



Family Handbook  
2022-2023



From the first day of school until caps and gowns are donned, students experience the most enriching growth period of their lives. The Charter Schools USA family of schools is proud to offer you and your family the opportunity to choose a great educational experience. Our schools require no tuition and offer a rigorous academic curriculum, a safe learning environment, a community atmosphere and so much more.

Educational success for all students cannot be achieved without parent partnerships. You are the most essential part of your child’s education and it is important that we build a strong relationship in order to best serve your child’s educational needs.

Please use this handbook as a guide. If you cannot find the information you need, please contact school staff members as indicated on the following pages. We look forward to a successful year and are committed to providing our students with quality learning opportunities that will help them become productive citizens in the 21<sup>st</sup> century.

**Charter Schools USA’s Mission**

CSUSA provides world-class educational solutions with:

- An unwavering dedication to student success
- An unyielding commitment to ethical and sound business practices

Providing a choice for our stakeholders that fosters and promotes educational excellence.

**Charter Schools USA’s Vision**

CSUSA will have a dramatic impact on the world’s next generation – changing lives and leaving a legacy. Our brand will be the standard by which quality is measured in education.

**CSUSA Values**

- Purpose**
- Passion**
- Integrity**
- Grit**



- Aventura City of Excellence
- Bonita Springs Charter School
- Clay Charter Academy
- Collier Charter Academy
- Coral Springs Charter School
- Creekside Charter Academy
- Don Soffer Aventura High School
- Downtown Miami Charter School
- Duval Charter High School at Baymeadows
- Duval Charter School at Baymeadows
- Duval Charter Scholars Academy
- Duval Charter School at Coastal
- Duval Charter School at Flagler Center
- Duval Charter at Mandarin
- Duval Charter at Southside
- Duval Charter School at Westside
- Four Corners Charter School
- Four Corners Charter Upper School
- Gateway Charter High School
- Gateway Charter School
- Gateway Intermediate Charter School
- Governors Charter Academy
- G-Star School of the Arts
- Henderson Hammock Charter School
- Hollywood Academy of Arts and Science
- Innovative Preparatory Academy
- Keys Gate Charter High School
- Keys Gate Charter School
- Manatee Charter School
- Mid Cape Global Academy
- North Broward Academy of Excellence
- Renaissance Charter School at Boggy Creek
- Renaissance Charter School at Central Florida
- Renaissance Charter School at Central Palm
- Renaissance Charter School at Chickasaw Trail
- Renaissance Charter School at Cooper City
- Renaissance Charter School at Coral Springs
- Renaissance Charter School at Crown Point
- Renaissance Charter School at Cypress
- Renaissance Charter School at Goldenrod
- Renaissance Charter School at Hunter’s Creek
- Renaissance Charter Schools at Pines
- Renaissance Charter School at Plantation
- Renaissance Charter School at Poinciana
- Renaissance Charter School of St. Lucie
- Renaissance Charter School at Summit
- Renaissance Charter School at Tapestry
- Renaissance Charter School at Tradition
- Renaissance Charter School at University
- Renaissance Charter School at Wellington
- Renaissance Charter School at West Palm Beach
- Renaissance Elementary Charter School
- Renaissance Middle Charter School
- Six Mile Charter School
- SouthShore Charter Academy
- Tradition Preparatory High School
- Union Park Charter Academy
- Waterset Charter School
- Winthrop Charter School
- Winthrop College Preparatory Academy
- Woodmont Charter School

### Letter from the Principal

Dear Members of the Don Soffer Aventura High School Community,

Welcome to Don Soffer Aventura High School! I am honored to join you and all members of our school community in accomplishing a two-part mission. Part one is provide for these high school years to be the most terrific years of our students' lives to date. Part two is to equip our students to make each future year even better.

Here are some essential elements of this mission:

- Students experience TOP excellence, found at the intersection of each student's greatest "T" for talent, "O" for opportunity, and "P" for purpose.
- Support is provided for each student to take every course on the most challenging, manageable level.
- Students have the opportunity to complete course requirements for the University of Cambridge Advanced International Certificate of Education (AICE) Diploma, as well as the College Board Advanced Placement Capstone diploma.
- Extracurricular and athletic involvement is celebrated for student growth, to experience the fulfillment of selfless service, and to develop resumes that impress college admission officers and scholarship judges.
- Students learn to formulate and clearly communicate sophisticated, personal perspectives verbally and in writing; and students learn to understand the perspectives of others.
- Students develop the preparation and execution strategies necessary generate a peak performance when it matters most in all areas of life, including standardized testing.
- Students advocate for themselves and others if ever support is needed or injustice is perceived, and all members of our community listen.

Considering what an amazing school community we have, it is reasonable to anticipate magnificent outcomes: The DSAHS target graduation rate is 100%; DSAHS will earn elite national ranking and maintain the current "A" rating from the Florida Department of Education; the number of students earning National Merit Recognition will rival Florida's top high schools; and our graduates will be prepared to attend elite universities, thrive in their careers, and become global leaders.

Thank you for joining our school community in helping our students achieve their greatest potential, while affirming every day they are worthy of our complete respect, kindness, and devotion just as they are.

Sincerely,

Dr. Geoff McKee, Principal

Don Soffer Aventura High School, A member of the Charter Schools USA Family of Schools

## Academics

**Academic recognition:** At the start of senior year, students who have earned meritorious recognition based on the cumulative, weighted Grade Point Average (GPA) will be notified: Summa Cum Laude distinction is earned by the top 5% of the graduating class. Magna Cum Laude distinction is earned by students ranked in the 6%-10% of the senior class. Cum Laude distinction is earned by students ranked in the 11%-15% of the senior class, as well as any student with a weighted GPA of 4.0 or higher. Students do not receive an individual rank.

### **Diplomas**

**Florida high school diploma:** Students must successfully complete a four-year curriculum, including 1) successful completion of a minimum of seven Advanced International Certificate of Education (AICE) courses in the appropriate subject areas, **or** 2) completion of 24 credits, including 16 core academic credits and eight elective credits. The 24-credit standard diploma option includes four credits in English/Language Arts, four credits in mathematics; three credits each in science and social science; one credit of fine and performing arts; and one credit of physical education with the integration of health education. At least one course within the 24 credits must be completed through online learning. A high school level online course taken in grades 6-8 fulfills this requirement.

