



**South Prep
Scholars Academy**

Parent /Student Handbook

2023-2024



Welcome to South Prep Scholars Academy! Your child is entering an environment that is nurturing, secure and challenging. In our school your child will grow academically, socially, physically, and creatively. This school year will be filled with wonderful memories. Our exceptional staff is committed to providing all our students a fun and enriched learning experience.

The inception of our school came from a desire to provide a familial environment where students with all learning styles can thrive. By providing an academic environment which focuses on student centered teaching, we can assure new discoveries and learning adventures for your child. Our students are encouraged to be active participants in the learning process. Our teachers will serve as facilitators of learning providing a vast range of educational expertise and experiences that will enrich your child's mind and enable them to become well rounded individuals.

South Prep Scholars Academy is committed to excellence in education and in all aspects of a child's life. This handbook is one way to bring all stakeholders of South Prep Scholars Academy together. Only together can we empower students to learn, achieve their maximum academic potential, and obtain the confidence needed to succeed in all their endeavors. This handbook will provide the answers to most of your questions. Please do not hesitate to contact the school should you have any additional questions or concerns. I thank you for entrusting your children to us and am honored with the responsibility of guiding them through their educational journey. I look forward to working with you this year and beyond. Together, there is no limit to what we can achieve!

Sincerely,

Mrs. Dianet de Armas, M.Ed

Principal

Contact Information:

ddearmas@southpsa.com- E-mail

(786) 504-3639-School Office

South Prep Scholars Academy
2023-2024
School Calendar

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

September						
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December						
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31						

January						
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April						
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July						
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28	29	30	31			

 New Teacher's Report
  Teacher Planning Day No School
 Legal Holidays-No School
 Beg/End of Grading Period
 Recess Day No School

DAYS IN GRADING PERIOD	
1 - 49	
2 - 41	
3 - 50	
4 - 40	



**South Prep
Scholars Academy**

BOARD MEETING SCHEDULE

Board of Directors

Antonio J. Sanchez, Chair
Maribella Lemus, Vice-Chair
Roberto Hernandez, Treasurer
Nieurka Gonzalez, Secretary
Jesus Bujan, Board Member

PROPOSED DATES FOR 2023-2024

July 27, 2023
September 7, 2023
December 7, 2023
February 8, 2024
April 4, 2024
June 6, 2024

Options to Address the Board / Provide Public Comment:

- 1) Members of the public may provide a written statement for the record of up to 250 words, 24 hours ahead of the meeting start time via-email to the recording secretary at NGonzalez@spsaboard.com to be included in the record under Public Comment.
- 2) Members of the public who are in attendance at a meeting, may address the Board during Public Comment. Speakers will have a maximum amount of time (3 minutes) to speak at the discretion of the Board Chair. The Board will not address the presenter or take action at this time. Anyone wishing to register a complaint may contact DSoler@managementschoolsolutions.com

What is a Charter School?

Charter schools are non-profit, self-managed entities that enroll Miami-Dade County public school students. They must be approved and monitored by the local school board, yet they are run independently. Charter schools are funded by state and local monies and are open to any student residing in the Miami-Dade County School District who would otherwise qualify to attend a regular elementary school in Miami-Dade County.

Mission Statement

The mission of South Prep Scholars Academy is to develop and educate students through a whole child, multi-sensory approach that will provide them with the skills necessary for educational and social success.

Our Vision

South Prep Scholars Academy's vision is to build relationships between the school, students, families, and community members to help the students become socially responsible individuals who possess self-confidence, self-respect, and respect for others. We will empower students to learn, achieve their maximum academic potential, and obtain the confidence needed to succeed in secondary education and beyond.

Miami-Dade County Public Schools

Please note: All students enrolled in South Prep Scholars Academy are students of Miami-Dade County Public Schools, subject to applicable policies.

Lottery and Admissions

The lottery system is used when more students apply for admission to South Prep Scholars Academy than can be admitted. If there are fewer applicants than spaces available, South Prep Scholars Academy does not need to conduct a lottery.



