS):** ISS is the temporary removal of a student from regular classes for a determined number of days or class period/periods in which the student will be held in one classroom all day. There will be total silence while in ISS. Students will be given assignments that must be completed before the student will be released from ISS. Failure to complete the assignment or disrupt ISS will result in additional time added to ISS or out of school suspension (OSS).

- **Out of school suspension (OSS):** The temporary removal of a student from South Tech 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 three (3) 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. Failure to comply with the terms of the respective contracts will result in withdrawal from South Tech Academy no later than the end of the semester according to the Palm Beach County School District.
- **Withdrawal from South Tech Academy:** After all interventions have been exhausted, failure to adhere to the South Tech Academy Student Conduct and Behavior Policy 5.18 and South Tech Academy Student Attendance Policy 5.092 may result in a student being withdrawn from South Tech Academy at the end of the semester.
- **Expulsion:** As a result of an infraction that severely violates South Tech Academy and the Palm Beach County School District policies, a recommendation may be made to the South Tech Academy Board along with the Palm Beach County School Board not to allow a student to attend any public school in Palm Beach County.

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 behavior.

Discipline Matrix of the Palm Beach County School District

According to South Tech Academy's student code of conduct policy # 5.18, South Tech 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.

Cell phones, I-Pods and other electronic related devices

The Palm Beach County School District and South Tech Academy prohibits the use of any electronic device, including cell phones during school hours. Failure to comply will result in:

1st offense – Item will be confiscated and returned to student at the end of the day.

2nd offense – Item will be confiscated and parent/guardian will be required to come and pick up item

3rd offense – Item will be confiscated and not given back to the student until the end of the semester as defined by the Palm Beach County School District.

Repeated – Item will be confiscated and the student will receive a referral for insubordination. Disciplinary action will be taken as it is outlined in the Palm Beach County School District discipline matrix.

Refusal to give item to school personnel will result in a referral for insubordination and further disciplinary action.

Drug or Alcohol violation

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

Repeated - Require a 10 day out of school suspension and/or recommendation for expulsion.

Tobacco Violation

1st offense – Must provide student with an opportunity to exchange 7 days of the 10 day Out of School Suspension for the district approved alternative to suspension program.
2nd offense – Must provide student with an opportunity to exchange 5 days of the 10 day Out of School Suspension for the district approved alternative to suspension program.
Repeated – Require a 10 day Out of School Suspension.

Dress Code

South Tech Academy's goal is to prepare our students for success. It is well documented that the way a person behaves and performs is in direct correlation to the way that the person dresses. South Tech Academy will be instituting a **stricter dress code policy** so that we may begin to prepare our students for future success.

1. Upon **entering campus** students will be required to wear the appropriate South Tech Academy uniform. The uniform must be visible at all times and remain on until the student leaves campus.
2. No outer garments are to be worn over uniforms.
3. Academy tops are not to fall more than (8) inches below the waist.
4. No other shirt is to hang below the academy uniform top.
5. Uniform pants cannot be dragging on the floor, and cannot be tucked into socks.
6. Students are not permitted to wear pants that fall below the waist or droop too low (no exposed underwear or other indecencies will be permitted). Belt utilization is suggested. No pajama pants of any kind are to be worn on campus.
7. Female students may wear dresses or skirts that fall below the fingertips when student is standing with arms to the side in a relaxed mode. No mini-skirts, Capri pants or exposed stomach will be allowed.
8. Shorts may be worn only in Physical Education classes.

9. No bandanas, caps, headbands, headscarves, or any other headwear deemed inappropriate by administration or staff will be allowed.
10. Because of safety reasons, all uniform shoes must have backs and closed toes. No cloth or bedroom type shoes are to be worn.
11. South Tech Academy reserves the right to deny any student the opportunity to wear certain colors and clothing upon the suspicion of gang association or affiliation.

Failure to comply with the dress code policy will result in the student not being allowed to attend classes and be assigned ISS until proper clothing can be obtained. Repeated violations will result in a referral for insubordination that will require further disciplinary actions.

Gang Control Policy 5.091

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

Gang Control description

Youth and street gang: Any organization, association or group of 3 (three) or more persons, either formal or informal, which meets both of the following criteria:

- A unique common name or common identifying signs, colors, symbols or clothing styles.
- Has member or associate who individually or collectively have/has engaged in any criminal activity.