**Cambridge Advanced International Certificate of Education Diploma:** The Advanced International Certificate of Education (AICE) is an international diploma that students can earn via an advanced academic curriculum and assessment program written and administered by a non-profit department (CIE) of the University of Cambridge in England. Cambridge courses teach students to think independently, collaborate with peers, synthesize information, apply knowledge, and present logical, coherent, and persuasive arguments. The AICE Diploma requires that students earn seven credits in specified subject areas. Through earning an AICE Diploma and documenting 100 hours of community service, students qualify for the Florida Bright Futures Academic Scholars Scholarship. The AICE curriculum requirement includes AICE Global Perspectives, at least one class in the AICE Arts and Humanities category, at least one class in the Math and Science category, at least one class in the Language category, and any three additional AICE classes. Students who complete these requirements are not required to meet the PE, performing or expressive arts, or online requirement for graduation.

**Advanced Placement (AP) Capstone Diploma:** AP Capstone is an innovative program that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. AP Capstone is built on the foundation of two courses, AP Seminar and AP Research, and is designed to complement and enhance the in-depth, discipline-specific study provided through other AP courses. The AP Capstone curriculum fosters inquiry, research, collaboration, and writing skills through the intensive investigation of topics from multiple perspectives. AP courses are rigorous and students are expected to have high academic expectations, be self-motivated and display good study habits. The AP Diploma requires students to earn scores of three on the five-point scale in AP Seminar and AP Research and on any four additional AP exams.

### **Diploma Designations**

**Standard Diploma Designation:** Given to all students who fulfill the State of Florida's graduation requirements. These requirements include a 2.0 GPA, specific classes, and passing required state assessments.

**Scholar Diploma Designation:** Pass the Geometry, Biology 1, and U.S. History End of Course exams; earn 1 credit each in the following courses: Algebra 2; statistics or an equally rigorous mathematics course; chemistry or physics or a course equally rigorous to chemistry or physics; 2 credits in the same world language; and at least 1 credit in AP, AICE, or dual enrollment.

**Merit Designation:** Meet the standard high school diploma requirements, and attain one or more industry certifications from the list established per Florida Statute § 1003.492.

**Superintendent’s Diploma of Distinction:** Meet the standard high school diploma requirements, and earn credit in at least 4 Honors, AP, AICE, or dual enrollment courses; Complete at least 75 hours of community service  
Earn a GPA of 3.5 or above by the end of the first semester of Senior Year with no final grades of a “C” or lower on their transcripts.

**Florida Seal of Biliteracy Requirements** is established to recognize a high school graduate who has attained a high level of competency in listening, speaking, reading, and writing in one or more languages in addition to English by the award of a silver or gold seal on a standard high school diploma.

**Florida Gold Seal of Biliteracy** is awarded to a student who has earned a standard high school diploma and who has satisfied one of the following criteria for eligibility: Has earned four foreign language course credits in the same foreign language with a cumulative 3.0 grade point average or higher and level 4 or higher on the grade 10 English Language Arts (ELA) Florida Standards Assessment (FSA); or has earned a score or performance level on any of the state approved examinations; or has satisfied alternative requirements as determined by the FL Board of Education.

**Florida Silver Seal of Biliteracy** is awarded to a student who has earned a standard high school diploma and who has satisfied one of these criteria: Has earned four foreign language credits in the same language with a cumulative 3.0 grade point average or higher on a 4.0 scale; or has earned a score or performance level on any of the state approved examinations; or has satisfied alternative requirements as determined by the FL Board of Education.

For languages which are not tested on the nationally recognized examinations, students may demonstrate language proficiency through maintenance of a portfolio of language performance on the ACTFL Proficiency Guidelines of 2012 in the modes of communication appropriate for that language.

### Academic Honor Code

The members of the Don Soffer Aventura High School community believe that the fundamental objective of the school is to provide our students with a quality education while developing their sense of ethical purpose and social responsibility. Honesty and trust are integral parts of the learning process and every instance of dishonesty hurts the entire school community.

The Academic Honor Code at Don Soffer Aventura High School is designed to accomplish the following goals:

- Ensure that students, faculty, and staff understand that it is their responsibility to uphold academic honesty and integrity.
- Prevent students from gaining an unfair advantage over other students through academic misconduct (cheating).
- Ensure that students understand that academic dishonesty is a violation of the trust of the entire community.
- Clarify what constitutes academic misconduct and what is expected of students by the faculty, the staff, and their peers.
- Cultivate an environment where academic dishonesty is not tolerated.

The expectation is that all members of the DSAHS community agree to uphold the Honor Code at all times and promise not to commit any acts of academic misconduct. Students who commit acts of academic misconduct will receive consequences.

## **Administrative Support Team**

Ms. Campbell, School Office Administrator

Ms. Clappier, Assistant Principal, Dean for students whose last names begin with A, B, C, and W

Ms. Garzon, Enrollment Manager, School Office Manager

Mr. Luidor, Technology Specialist

Dr. McKee, Principal

Ms. Montes, Guidance Counselor, Dean for students whose last names begin with D, E, F, G, H, I, J, and K

Ms. Nicholson, College and Career Specialist

Ms. Norris, Athletic Director

Ms. Weinberg, Guidance Counselor, Dean for students whose last names begin with L, M, N, O, P, Q, U, Y

Ms. Evans-Yearby, Assistant Principal, Dean for students whose last names begin with R, S, T, V, X, and Z

## **Arrival**

Students need to learn the importance of regular and prompt school attendance. All students must be dropped off in the school driveway. The early start drop-off time is from 7:00am-7:15am to ensure students are in class by 7:24am. The standard start drop off is from 8:00-8:20am to ensure students are in class by 8:30am. The school is not responsible for supervision before 7:00am or after 3:45pm, unless students are involved in school-sponsored activities. Breakfast is available from 7:00-7:20am for early start and 8:00-8:25am for standard start students.