Registration Policies & Procedures

All students enrolled at South Prep must meet the following requirements and provide the following:

1. Two Forms of Proof of address in Miami-Dade County (i.e., copy of FPL bill, warranty deed, house contract, current Homestead Exemption Deed.)
2. Original Birth Certificate
3. Previous transcripts and records from last school(s) (if necessary, for grade verification)
4. Completed registration packet (including student data card)
5. Signed parent contract
6. Health and Immunization forms

Immunization requirements

- Kindergarten - Twelfth Grade
- Four or five doses of diphtheria-tetanus pertussis (DTaP) vaccine
- Three doses of hepatitis B (Hep B) vaccine
- Three, four or five doses of polio (IPV) vaccine
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine

School Hours

Kindergarten and First Grade	8:15 a.m. – 2:15 p.m.
Second Grade	8:15 a.m.- 2:35 p.m.



Arrival Procedures

- All students must be dropped off using the circular driveway.
- Under no circumstances will parents be allowed to park or leave their vehicles unattended in the drop off/pick up areas.
- All late students must report to the main office for a late pass.

Dismissal Procedures

- Vehicles will only be allowed to enter the school driveway 10 minutes prior to their child's scheduled dismissal time.
- Parents are discouraged from picking up students enrolled in the aftercare program during regular dismissal times.
- Students will remain with a faculty member 15 minutes after dismissal. Students who are not picked up 15 minutes after dismissal time will be sent to the office. Students will not be released 30 minutes prior to dismissal. **NO EXCEPTIONS!!**

Rainy Day Procedures

Please be patient and follow drop-off/pick-up procedures to ensure your child's safety.

Calendar

South Prep Scholars Academy will follow Miami-Dade County Public Schools calendar, which will be available on our website. In addition, we will have a monthly calendar on our website highlighting all events that will occur that month.

Attendance Policy

We expect our students to demonstrate excellent attendance. Please make every effort to have your child attend school on time. Arrival time for all students is from 7:50 a.m. to 8:10 a.m. Students must be in their seat by 8:15 a.m. Please make every effort to have your child attend school every day. In accordance with the school's and M-DCPS Daily Attendance Policies, students must be physically present in school for a minimum of 2 hours to be counted as present for attendance purposes each day. Students arriving outside of the School's designated times must be enrolled in a before-care program, including all applicable fees. Please be advised: South Prep Scholars Academy is not responsible for students who arrive more than thirty (30) minutes prior to the start of school.



Make-up Work Policy

Make-up work shall be accepted for full credit and grade for excused and unexcused absences. All make-up work must be submitted within three days after the return to school.

Absences and Tardies

When a student returns to school after an absence, a note **MUST** be brought from home within the first three days after their returned, otherwise the absence will be considered unexcused. Parents will be required to meet with administration for any students who have 6 or more unexcused absences in one nine-week grading period. Ten or more unexcused absences in any grading period will result in truancy procedures and students will follow district discipline policies. Any student who arrives at school after 8:15 a.m. must report to the main office to receive a tardy pass.

Early Dismissal

For a student to be dismissed early, parents must report to the main office. Students with excessive unexcused early dismissals will be referred to Administration/Attendance Review Committee. Students will not be dismissed 30 minutes prior to dismissal time without previous written notice.

School Board Attendance Policy

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism can result in course failure. The attendance policy is established by the School Board. Highlights of the attendance rules are as follows:

1. A student accumulating ten or more unexcused class absences in an annual course or five or more unexcused absences in a semester course will be subject to the withholding of final credit, pending a student/parent-requested administrative screening and/or review of all absences by the attendance review committee.
2. An attendance review committee is established in each school. The committee consists of three or more school personnel who have the responsibility to review student attendance petitions during the last week of the course(s) and recommend the:
 - Issuing of final grades;
 - Temporary withholding of final grades pending makeup assignments; or
 - Permanent withholding of final grades and credit.