Youth and street gang member: Any person who meets any 2 (two) of the following criteria:

- Admits to gang membership.
- Is a youth up to age 21 who is identified as a gang member by parent/guardian.
- Is identified as a gang member by documented reliable informant.
- Resides in or frequents a particular gang's area and adopts their style of dress, uses their hand signs, symbols or tattoos and associates with other known gang members.
- Is identified as a gang member by an informant of previously untested reliability and corroborated by independent information.
- Has been arrested more than once in the company of identified gang members for offences which are consistent with usual gang activity.
- Is identified as a gang member by physical evidence such as photographs or other documentation.

Sexual harassment policy 5.001

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

For the purpose of this policy, sexual harassment shall be defined as uninvited sexual advances and other inappropriate oral, written or physical conduct of a sexual nature that when conducted substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive environment.

Examples of sexual harassment may include, but are not limited to:

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

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

Bullying and harassment policy 5.002

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

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

student in reasonable fear of harm to his or her person or property and cyberbullying, cyberstalking among others.

In compliance with the Jeffrey Johnson Stand Up for all Students Act, South Tech Academy has read and reviewed policy 5.002 with all staff, put posters in appropriate areas throughout the school, established a designee to review, maintain and monitor any bullying/harassment incident reports and the bullying/harassment anonymous drop box.
South Tech Academy has also established a contact number for anonymous reporting of bullying/harassment. Number: (561) 369-7009.

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

Parent/student grievance procedure
South Tech Academy Board Policy 5.19

1. The Governing Board of South Tech Academy recognizes that misunderstandings between students, parents/guardians, and school staff may occur: It is the intent of this policy to provide a means for resolving these issues:
   - A key ingredient in a student's educational success is parental involvement in the student's education. This includes daily parent/student discussion, parental involvement in school activities such as Open House and Governing Board meetings.
   - Parents/guardians are encouraged to arrange, by appointment, periodic conferences with their student's instructional staff to discuss student progress and needs, and resolve minor misunderstandings.
2. Parents or students wishing to file a formal grievance shall do the following:
   - Submit a written request to the Director of Student Services outlining the nature of the grievance.
   - The Director of Student Services shall schedule a meeting with the immediate staff member and supervisor within (5) five days after receiving the grievance.

   - If the issue is not resolved, the parent/guardian or student may appeal to the Secondary School Principal for resolution, who will schedule a meeting within (10) days

after receiving the grievance.

- If the issue is still not resolved, the parent/guardian of student may appeal to the South Tech Academy President for resolution. The President shall schedule a hearing and deliver a response within (10) ten days of the request.
- After exhausting school center remedies, the parent/guardian or student may appeal to the Governing Board. A written request shall be made to the Board Secretary requesting a Board hearing. The Board chairman may call the Board to an Executive Session meeting if it is determined necessary to protect confidential information. The Board shall render a final decision on the matter by majority vote within (30) 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.

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

Transportation (Policy 2.23)

Bus transportation for students living more than two miles from school is governed by the State and provided by the Palm Beach County School District. South Tech Academy utilizes Palm Beach County School District transportation. For information regarding bus pick-ups and drop-offs or any other transportation questions please call the **Palm Beach County School District transportation department at (561) 687-7192.**

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

All students riding the bus are subject to the authority and discipline of the bus driver at all times while on the bus. School bus misconduct or vandalism is reported to school administrators on a 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.

South Tech Academy may suspend any student from riding the bus for a period not to exceed 10 (ten) days. Students and parents/guardians will be notified of such decision within 24 hours.

Parking and driving on campus

Parking on school property is a privilege that carries responsibilities.

- Students must produce a **valid Florida's Operators Driver's License**/ **Car registration**/ **proof of insurance** and a **South Tech Academy Parking Application signed by both parent/guardian** and **student** in order to obtain a parking decal.
- Parking decals cost $20.00. If your decal is lost or misplaced, you may purchase a duplicate for $5.00.
- Decals are to be displayed at all times while student is on campus.
- Decals may not be transferred from person to person.
- Students must drive with care and obey all State of Florida traffic laws.
- Students may not return to their car during school day (including lunch) unless authorized by **administration**.
- No loitering is allowed in the parking lot before, during (including lunch), or after school. Students must depart the student parking lot **immediately** upon arriving to school.
- **All students** are to park in the **north parking lot** unless notified by **School Police** or **administration**.
- Students that are habitually late may have their parking privileges suspended or revoked.
- Any student taking another student off campus without proper authorization will result in immediate loss of parking privileges for no less than (10) ten days

- Use of air-horns, continuous beeping of horns, playing loud music upon entering and leaving campus is subject to disciplinary action up to and including revocation of parking privileges.