For drop off and pickup, vehicles enter through 3301 NE 213<sup>th</sup> Street, the Waterways Park main entrance

## **Athletics**

Students are encouraged to participate in intramural and interscholastic athletics. Athletic packets must be submitted prior to participation and all Florida High School Athletic Association (FHSAA) requirements must be met prior to participation. Here is the link for additional information; <https://aventuracharterhs.org/athletics/>

## **Attendance Policy**

Please email [Attendance@AventuraCharterHS.Org](mailto:Attendance@AventuraCharterHS.Org) for all attendance matters. Don Soffer Aventura High School has developed the following attendance policy to comply with that of the Miami-Dade County Public Schools. One of the most significant factors impacting in school than regular and punctual attendance. It is our obligation to monitor attendance and ensure that it is taken and recorded for each period, inform parents/guardians of student absences, and to see that the compulsory attendance laws are enforced as mandated by Florida Statutes. We encourage the commitment of students, parents, and staff to work together to accomplish this. Students are responsible to be present and on time to school, turn in proper documentation explaining all absences, make-up missed assignments, and turn in assigned work on time. Documentation regarding an absence must be received within 48-hours following the student's return to school. If documentation is not received within that timeframe, the absence will not be excused.

### **A. Excused Absences**

- a. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statements must include all days of absence.
- b. Medical Appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment must be submitted to the front office staff.
- c. Death of a family member.

- d. 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.
- e. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee. The student must receive advance written permission from the principal or the principal's designee. Examples of special events include student performances and presentations at public functions, conferences, and regional, state and national competitions.
- f. Subpoena by law enforcement agency or mandatory court appearance.
- g. Out of school suspensions

**B. Unexcused Absences**

- a. Absences due to vacations, personal services, and non-school activities.
- b. Absences due to older students providing day care for siblings
- c. Absences due to illness of others
- d. Absences due to non-compliance with immunization requirements (unless lawfully exempt)

**Tardies:** A student is deemed tardy if not in the assigned classroom when the late bell rings. Students will receive two grace tardies per quarter. For the third, fourth, fifth, and sixth tardies, students will be assigned to lunch detentions. Beginning with the seventh tardy in a quarter, additional disciplinary action will be taken.

**Early Release:** Students will only be released before the end of the school day if 1) a parent/guardian picks up the student in person; or 2) documentation is presented to confirm the early release qualifies as an excused absence. In either case, the departure must be pre-approved by an administrator and processed in the front office. Students who leave campus without administrative approval will receive disciplinary consequences (see Excused Absences above).

**Planned Extended Absences:** Parents are urged to plan family trips during school vacations. Absences due a vacation are unexcused. If an extended student absence is unavoidable, the school must be notified in writing, at least one week before the first day a student is out. If the absences are considered excused (see Excused Absences above), make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial.

**Bell Schedule**

Students will take seven classes per day during periods 1-7 or periods 2-8. In accordance with compelling research, the most beneficial school time is during periods 2-8. Consequently, only students with a compelling need to attend during periods 1-7 will be assigned to start at 7:34am. All other students will begin school at 8:30am.

Here is the bell schedule, which is subject to change for special events:

P.1, 7:34-8:24

P.2, 8:30-9:25 (5 extra minutes for Pledge, announcements, and minute of silence/stillness)

P.3, 9:30-10:20

P.4, 10:25-11:15

**P.5A, 11:20-12:10; Lunch B: 12:10-12:45** (all classes that meet in the gym, first floor, or fourth floor)

**OR**

**Lunch A, 11:15-11:45; P.5B, 11:50-12:40** (all classes that meet on the second and third floor.)

P.6, 12:45-1:35

P.7, 1:40-2:30

P.8, 2:35-3:25

### **Book Bags, Folders, Personal Items**

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang related paraphernalia, or any other item that would be deemed inappropriate, offensive, promote alcohol or drug use, or reflect negatively on Don Soffer Aventura High School. Failure to comply will constitute a uniform violation and be subject to a consequence and parent notification.

### **Bus Transportation**

Don Soffer Aventura High School does provide bus transportation to students who reside two or more miles from school, as determined by the school's contracted bus company, A1A Transportation.

### **Cafeteria**

Aviands is our food services provider. Only students who qualify for free lunch and free breakfast will receive breakfast or lunch without having to pay. Those interested in free or reduced-price meals may apply on [myschoolapps.com](http://myschoolapps.com). Here are the meal prices: Breakfast: \$2.00; Lunch, \$3.95; Reduced Breakfast, \$0.30; Reduced Lunch, \$0.40. Lunch costs must be paid through MySchoolBucks.Com.

### **Cafeteria Behavior**

Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students will enter and exit the cafeteria in an orderly fashion. Students will stand in a single file line while waiting for food, keep communication noise levels low, and stay seated unless they have been given permission to leave their seat. Students must have staff permission to leave the school grounds during lunch.

### **Care of School Property**

Students are expected to respect the school buildings and property. Receptacles are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense and will result in disciplinary action and the involvement of the police, if appropriate. Any student who damages/vandalizes school property will be required to make full restitution for damages. Chewing gum in the school building is forbidden. All food must be consumed in the cafeteria or area designated by Administration. Any student who disregards rules pertaining to the care of school property may be subject to disciplinary action.

### **Cell Phone Policy**

Cell phones and other personal technology should be turned off and kept out-of-sight during all instructional and class-time activities. No cell phone or other personal technology may be used during class unless pre-approved by the teacher or administrator for instructional purposes. Cell phones and electronic devices are subject to search by an administrator if there is reasonable suspicion of wrongdoing or an eminent threat to anyone on campus.

Unauthorized use of cell phones and/or electronic devices may result in the device being confiscated. Failure to surrender items will result in a disciplinary consequence. If confiscated, the parent may come in to pick up the device when the administrator in possession of the device is available.

### **Character/Citizenship**

Students at Don Soffer Aventura High School are expected to demonstrate superior character and citizenship. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome

situation arises. Follow the golden rule: Do unto others, as you would have them do unto you. Lend a helping hand whenever possible. Readily share gratitude. Make good choices and act responsibly.

### **Child Abuse**

State law requires that teachers, administrators, and other school personnel report suspected cases of abuse, abandonment, or neglect to the DCF Hotline at 800-96-ABUSE.

### **Communication Between Home and School**

Communication is essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents. Teachers will communicate with parents on behavior and academics via email, phone calls, or through the school's closed, private learning network that allows students and parents to interact with the classroom teacher and school in a manner that blends social networking tools with traditional communication tools.