3. The following are considered excused absences:

- Student illness
- Medical appointment
- Death in immediate family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
- School sponsored event or activity previously approved
- Other individual student absences or tardies beyond the control of the parent or the student as approved by the principal or designee

4. All other absences or tardies not listed above in item 3 are considered unexcused.

5. The student is expected to:

- Take advantage of his/her educational opportunity by attending all classes punctually daily.
- Provide the school with a written explanation for any absence/tardiness.
- Request the make-up assignment for all excused absences/tardiness from his/her teachers upon his/her return to school or class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.
- Complete the make-up assignments for classes missed within a reasonable amount of time. Failure to make up all assignments will result in lower assessment of the student's academic and/or effort grade.
- Submit a completed "Petition to Appeal Withholding of Final Passing Grades" to the individual responsible for the screening process:
 1. Provide written documentation for all absences to the attendance review committee.
 2. Appear before the committee at the scheduled time with a parent or guardian.

6. The parent is expected to:

- Report and explain an absence to the school.
- Be responsible for his/her child's school attendance as required by law.
- Be aware that tardiness places his/her child's learning in jeopardy and interrupts the learning of other students.
- Stress the importance of regular and punctual school attendance with his/ her child.
- Personally, contact the school after his/her child's fifth (5th) aggregate absence.
- Assist his/her child with the completion of the "Petition to Appeal Withholding of Final Grades"



- Appear before the attendance review committee at the scheduled time to provide information relating to his/her child's absences.
*Excerpt from School Board Rule 6Gx13-5A-1.04

School Communication

To reduce paper and “go green” the school will use Class Dojo, as well as the school website (southpsa.com) in order to communicate with parents.

Parent to School Communication

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must always be kept open so that we may be properly tuned into your child's needs. Please notify us immediately if:

1. Your child has developed a communicable disease.
2. You will be out of town
3. Your telephone number (home or work) has changed.
4. You wish to change or add to the emergency contact numbers we are to use.
5. IF THERE IS ANY CHANGE IN DISMISSAL. We will not allow a child to deviate from their regular departure routine without written or verbal verification. If there is a change in the person who is to pick up your child, we require the name of that person in writing.

Parent to Teacher Communication

Conferences with individual teachers must be arranged by contacting the teacher. Please make appointments for conferences before or after school hours. Teachers may also be available during their breaks; however, you must make an appointment during this time. Please do not engage in parent conferences during arrival/dismissal of students in the hallways or during classroom time.

Conflict Resolution

Always attempt to resolve issues/conflicts with the teacher before coming to administration. Most issues can be resolved when you have open and honest communication with your child's teacher. Order of contact to resolve an issue is:

Parent → Teacher → Principal → Conflict Resolution Designee →
Management School Solutions Personnel → South Prep Scholars Academy
Board of Directors



We at South Prep Scholars Academy, strive to maintain a safe and positive learning environment that encourages all students, staff, and family members to use positive choices for solving conflict. We use the following steps of communication when there is a concern.

Step 1: If there is a situation that needs a solution with your child, please begin by first talking to your child's teacher. You will be able to discuss possible ways to resolve any concerns. If a solution has not been reached, you should go the step 2.

Step 2: Parent may schedule an appointment with the school's Principal. Please present your concern. If a solution has not been reached with the teacher and the Principal, please go to step 3.

Step 3: Contact the Governing Board appointed Conflict Resolution Designee Darlene Soler at (305) 495-0551. This information is posted on school website and in our bulletin board located in school's lobby.

Classroom Placement

The guidelines in the MCDPS-Student Progression Plan, will be implemented when determining student placement. Our administrative staff reviews each student's scores and performance evaluations to provide students with the best possible learning environment. We also consider a student's individual personality, development, and character in our final decisions. We are not obligated to honor special requests for classroom placements. During the first two weeks of school, the student's academic progress is closely monitored to assure proper placement has been made and make any adjustments that may be needed at that time.

Grading

REPORTING STUDENT PROGRESS K-5

Progress Reports: Individual Progress Reports are issued mid-quarter. Please study your child's progress with him/her. Please feel free to consult your child's teacher regarding his/her school progress. Report cards are issued the same days as identified in the Miami-Dade County School Calendar. We encourage parents to use the Parent Portal on the MDCPS website to view your child's weekly grades.