Attendance (Policy 5.092)

Pursuant to Florida statutes 1003.01 and South Tech Academy Policy 5.092 all students shall be required to attend school. Florida Statue 1003.24 and South Tech Academy Attendance Policy 5.092 states that it is the responsibility of parent(s)/guardians(s) to insure their children attend school on a regular basis. "Regular basis", according to statute and policy means attending school every day including every period.

South Tech academy operates on a 4x4 block that has 4 grading terms. Any student missing more that 3 days per term, which may be excused or unexcused, will put themselves in jeopardy of not receiving full credit and jeopardize their continued attendance at South Tech Academy.

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

Parents/guardians of students who need to miss school due to religious holidays, should notify **Student Services** in writing within 5 (five) days to request the student be excused from school on said day(s).

Students are allowed 2-1/2 days per year in grades 11 and 12 (for a total of 5 days) to visit colleges. Local colleges (Palm Beach Community College, FAU, and Palm Beach Atlantic College) are not included. Proof of visitation must be returned to the **student services** for the missed days to be excused within 24 hours of student's return to school.

Excused and unexcused absences

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

After 3 days absence, excused or unexcused, a student may be placed on an attendance contract.

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

Tardies

Students are expected to be on time to all of their classes. Tardiness disrupts the learning process for the student and the teaching process for the instructor.

- If a student is late to school, he/she must bring a note from the parent/guardian to avoid any disciplinary action. All unexcused tardies will result in an after school detention. Failure to serve the after school detention will result in further disciplinary actions.
- Any student that arrives to school or any class over 30 minutes late will be considered absent for that class period with or without an excused note. He/she must serve ISS for that period.

- Excessive tardies will result in a referral for insubordination that will result in further disciplinary actions along with a tardy contract that can not only jeopardize the student's academic performance, but the continued enrollment at South Tech Academy.

Procedures for leaving campus

- Students leaving school must sign out and receive a pass approval from the main office.
- Students will **not** be released without written approval of the parent or guardian.
- **Only an Administrator can approve and release students.**
- Only parents/guardians/formal designees that are on the **pre-approved contact** list may pick up a student after signing out in the main office.
- Administrators will verify identity and custody issues before releasing students to parents/guardians/formal designees.
- Students will wait for pick-up in the main office lobby.

Wellness promotion (Policy 5.003)

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

Student activities (Policy 2.05)

South Tech Academy does not offer any interscholastic sports activities. In pursuant to South Tech Academy policy 2.05 South Tech Academy does offer after school intramural sports activities as well as clubs and other activities students may participate in.

Admission and enrollment (Policy 5.011)

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 South Tech Academy:

- **Physical examination:** Students failing to submit this document within 30 (thirty) days will not be permitted to attend South Tech 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

(P-5.322) and (F.S. § 1003.22(9))

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

Immunizations

(P-5.06) and *(F.S.* § 1003.22(1))

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

Immunization Requirements for grade kindergarten through grade twelve
2009-2010 School Year

	K	1	2	3	4	5	6	7	8	9	10	11	12
DTP/DTaP/DT Series	X	X	X	X	X	X	X	X	X	X	X	X	X
OPV/IPV (Polio) Series	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
Hepatitis B	X	X	X	X	X	X	X	X	X	X	X	X	X
xd Booster								X	X	X	X	X	X
Varicella	X	X	X	X	X	X	X						

Florida Administrative Code § 64D-3.011

A. Physical Examination is required for All Students New to the District and South Tech Academy. (P-5.06 (A)).

CLINIC

The clinic is located on the northwest side of campus in building 22 North and is staffed by a registered nurse who screens each student that comes into the clinic to determine the seriousness of his /her illness. The clinic is intended for first aid and emergency use only. A student must obtain a pass from a teacher in order to go to the clinic. Permission to leave school is confirmed by a parent/guardian, or other authorized person on the emergency card. Students who are unable to reach parents must return to class.

Medication needs (Policy 5.321)

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

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

Accidents and injuries

Students injured on school premises, as conditions warrant, will be taken immediately to the school clinic, hospital or doctor and the parent/guardian will be notified. The supervising teacher shall submit an accident report to the school secretary and Mr. Hill, the Safety and Operations Supervisor.

Emergency information

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

Accident insurance

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

Voluntary student accident insurance

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

SOUTH TECH ACADEMY GUIDANCE

GRADING

Grade level Classification

The following minimum credits must be earned to be classified as a:

- **Sophomore: 5 Credits 2.0 GPA Passed Algebra I**
- **Junior: 11 Credits 2.0 GPA Passed Algebra I**
- **Senior: 17 Credits 2.0 GPA Passed Algebra I**

Grading period and report card distribution

Report cards are generated every 4-1/2 weeks. The report card will reflect the academic status and attendance for each student. Progress reports will be given to each student approximately 2-1/2 weeks into each 4-1/2 week marking period.