Report cards (sent home quarterly) and Interim Progress Reports (sent home once during the middle of each grading period) provide information about student progress. Parents may also view their student's current academic status and attendance through PowerSchool. Link and login information for PowerSchool will be sent directly to DSAHS parents at the beginning of the school year.

Parents should call the office regarding problems or questions that concern your student. Conferences and visits must be pre-arranged with school personnel. Impromptu conferences with teachers during the school day, arrival, or dismissal are not permitted as this may distract the teacher from supervision of students during a crucial time.

### **Contagious Conditions, Including Covid, Pediculosis (HEAD LICE) and Eye Infections**

Students will be checked periodically for head lice. Students will be sent home immediately if school personnel suspect lice in their hair. The students MAY NOT return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their students weekly, and shampoo frequently.

A student with Covid or any eye condition that appears to be infectious must be cleared by the school nurse before the student is permitted to return to class.

### **Deliveries to Students**

Maintaining a safe learning environment that is free of interruptions is a priority. Deliveries for students will not be accepted during the school day from delivery services or anyone who is not on the student's emergency contact list. We request parent cooperation in preparing students for school and in making certain that students have all the materials and assignments necessary for the day.

### **Discipline Procedures**

The Code of Conduct at Don Soffer Aventura High School exists to protect the rights of all students and adults and to establish a safe, well-ordered environment where students and teachers can focus on quality teaching and learning. Mutual respect, good manners, and positive behavior are essential elements of the daily life at DSAHS. School authorities will hold students and parents strictly accountable for any action that interferes with the learning process, good order, and/or the day-to-day operations at DSAHS.

DSAHS must have documentation that every student and parent/guardian has had a chance to read the Code of Student Conduct. All parents/guardians must return the page acknowledging the Miami-Dade County Public School's Code of Student Conduct manual, which requires a signature. In addition to the M-DCPS manual, we at DSAHS have created this addendum.

**Parent & Student Contracts:** Included in each student's registration packet are a Parental Contract and a Student Contract. A parent/guardian must sign the Parental Contract agreeing to the terms therein. Each student is required to sign the Student Contract agreeing to the terms therein, including the Miami-Dade County Code of Student Conduct, the DSAHS Addendum to the M-DCPS Code of Student Conduct and the DSAHS Dress Code. Failure to comply with the terms of the Student Contract may result in the following:

- A. Lunch Detention
- B. After School Detention
- C. Suspension
- D. Recommendation for Expulsion

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. The following list is not all-inclusive:

- A. Students are expected to respect the authority of school personnel which includes but is not limited to administration, teachers, staff, and substitutes.
- B. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
- C. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
- D. Items that may disrupt the learning environment, including but not limited to water pistols, matches, iPods, skateboards, hand-held game devices, toys, weapons of any sort, etc. are not permitted at school.
- E. No items will be permitted that display pictures or slogans referring to drug culture or alcohol. No profane, abusive or slang language is to be used
- F. There is zero tolerance for aggression, drugs, or alcohol at school. Students that push, hit, bite, kick, harass, bully or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school, and/or referral to law enforcement.
- G. Each teacher may take disciplinary action to correct a student who disrupts a normal classroom activity, who is disrespectful, disobedient, uses abusive or foul language, violates school rules, or interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the school and the Miami-Dade County Public School's Code of Student Conduct.

**Teacher and Staff Interventions:** The following classroom interventions may be utilized by school staff. Severe offenses will result in administrative referrals and consequences: verbal warning, phone call to parent, behavioral Contract, referral to administration, peer mediation/conflict resolution, parent conference.

**Administrative Interventions and Definitions;** The following list provides a written description of the disciplinary interventions that may be assigned to a student who is repeatedly tardy to class or commits a behavior infraction.

- A. After School or Lunch Detention: An administrator or teacher will complete the After-School Detention form which includes the date/time/location of the detention and a description of why the detention was given. The student does not miss class time. If a student misbehaves during After-School Detention or is late, they may be issued another behavioral consequence, such as Saturday Detention.
- B. Confiscation: of cell phones, electronics, or any items that may cause damage or disruption.
- C. Loss of Privileges: revocation of the right to participate in school activities.
- D. Suspension: In School Suspension (ISS) is the exclusion of student from class attendance for disciplinary purposes for up to five (5) days.
- E. Out of School Suspension (OSS) is the exclusion of a student from school attendance.

- F. Parent Contact/Conference: phone calls, notes home, letters, meetings, automated calls, emails.
- G. Referral to Student Services and/or Mental Health Professional: school-based counseling aimed at improving student behavior. Students will receive conflict management counseling, self-control tips, effective communication training, anger management counseling.
- H. Restitution or Repair: payment or repair for damages to property.
- I. School Specific Interventions: interventions that are used for certain infractions.
- J. Threat Assessment: multidisciplinary assessment used to validate a verbal, nonverbal or written threat by a student. Student and parent interviews are conducted, if necessary.
- K. Time out: a disciplinary action that allows the student time to reflect and refocus. It can be given in the classroom, in the office or in another classroom.

**Levels of Disciplinary Action:** Don Soffer Aventura High School works diligently to provide an appropriate learning environment for all students. Nonetheless, at times students may become disruptive, talkative, disrespectful, etc. To manage minor offenses, teachers and administrators will work collaboratively to implement a Progressive Discipline Plan and continue to implement the following alternatives to suspensions. The seriousness of the offense, academic placement, attitude, pattern of misconduct, and degree of cooperation of the student, and any other circumstances will be considered in determining actions. The levels of behaviors are listed below:

- A. Level I Behaviors: Acts that disrupt the orderly operation of the classroom, school function, extra-curricular activities or approved transportation.
- B. Level II Behaviors: More serious than Level I because they significantly interfere with learning and/or the well-being of others.
- C. Level III Behaviors: More serious than Level II because they endanger health and safety, damage property, and/or cause serious discipline to the learning environment. These behaviors require School Police involvement.
- D. Level IV Behaviors: More serious acts of unacceptable behavior than Level III. They seriously endanger health and well-being of others and/or damage property. These behaviors require School Police involvement.
- E. Level V Behaviors: The most serious acts of misconduct and violent actions that threaten life. These behaviors require School Police involvement.