Progress Report and Report Card Distribution Schedule:

	Progress Reports	Report Cards (Approximate)
1 st Grading Period	TBA	TBA
2 nd Grading Period	TBA	TBA
3 rd Grading Period	TBA	TBA
4 th Grading Period	TBA	TBA

Testing Information and Calendar

<http://oada.dadeschools.net/TestingCalendar/TestingCalendar.asp>

<https://flfast.org>



Grading and Reporting of Student Progress

Instructional staff uses evaluative devices and techniques as needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessment, and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

A student’s academic grade reflects the teacher’s most objective assessment of the student’s academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort. Specific guidelines for grading student performance and for reporting student progress are provided below and detailed in the *Student Progression Plan*. To view the plan, go to [http:// ehandbooks.dadeschools.net/policies/93.pdf](http://ehandbooks.dadeschools.net/policies/93.pdf).

Academic Grades

Academic grades are to reflect the student’s academic progress. The grade must provide for both students and parents a clear indication of each student’s academic performance as compared with norms that would be appropriate for the grade or subject. The academic grades of “A”, “B”, “C”, “D”, or “F” are not related to the student’s effort and conduct grades. The letter grade of “I” will be reserved for secondary use only. Kindergarten student receive a developmentally appropriate report card. The letter grade for Kindergarten are “E” (Excellent), “G” (Good), “S” (Satisfactory), “M” (Marginal) and “U” (Unsatisfactory).

Kindergarten

Grade	Letter Values	Verbal Interpretation	Grade Point Value
E	100-90%	Excellent	4
G	89%-80%	Good	3
S	79%-70%	Satisfactory	2
M	69-60%	Marginal	1
U	59-0%	Unsatisfactory	0

First and Second Grade

Grade	Letter Values	Verbal Interpretation	Grade Point Value
A	100-90%	Excellent	4
B	89%-80%	Good	3
C	79%-70%	Satisfactory	2
D	69-60%	Marginal	1
F	59-0%	Unsatisfactory	0



Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on a teacher's careful consideration of all aspects of each student's performance during a grading period.

Effort Grades:

Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude. Kindergarten students do not receive effort grades. Three numerical grades are used to reflect effort in grades 1-5:

→ An effort grade of "1" indicates outstanding effort on the part of the student. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.

→ An effort grade of "2" indicates satisfactory effort on the part of the student.

→ An effort grade of "3" reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.



Home Learning

Home learning assignments are a very important part of learning. Developing the habit of nightly study requires parental help and guidance. This is another way to reinforce what was learned in the classroom and allows the parents to be a part of the curriculum goals.

Teachers will use the following time schedule as a guide when assigning home learning:

Grade K-30 minutes

Grade 1-30 minutes

Grade 2-45 minutes

Grade 3-45 minutes

Grade 4-60 minutes

Grade 5-60 minutes

All students must complete 45 minutes weekly of computer based instructional practice of iReady Reading and 45 minutes of iReady Math. These times are a guide and are based on the average child's ability and concentration, some home learning assignments may take less time and others may take a little more time.

Code of Student Conduct

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible children. Proper behavior is recognized, and consequences are given when applicable. Each parent must take an active role in supporting the school. We want our children to learn and to be responsible citizens. It is in the children's best interest that parents and staff work together to ensure a happy, safe, and productive learning experience. We will achieve these expectations by following the Pure Edge Character Education Curriculum, and through the school wide adoption of an equitable discipline plan that promotes positive school wider behavior.



South Prep Scholars Academy will follow Miami-Dade County Public School's <http://ehandbooks.dadeschools.net/policies/90/index.html> . The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student:

1. Who is on the school property?
2. Who attends school or any school-sponsored activity?
3. Whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school?

Disciplinary actions will include:

- 1st offense: Verbal Warning
- 2nd offense: Parent contacted
- 3rd offense: Parent/Teacher Conference
- 4th offense: Administration reserves the right to issue disciplinary action based on the severity of the violation and in accordance with the MDCPS Student Code of Conduct.