Edline

For those parents/guardians that have access to a computer, you may check the progress of your child at any time by using Edline. Go to the school website (www.Southtechacademy.com) to find out how to access this information.

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 make-up work shall receive an incomplete **(I)** for that grading period. Work must be completed within 10 days of the next grading period, or the "I" will be changed to an "F".

Credits

Credits will be awarded by semester only. No yearly grade average will be given. The student must earn a majority of passing grades during the marking periods and on the semester exam to receive a passing grade for that semester. To receive credit for a course taken, the student must complete all required work, including the semester exam.

Exemptions

Graduating seniors can be exempt from final exams both semesters provided they have not received a failing grade for any grading term and do no have more than 3 absences in **any** class for the grading term. If a senior wishes a higher grade during the second semester of his/her senior year, the final exam may be taken. **D8.05**.

Grading scale

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

E = Senior exempt from final exam

Student behavior evaluation

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

Graduation requirements

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

- Pass the Florida Comprehensive Assessment Test (FCAT) in 10th, 11th or 12th grade.
- Maintain a cumulative GPA of 2.0 on a 4.0 scale.
- Must pass all required subjects

Required Subjects

- English/Language Arts – 4 credits
- Mathematics – 4 credits (One credit from middle school can be used)
- Science – 3 credits
- Social Studies – 3 credits

- Physical Education - 1 credit (May include Health/Life Management Skills)
- Practical and/or Performing Arts – 1 credit
- Electives – 8 credits

Cooperative Education

Students in the Cooperative Education Program are permitted to earn credits while working off campus. Students who fail to follow the attendance policy, don't find employment, or don't accept employment offered will be dropped from their work program.

Dual Enrollment

Students are eligible for dual enrollment after completion of their 10th grade year. A 3.0 grade point average is required and student may begin taking classes during summer B term. For more information contact your guidance counselor at (561) 369-7006.

Diplomas

There are **5** kinds of diplomas available to students at **South Tech Academy**. They are as follows:

- **Regular Diploma** – Awarded to students who meet all criteria established by **South Tech Academy**, **The Palm Beach County School District** and **The Florida State Department of Education.**
- Certificate of Completion – Awarded to students who meet all criteria established by **South Tech Academy**, **The Palm Beach County School District** and **The Florida State Department of Education**, but did not pass the **FCAT** and/or did not maintained a **2.0 cumulative grade point average**.
- Academic Honors – Awarded to students who meet the criteria established by **South Tech Academy**, **The Palm Beach County School District** and **The Florida State Department of Education** and have an un-rounded **3.5** grade point average plus Scholastic Aptitude Test **(SAT) of 1270** or an American College Test **(ACT) composite score of 28**.

- Gold Seal Honors Diploma – Awarded, in addition to a regular diploma, to students who successfully complete a vocational job-entry program as outlined in the **Department of Adult, Vocational and Community Education**.
- Exceptional Student Education Diploma – Awarded to students who complete an appropriate course of study and satisfy all applicable **South Tech Academy**, **Palm Beach County School District** and **The Florida State Department of Education** requirements for exceptional education students.

Certificates

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

Scholarships

There is much information in the Career Center about scholarship opportunities. It would be to the student's advantage to look at this information early in his/her high school career so that plans can be made accordingly. Located in the guidance office is a list of scholarship applications received by the school from local and national organizations. We here at **South Tech Academy** encourage students to use our resources to investigate ways to enable them not only to find ways of furthering their secondary educational pursuits, but to also find employment based on the skills learned here at **South Tech Academy**. See your **Guidance Counselor**, **Vocational Instructor** or **Career Specialist** for more information.

Withdrawals and transfers from school

The following must be done in order for a student to withdraw or transfer:

- Parent/guardian must accompany student to the Guidance Office.
- Turn in all books and clear all financial obligations.
- Complete the withdrawal form and obtain all required signatures.

Class or schedule change

A student wishing to withdraw from a class or have a schedule change must complete a schedule change form located in the **Guidance Office** in order to have request considered. Students must continue to attend all classes until they are officially withdrawn or until their schedule has been officially changed.

Student records (Policy 5.50)

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

Transcripts

An official compilation of credits for release to other schools or organizations is called a transcript. Arrangements for transcripts are made through the guidance department. There will be a $3.00 Charge per transcript.