Please refer to the Miami-Dade County Public School's Code of Student Conduct regarding the Range of Corrective Strategies for Level I – Level V behaviors.

### Dismissal

Students must leave school grounds immediately upon dismissal unless participating in an approved after school activity (athletics, clubs, detention). Parents must wait for their student(s) in the parking lot and must comply with the established traffic pattern. As a reminder, there is no supervision of students after 3:45pm, unless the students are involved in a school-sponsored activity.

Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up students from school. Please update information whenever changes occur. Valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will not be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents that indicate who has legal access to the student and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school with legal documentation outlining visitation rights will result in any parent listed on the birth certificate being permitted to pick-up a student. Friends and strangers will be denied access to a student without verified parental consent.

## **Dress Code/School Attire/Uniform Policy**

Many studies have linked productivity and conduct to attire. Our Dress Code requires that students wear DSAHS polos or sweatshirts, as well as uniform joggers, pants, skorts, or shorts. All attire must be purchased through Chai Tees, the DSAHS uniform vendor. Every student in attendance will wear a school uniform. Failure to wear any part of the school uniform will result in exclusion from class until the dress code violation is corrected. Additional disciplinary action will be taken for repeat or egregious offenders.

Students are invited to participate in Dress to Express dress-down Fridays. On these days, school-appropriate attire is required: Undergarments may not be visible; hoodies, tank tops, and ripped jeans are prohibited; tops must cover the belly and back; shorts and skirts must be hemmed and within 8" of knee; human images on clothing must be appropriately clothed; clothing with words, pictures or symbols that are offensive or promote the use of drugs, alcohol, tobacco, or any prohibited activity may not be worn on campus or at school activities. Dress code violations must be corrected before students may attend class.

Here are additional guidelines regarding attire and appearance:

- Hair must be neat, clean, and may not block view or be a distraction to learning. Hair that administration deems to be distracting to learning will not be allowed.
- No hats, hoodies, headbands, scarves, or bandanas may be worn, unless there is a religious exemption.
- Students must wear closed shoes (toe and heel) at all times. Sandals, flip flops, slippers, slides, heavy military type boots, and shoes with metal tips or steel toes may not be worn.
- All shirts must be uniform shirts, sweatshirts, and jackets must be purchased from the school's authorized uniform agent. Authorized school uniform shirts are navy blue, light blue, and grey.
- Attire awarded to honor roll students may be worn on any school day.
- Pants, shirts, skirts, and skorts must be purchased from the school's uniform agent. All uniform pants/shorts must be worn at the waist and must be the appropriate size. Pants and shorts must be khaki or navy.
- Students may not wear apparel that is immodest or offensive on campus or at any school function.
- Spiked accessories or other accessories deemed inappropriate by administration may not be worn.

Please Note: There may be additional dress code issues, according to the judgement of DSAHS administration, that require attention and earn disciplinary action.

## **Family Rights and Privacy Act**

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your student's educational records. In special instances, you may waive this right of access to allow other agencies working with your student to have access to those records.

## **Field Trips**

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other student accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. All chaperones must go through the Chaperones approval process as per M-DCPS. Parents serving as chaperones for students on overnight field trips must also be fingerprinted and background checked per the Jessica Lunsford Act.

Participation in field trips is a privilege. Students may be excluded from participation in any trip for reasons relating to behavior or conduct. Students who fail to follow instructions will be given an appropriate consequence upon

return to school. If a student is suspended, that student may be excluded from participating field trips or other school events for an extended period of time. If a student is currently serving a term of suspension, he or she will be excluded from attending a field trip or participating in a school-related activity.

Students participating on the field trip are required to ride on the charter bus with their classmates. Parents attending the field trip may not sign their own student(s) out from the school at the end of the scheduled field trip. Students who do not ride the bus to the field trip location will be marked absent from school for that day.

Early dismissal from a field trip site is not permitted. Field trips must be paid through the MySchoolBucks.Com app. Only DSAHS students and approved chaperones will be able to attend DSAHS field trips.

### Governing Board

The DSAHS Governing Board is comprised of the Aventura Mayor, City Commissioners, and the City Manager. Communication to the Board should be conducted through the City Manager. For additional information regarding our Governing Board click the link on our school website. This link provides Governing Board information: [2022-Governing-Board-Meeting-Schedule-ACES-and-DSAHS \(cityofventura.com\)](https://www.cityofventura.com/2022-Governing-Board-Meeting-Schedule-ACES-and-DSAHS). Our Governing Board’s first meeting for this school year will be September 22, following the Commission workshop, which begins at 9:00AM.

### Grading Policy

Teachers use evaluative devices and techniques as may be needed to report individual achievement in relation to school goals, accepted norms, and pupil potential. Grades, progress updates in PowerSchool, reports on state assessment and the standardized testing, parent conferences, and student conferences serve as the primary means of communicating progress and achievement.

A student’s academic grade reflects the teacher’s assessment of the student’s mastery of standards being taught. Students’ academic work is not graded based on behavior. Students will not be academically penalized for turning in an assignment or making up a quiz or test within a reasonable time (generally before the on-time assignments are graded and returned to students) if there is an approved explanation.

For late submissions and makeup tests, the assignment may be lengthened due and the requirements increased due to the extra time allotted; the teacher may require that the makeup assignment is completed under supervision after school; and a behavioral consequence may be assigned for not submitting the assignment on time. Punctuality will impact conduct and effort grades.

Students who cheat will receive a behavioral consequence, and will be required to take a new, different assessment during a supervised after school study hall session.

Here are guidelines for grading performance and reporting student progress:

Grade and Percentage	Point Value	Honors Course Point Value	AP or AICE Course Point Value*
A - 89.5-100%	4	5	6
B - 79.5-89.4%	3	4	5
C - 69.5-79.4%	2	3	4
D - 59.5-69.4%	1	1	1
F – 0-59.4%	0	0	0

Note that the point value for each class is used to calculate each student's weighted grade point average and rank. For instance, if Dalton has straight A's in unweighted courses, Mia has straight B's in all Honors courses, and Devin has all C's in AICE classes, Dalton, Mia, and Devin will each have a cumulative grade point average of 4.0, and the same rank.

\*Students who do not take or, based on administrative judgement, do not make a reasonable effort to pass an AICE or AP exam will not receive this added weight.