Items Not Permitted in School

Please note that students are not allowed to bring any toys, electronic devices, pets, or animals to school. Cell phones must be turned off while in the school building. Cell phones may not be visible at any time during the school day, may not be displayed during school, and must be left in the student's bag. The school will confiscate any unauthorized items a student may bring to school. Confiscated items will only be returned to parents at which time a parent/student conference may be required. Continued violations of this policy may result in further penalties and may subject the student to disciplinary action and/or referral to the school's administration. While the School will take every measure to protect such items, the school is not be responsible for loss or damage to any unauthorized items which have been confiscated.

Internet Use Policy

Access and use of the Internet is a privilege not a right, and its use must support the educational objectives of the school. Students must always get permission from their teachers prior to using the internet. In addition, the school prohibits the transmission of materials such as copy right material, threatening or obscene material, as well as the use of the Internet for product advertisement, commercial activities, political



campaigning or solicitation during school hours. Although, the school has filters in place to block inappropriate or questionable websites or images, if any student encounters any of these website or images, they are to notify a teacher or administrator immediately and should NOT share or access the content any further. Additionally, students are not allowed to post images, or videos of other individuals without authorization. For safety reasons the school reserves the right to request the removal of any image or video that depicts the school in a derogatory sense. Any damage to property (laptops, computers, iPads) caused intentionally or by negligence will result in restitution.

Student's Rights

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in disciplinary actions, exclusion from participation in class activities, fieldtrips, suspension, or other disciplinary action as determined by the student code of conduct. Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the administration. At no time may parents approach any student/parent directly. All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, harassment or other verbal or physical conduct against a student or employee will not be tolerated.

Non-Discrimination Statement

In accordance with federal and state anti-discriminatory laws, South Prep Scholars Academy will not discriminate on the basis of race, ethnicity, national origin, gender, disability or marital status against a student in its school admission process. Students who are identified as needing ESE or ELL programs shall have an equal opportunity of being selected for enrolment in the school. Any eligible student, as described in Fl. Statue 1002.33(10), who submits an application (prior to posted deadline) shall be considered unless the number of applications exceeds the capacity of the program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a lottery process. If the number of applications falls short of the stablish capacity, supplemental registration periods may be held for the purpose of reaching student capacity.

South Prep Scholars Academy will comply with Florida's charter school legislation, Fla. Stat. 1002.33(10) (3) which states that schools may give enrollment preference to certain student populations. These populations include:

- Students who are siblings of a student enrolled at the charter school.
- Students who are the children of a member of the Board of Directors of the charter school.
- Students who are the children of an employee of the charter school.
- Students who are the children of an active-duty member of any branch in the United States Armed Forces.



Anti-Bullying Policy

At South Prep Scholars Academy, our utmost priority is to ensure a safe and secure learning environment for every student. We are fully committed to eliminating bullying and harassment within our schools. To achieve this goal, we actively promote awareness, prevention, and education initiatives that foster a school atmosphere where bullying, harassment, and intimidation are not tolerated by students, employees of the Governing Board, visitors, or volunteers.

Zero Tolerance Policy

At South Prep Scholars, we have a zero-tolerance policy in place to guarantee that all students and school employees experience an educational setting that is safe, secure, and completely free from any form of harassment or bullying. We have an agreement with the county sheriff's office and local police department for reporting acts that pose a threat to school safety, as provided by Section 1006.13(4), F.S.

Agendas

Agendas/Student Planners must be purchased for every student in grades 2-5. Please check your child's agenda daily. Parents are welcomed to communicate with the teacher regarding student progress by using the comment's section. This promotes a better understanding between staff, parents/guardians, and students.



Volunteering, Options, and Guidelines

Parents will have many opportunities to volunteer their time at the school. Volunteer sign-ups will be available throughout the school year. Due to mandates from Miami-Dade County Public Schools, all parents wishing to volunteer must participate in the School Volunteer Registration Program and must be cleared by contacting Mrs. Dianet De Armas at ddearmas@southpsa.com. Mrs. De Armas will provide the parent with a link to complete a background check, before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as book fairs, classroom parties, fundraising activities, etc. Parents must also be cleared to chaperone field trips.

Any parent/guardian who would like to volunteer in the classroom must inform the classroom teacher prior to volunteering. Consent from the administration must be confirmed before the parents are allowed to enter the classrooms. In addition, parents/visitors must sign-in at the main office and obtain a visitor's pass. In order to ensure the safety of all of our students,

NO PARENTS/VISITORS WILL BE ALLOWED BEYOND THE MAIN OFFICE WITHOUT A VISITOR'S PASS. NO EXCEPTIONS. ONLY PARENT VOLUNTEERS WILL BE ALLOWED TO CHAPERONE FIELD TRIPS AND/OR CLASSROOM PARTIES.

EESAC Meetings/Board Meetings are posted in the Main Office and can be viewed at: [http:// meetings.dadeschools.net/](http://meetings.dadeschools.net/)

Visitors

FOR THE SAFETY OF ALL OF OUR STUDENTS, ALL VISITORS must report to the main office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Children and family members, who are not currently enrolled at the school, will not be permitted on campus during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.



Dress Code/Uniforms

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. The school reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

Kindergarten – 5th Grade

1. Boys have the option of wearing pants or shorts, in Khaki; Girls- have the option of skorts, skirts, pants, and shorts in Khaki. No tights or leggings allowed.
2. Polo short sleeve shirt in green with emblem.
3. Shoes/Socks: Black only – No other colors or accents will be allowed (no shoelaces for kindergarten). Top Siders in black are also allowed. White or navy-blue socks only. Shoes must have laces or Velcro. No Skate Sneakers (Heelys), no light up shoes, and no slip-on sneakers are permitted. No sandals, “ballerinas”, open toe, or platform shoes are allowed.
4. Black Belt
5. School Spirit: Mascot T-shirts are available for sale in the main office and may be worn ONLY on Fridays with the uniform bottoms or with jeans on paid Jean Days.
6. Cold Weather: Navy sweatpants are permitted. Girls may wear stockings or tights in white or navy blue. Also, plain green or navy-blue jacket, cardigan, or sweatshirt.

Academic Recovery

If the school identifies your student as requiring additional instruction and/or remediation including but not limited to mandatory tutoring, summer school, etc., attendance and successful completion shall be required.

Accidents and Illnesses

Parents will be notified immediately in case of illness or an accident. If a parent cannot be located, the person(s) named on the emergency contact cards will be contacted. It is your responsibility to make sure that these numbers are current and accurate. Please notify the office immediately of any accident or injury which occurred during arrival or departure from school. Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify us of any contagious illness your child has so we may alert other parents. Also, please notify the school of any chronic condition your child may have.



Authorization for Medication

Miami-Dade County School Board policy “prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form must be signed by the child’s physician and/or parent(s).” For medication to be administered to your child, we must have an Authorization for Medication Form. This form is available in the office and must be kept on record. The forms must be completed by a pediatrician or a family doctor. Medication must be in its original container labeled with the following information: the child’s name, dosage, name of the drug, physician’s name, and the name and phone number of the pharmacy that filled the prescription. Rigid guidelines are followed in administering medication.

Birthdays

Birthdays are a special occasion! Parents wishing to celebrate their child’s birthday at school must notify the teacher at least a full day in advance, all treats must be individually wrapped and peanut free, only cupcakes, juice or water, and peanut free treat bags will be allowed.

Field Trips

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid, the school will not issue a refund. If a hardship exists where a student cannot afford the cost of the field trip, please notify the teacher. Parent chaperones must not bring siblings along, as they are not covered by insurance. All parents attending field trips must be cleared through the Volunteer Safety Program. Students will not be released to anyone during a field trip for any reason. Authorized persons who wish to have a student released early must report to the main office to sign out the child and wait for the child to return with their class from the field trip.



Internet and Media Use Policy

No recording, either photographic or audio/visual in nature may be made on school property without the express authorization of the administration. No document or media existing now or in the future and which impacts the school and/or disrupts the learning environment, relating to the school, its staff or students, including but not limited to photographs, letters, yearbooks, and other material may be published in any public forum or media without the express authorization of the administration. Furthermore, the unauthorized use of the South Prep Scholars Academy name and/or any of its logos is expressly prohibited. For purposes of this section, the term “public forum or media includes but shall not be limited to publicly accessible websites and web forums, newspapers, print and other media sources. Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the school. Students must always get permission from their teachers prior to using the Internet. In addition, the school prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

Lost and Found

A lost and found area will be designated in the main office. To minimize the quantity of lost and found articles, we ask that you please write your child’s name on everything he/she brings to school.