**Determining annual grades for high school students:** In authorized annual courses, the student's final grade shall be determined by the teacher as follows: 25 percent value for each quarter's grade. A teacher may administer a cumulative assessment at the end of each nine-week grading period. The value of the assessment may not exceed five percent of the grade for each nine-week grading period. In secondary courses with mandatory Florida End of Course (EOC) assessments, the EOC score must be included as 30% of the final course grade.

To pass an annual course, students in grades 9-12, must earn a minimum of 4 grade points, and 2 of these points must be earned in the second semester. If the annual grade would have been a D or better and the teacher supports an override of this policy, the higher grade may be awarded.

**Citizenship Grades:** Effort grades are utilized to convey both to students and their parents 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.

Four Citizenship grades are used to reflect effort in grades 9-12:

- A Citizenship grade of "E" indicates excellent citizenship.
- A Citizenship grade of "S" indicates satisfactory citizenship.
- A Citizenship grade of "N" indicates needs improvement in citizenship.
- A Citizenship grade of "U" indicates unsatisfactory citizenship.

**Grade Point Average (GPA):** Guidelines for interpreting students' grades with respect to grade point average are provided in School Board Rule 6Gx-13-S5B-1.061. Grade point averages (GPA) impact high school graduation status; eligibility to participate in interscholastic extracurricular activities; awards and recognition program participation; membership in honor societies; college admissions and scholarship opportunities.

### **Grievance Procedure**

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

- The student should set an appointment with the teacher to discuss.
- If not resolved, the student should address with the student's dean.
- The next step towards resolution would be to address the concern with the principal.
- If the issue needs additional attention, the student and parent should call Rachel Windler Freitag, the CSUSA South Florida Deputy Director, [rwindlerfreitag@charterschoolsusa.com](mailto:rwindlerfreitag@charterschoolsusa.com).
- If still unresolved, the parent and student should contact Ms. Merchant, the Governing Board Liaison, (305) 466-8008. If Ms. Merchant is unable to address the concern, she will provide guidance regarding the next step.

### **Homework Policy**

The faculty and administration at Don Soffer Aventura High School recognize regular, purposeful homework as an essential component of the instructional process in school. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Homework assignments should be reflected in the gradebook as practice, not mastery.

### **Honor Roll Requirements**

The following criteria must be met to achieve honor roll status at DSAHS

- Principal's Honor Roll: Academic Grades:  $\geq 5.0$  weighted GPA
- Superior Honor Roll: Academic Average:  $\geq 3.5$  weighted GPA, no grade lower than a C

Honor Roll recipients will be recognized quarterly among their grade level peers. Students will participate in a recognition ceremony held during the school day.

### **Illness**

The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Students will be sent home if they have symptoms of any contagious ailment. In order for a student to return to school, he/she must be fever-free without fever reducing medication, and without diarrhea, nausea, congestion, or a productive cough for at least 24 hours. The school nurse must be notified in writing of any student's chronic illness (i.e. asthma, diabetes, heart conditions, or seizures, etc.). Please update Emergency Contact Information whenever changes occur.

### **Immunization**

Florida law requires that all students meet requirements for immunizations or have an exemption on file prior to attending classes.

### **Instructional Books, Equipment, Materials, and Supplies**

All textbooks needed by students for school and home learning assignments are furnished by the school. The textbooks issued for student use become the responsibility of the student and/or parent and must be returned at the end of the year in the same condition in which they were issued. Any damaged or lost books must be paid for before another book is issued. Any student who has not paid for a lost book, or any other financial obligation(s), will have the unpaid expenses added to the cost of non-academic activities such as the prom or homecoming.

Students must turn in the textbooks on the day indicated by the teacher at the end of the school year or upon withdrawing from the school. Failure to do so will result in financial obligations being assigned to the student to cover the replacement cost of the unreturned textbooks.

### **Laptops and Tablets**

Each student will have an approved laptop or tablet, which must be brought to school every day. Examples include a laptop (PC or Mac), Android tablet, or iPad. Students may register a personal device if the device is approved and prepared by the Technology Specialist. Students who do not register a personal device will receive an iPad or upgraded device if the student has a qualifying class.

Personal devices that are not approved and prepared by the Technology Specialist will not be permitted on campus during school. Students who bring unapproved devices will receive disciplinary consequences.

All users will be expected to follow the Acceptable Use Policy when utilizing a device and/or when using the school's network. Disciplinary measures will be implemented in accordance with the Miami-Dade County Public School's Code of Student Conduct for any student who fails to abide by the Acceptable Use Policy.

## **Medication**

The administering or dispensing of any medicines (including non-prescription medication) to students by school employees without specific written authorization by the physician & parents of the student is forbidden. If it is absolutely necessary that the student take medication in school, a completed Physician's Form must be submitted to the school nurse. The parent may come to the school to administer medication personally. A Physician's Form may be obtained from the main office. Students are not allowed to have any medication (not even over the counter medication) in their possession while at school or any school event. Parents must pick-up and drop-off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication.

## **Parent Teacher Cooperative (PTC)**

The partnership between the student's home and school support network is essential for student success. The PTC goal is to enhance engagement of all school community members. This will be done through supporting student club, committee, and team participants, club sponsors, and team coaches in recruiting community member participation in specific activities.

## **Parking on Campus for Students**

Only students with current DSAHS parking permits are allowed to park in the DSAHS or Waterways Park parking lot during school hours. Students who park on campus without a parking pass will earn disciplinary consequences, and unauthorized cars may be towed at the owner's expense. The cost of an annual parking pass is \$95.