Lunch

Lunch will be provided free of cost to all students. The school is in the process of applying for the National School Lunch Program, upon notification that the school is eligible, the school will advise the parents of the change, and provide an update.

Outstanding Fees

Please be aware that all outstanding fees must be resolved in full by the last day of school. Failure to reconcile accounts in full by the last day of school may result in the loss of re-enrollment privileges and/or suspension of extracurricular activity privileges (including, but not limited to, loss of participation in graduation ceremonies and other end of the year activities). Fees may include, but shall not be limited to lost books, library fees, lunch accounts, before/after care fees, and all fees which may accrue in the normal course.

Substitute Teachers

A substitute teacher has the same authority as a regular classroom teacher. We expect that all students demonstrate respect and cooperate fully with our substitute teachers.

Textbooks

Students will be issued books at the beginning of each school year. Students must immediately inform teachers about any lost or damaged books so that they can be replaced. Parents will be responsible for the cost of the replacement book. The same rule applies for lost library books.

Photograph and Video Policy

Photographs or video of classroom activities will be taken throughout the year and may be published on our website, public newspapers, and in any advertising the school may have. Please note that your child's full name may be posted on such mediums when he/she is recognized for accomplishments or participation in events. If you object to this use, please contact the main office upon registration.



Withdrawals

Please notify the school office of your child's withdrawal or transfer at least one day in advance. To process a withdrawal from the school, the parent/guardian who registered the child must come into the school office and complete the necessary paperwork to process a transfer. A transfer involves notification of a change in school and the return of textbooks, library books, and payment of any/all monies owed to the school.

Emergency Evacuation

Your child's safety is one of our major concerns, therefore we need to be prepared for the unexpected. We conduct monthly fire drills, emergency lockdown and evacuation drills to help prepare students and staff for any emergency that may arise. Under any circumstance where we would need to evacuate the building, depending on the situation, the local police will determine the location. During an evacuation period, parents will be unable to pick up their child at the school. Our goal is to evacuate the entire building safely, please wait patiently for a phone call from our office staff telling you the location and procedures for picking up your child. Students will only be released to the people identified on the emergency contact form. Please bring your proper identification (a picture ID) when picking up your child.

Fortify FL

Fortify FL is the mobile suspicious activity reporting tool that allows students and members of the community to report information anonymously concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or threats of such activities to law enforcement or school officials as described in Section 943.082, F.S.

School Closing and Delays

South Prep Scholars Academy will follow the directives and lead of Miami Dade County Public Schools. When Miami Dade County Public School closes, South Prep Scholars Academy will do the same, and when the school district reopens so will South Prep Scholars Academy. This includes, hurricanes, inclement weather, or any community incidents that would require, the closing of schools, or the cancelling of classes. Please listen to the media for information on the closing and reopening of South Prep Scholars Academy.



ACKNOWLEDGEMENT OF PARENT/STUDENT HANDBOOK
2023-2024

Name of Student: _____

Teacher: _____ Grade: _____

PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD’S HOMEROOM TEACHER:

I have read the South Prep Scholars Academy Parent/Student Handbook, including uniform policy and the M-DCPS Student Code of Conduct and agree to cooperate with all the policies contained therein.

As a parent I understand the importance of the M-DCPS Code of Student Conduct, which can be accessed at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> and is available in the school’s main office. The Code of Student Conduct was reviewed and referenced by me at the time of registration, along with the Parent/Student Handbook, and I agree to abide by all its contents.

All parents wishing to volunteer must participate in the School Volunteer Registration Program and must be cleared through Miami-Dade County Public Schools before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as book fairs, classroom parties, fundraising activities, etc. Parents must also be cleared to chaperone field trips.

(Signature of Parent/ Guardian)

(Date)

(Signature of Student)

(Date)



**South Prep
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