Parking passes will be issued based on a random selection process in order of seniority by grade. Having a parking pass is a privilege. To qualify for the parking pass lottery, students must be on track to graduate (have a minimum unweighted GPA of 2.0) and, for the preceding semester, meet the following criteria:

- No more than 10 absences in any one class
- No more than 10 tardies in any one class
- No more than one in-school suspension
- No out-of-school suspensions

Though it is anticipated that parking permit holders will demonstrate appropriate responsibility and judgement, this privilege will be revoked or suspended for lack of adherence to the following guidelines:

1. Students operating a vehicle on school grounds must possess a valid Florida Driver's License.
2. The student's vehicle must have a valid Florida Registration and be covered by the minimum insurance required by Florida law. Proof of valid insurance and registration must be provided before the application will be accepted.
3. Vehicles operated on school grounds must be in safe operating condition.
4. Denial or revocation of a parking permit may result if students exhibit one or more of the following:
  - a. Having more than 10 class absences, more than 10 class tardies, more than one in-school suspension, or one out-of-school suspension during a semester.
  - b. Unpaid fees or obligations.
  - c. Leaving school grounds without permission.
  - d. Allowing use of the permit by a driver other than the driver to whom the pass is assigned.
  - e. Failure to abide by traffic patterns, driving in a careless or unsafe manner.
  - f. Failure to have a decal properly displayed on the windshield.
  - g. All cars are subject to search and seizure while parked on campus if there is reasonable suspicion that the car contains any of the illicit items listed below. Failure to comply will result in immediate loss of driving privilege, additional consequences, and a referral to law enforcement.

- h. Having any of the following items in any car in which the parking pass is displayed: drug, alcohol, intoxicant, tobacco-related product, paraphernalia, vape device, vape cartridge, rolling papers, pipes, matches, alcoholic beverage containers (empty or full), weapon or item that may be used as a weapon including bat, blade, brass knuckles, knife, chain, tear gas, pepper spray; a gun of any sort including, but not limited to air gun, bb gun, paintball gun, pellet gun, staple gun, spear gun, or toy gun.
  - i. Failure to park in the assigned parking space that correlates to the parking placard number.
  - j. Transporting a non-student, (any person, other than a guardian or parent, who is not an active DSAHS student) to school during the school day without administrative pre-approval.
  - k. Leaving campus during the school day without administrative pre-approval.
  - l. Having a student in the registered car during that student's school day.
  - m. Using a phone while driving on campus, driving over 10 mph on campus, driving in a manner that could jeopardize safety, create a disruption, or damage property.
  - n. Displaying a flag, banner, poster, sticker, or other item that is deemed by administration as inappropriate or potentially disruptive.
5. Students are not permitted to remain in their vehicles or in the parking area after arriving on campus.
  6. Students may also not enter the parking area during the school day without administrative approval.
  7. Don Soffer Aventura High School, the City of Aventura, and the School Board of Miami-Dade shall not be held responsible for damage to vehicles or theft of valuables in cars on school property.

This form must be accompanied by three documents. 1) a photocopy of your **driver's license**, 2) a photocopy of the valid and up-to-date **Florida Registration** for the vehicle listed on this application, and 3) a photocopy of the valid and up-to-date **Insurance Card** for the vehicle listed on this application. Please attach all three documents to this signed agreement.

### Parent Volunteer Hours

To further the School's mission, which includes developing well-rounded and engaged students, active parental participation is required at the School. Each year, one parent per student household is required to volunteer for 20 hours for the 1<sup>st</sup> student and 30 volunteer hours for two or more students. These hours should be entered by parents through PowerSchool. For assistance with this process, please call the main office.

Attending school functions, such as award assemblies, school plays, intramural and interscholastic athletic competitions, and community service events with the student are great ways to promote school spirit and earn volunteer hours. Time spent writing specific, encouraging notes to teachers and other staff members also qualifies for volunteer service hours.

In accordance with our charter and with state policy, we may not accept monetary donations in lieu of monetary donations or any other parental obligations. However, parents will receive volunteer hours for time spent shopping, preparing, and delivering donations or supportive cards that benefit members of our school community.

The School Volunteer Program at DSAHS is responsible for electronic registration, background checks, and the training of volunteers. Any individual interested in volunteering at DSAHS must present a current driver's license. Parents are not permitted to volunteer in classrooms and must be under the direct supervision of a staff member when volunteering on campus or at events with students in attendance.

### Positive School Culture

All students and school employees deserve an educational setting that is safe, orderly, and free from harassment and bullying. Bullying and harassment, as defined below are prohibited. Furthermore, our school fully complies with the Jeffrey Johnston Stand Up for All Students Act, and Florida Statute 1006.13, the policy of zero tolerance for crime and victimization.

Definitions: Bullying, including cyberbullying, is the systematic and chronic inflicting of physical hurt or psychological distress on one or more people. This may be done through a pattern of unwanted and repeated written, verbal, or physical behaviors, including threatening, insulting, dehumanizing gestures, that are severe or pervasive enough to create an intimidating, hostile, or offensive environment; cause discomfort or humiliation; unreasonably interfere with the individual's school performance or participation; and may include a power differential.

### **Pupil Progression Plan**

Don Soffer Aventura High School abides by the Student Progression Plan for Miami-Dade County Public Schools regarding academic support and enrichment opportunities for our students. For further information, please reference the DSAHS website.

### **Registration Requirements**

All enrolled students have been randomly selected for admission in an automated lottery process conducted through the Charter Schools USA enrollment portal. Top priority is given to students who have lived in Aventura for at least one full year during the open enrollment period at the start of the calendar year. Here is the link for interested families: <https://csusa.schoolmint.net/welcome>

### **Report Card Distribution**

Report cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for report card issue dates). Parents will be notified when accurate final grades are accessible on PowerSchool. Report cards for Quarter 4 will be mailed upon parent request.

### **School Activities and Clubs**

Students at Don Soffer Aventura High School have the opportunity to participate in a wide variety of activities, including student government, clubs, honor societies, service clubs, school publications, and class activities. Club meetings are scheduled at times when instruction is not taking place, before or after school, or during lunch. There will be a club rush event during lunch in late September for students to learn about all of the club activities. Club information is also included in the daily morning announcements.

### **School Hours**

Main Office: 7:00am – 4:00pm  
Student Arrival: 7:00am – 7:20am Early Start  
8:00am – 8:25am Regular Start  
Student Supervision: 7:00am – 3:45pm

### **School Safety and Security**

Safety and security are of paramount importance to the CSUSA and DSAHS faculty and staff. As part of DSAHS's commitment to being a premier school, it is our priority to provide a safe and secure learning environment. We all play an important role in maintaining this positive atmosphere. Students powerfully impact school safety through respecting and valuing differences; through not promoting or participating in violent interactions; not bullying, teasing, gossiping, or sharing negative information about others.

Any student who feels threatened or endangered should immediately report these concerns to a teacher, administrator, or our school resource officer.

Any student with knowledge of another student or visitor in possession of a weapon, who has a plan to harm someone else, or is engaged or planning to self-harm should immediately share this information with a teacher, administrator, or the school resource officer.

Most of us have learned from an early age that it is wrong to “snitch” or “tattle”, but in some instances, doing so is courageous and lifesaving. Breaking the “code of silence” is the first step in creating a positive school culture. If any student is concerned that sharing such information will result in retaliation, the student may leave an anonymous note in the office or go to [GetFortifyFL.Com](http://GetFortifyFL.Com) and make an anonymous report.

**Emergency Operations Plans:** Student and employee safety are a primary concern of the Miami-Dade County Public School (M-DCPS) System and Don Soffer Aventura High School. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. DSAHS has a site-specific plan to address all types of critical incidents. This plan addresses the individual needs of the school and provides guidelines for devising communication methods with staff, students, parents/guardians, and the media during a critical incident or an emergency. Some protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and, if necessary, the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies.

Here are some important tips for parents/guardians to remember during a Critical Incident:

- Remain calm
- Monitor media outlets for updates and official messages from DSAHS
- Do not flood the school with telephone calls
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All DSAHS administrators and Aventura Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all students.

**Safety Drills:** We will continue to ensure students and staff are prepared to quickly make their way to safety in the event of an emergency situation by conducting required numerous “safety drills” during the school year. Fire Drills, Lock-down drills, Active Shooter Drills, Evacuation Drills, etc.

**Emergency Evacuation:** Your student’s safety is a top priority. We conduct required monthly safety drills and practice extreme weather responses. Should we need to evacuate the building, law enforcement officials will assist in determining the location the students would be held. Students will be released when law enforcement officials confirm the threat is mitigated, and administrators confirm conditions allow for safe departure. Students will only be released to those who present proper identification confirming they are on the Emergency Contact Form.

For information during such an emergency, including the student pickup reunification plan, you may contact CSUSA at 954-202-3500. Local news stations may also be helpful is always helpful with disseminating information regarding evacuations and procedures as well.

### **Screenings**

In accordance with Florida Statute 381.0056 (4), students participate in the following required health screenings: Growth and development screening shall be provided, at a minimum, to students in grades 1, 3 and 6 and optionally to students in grade 9. In addition, annual screening for at-risk indicators of social emotional concerns is conducted for newly enrolled students and students in grades 1, 4, 7, and 10. Any parents who desire to opt out of the screenings, indicated above, for their student shall notify the school in writing.

### **Senior Privilege**

Students qualify for senior privilege by meeting the following criteria, allowing them to take six classes during their senior year: Weighted GPA of 3.5 or higher; unweighted GPA of 3.0; Florida Department of Education testing requirements for graduation met; 20 credits have been earned; AICE Diploma coursework completed or on track to being completed prior to graduation. Seniors who select Senior Privilege will be assigned to a no-credit study hall class during the privilege period they select, either at the beginning or end of the day. During the privilege period, students are not required to be on campus. Students who choose to be on campus during the privilege period must be in the main office or under the supervision of a staff member.

### **Student Identification**

Student ID's will be distributed once student photos are completed. Students must have their ID's available for any requesting staff member at all times when on campus and when attending school events. Failure to accurately identify oneself will result in disciplinary action.

### **Student Information System**

All parents will have access to the web-based PowerSchool, a tool to assist in your daily interaction with your student's school life. This tool can be accessed from any computer with Internet access. All that is required is that you have the correct web site address and a valid username and password. An email containing a link and login information for PowerSchool will be sent to all DSAHS parents at the beginning of the school year.

Parents can get up-to-date grades, attendance, and tardy records while also having access to email teachers, view school calendars, and see how their student is faring with the State Standards in each class and benchmark tests. It is very important that you keep phone numbers, addresses, and contact information updated.

### **Student Scheduling**

Student course assignments will be determined by the administrative team with input from instructional staff. Consideration will be given to academic performance, as well as the student's educational needs and interests. Data review, including standardized and formative assessments, will be considered. The goal will be to place each student in the most challenging level the student is capable of managing in every class. Students should share scheduling input and questions with their deans or with the principal.

### **Student Records**

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders. Parents, guardians, or eligible students have the right to inspect and review student records annually. Please contact the Main Office for more information about this. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

### **Student 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 exclusion from participation in class activities, detention, suspension or expulsion or other disciplinary action.

Parents who have a conflict with a student other than their own student and/or parent are requested to speak to the Administration. Parents may not approach the other student or the student's parent on campus or at any school event.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated. All such offenses will be reported to law enforcement.

### **Suspension and/or Expulsion**

In accordance with the Miami Dade County Public School's Code of Conduct, the principal may recommend student expulsion to the Miami Dade County Superintendent of Schools for any of the expellable offense. Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct.

### **Teacher Conferences**

Parents may request a conference by emailing the teacher directly.

### **Trespassing**

Students be on the school campus after school hours only if properly supervised. Violators may be subject to disciplinary action and legal action for trespassing. Students on campus while on suspension or expulsion are subject to additional disciplinary action and arrest for criminal trespass. Please note that general supervision is not permitted before 7:00am or after 3:45pm.

If anyone is seen in the building without a visitor sticker, or who appears threatening or as if they do not belong on campus, this should be reported immediately to the nearest faculty or staff member. Do not, for any reason, open the doors to the school for any individual. Without opening the door, the individual should be directed to report to the Main Office.

### **Severe Weather Information**

If school closes due to severe weather, parents will be notified through the automated communication system and email. This system informs parents of weather or other emergency events and school functions.

### **Valedictorian and Salutatorian Recognition**

The valedictorian(s) and salutatorian(s) will have the privilege of presenting the valedictory and salutatory speeches at commencement as long as they meet the meritorious requirements to be in good standing in the DSAHS National Honor Society. Students must attend DSAHS all four years of high school to be eligible for valedictorian and salutatorian recognition.

The cumulative weighted grade point average rounded to the one-hundredth's place for all classes taken at DSAHS will determine the valedictorian(s) and salutatorian(s) after third quarter grades are entered senior year. Classes not taken at DSAHS, such as those taken virtually, in middle school, through dual enrollment, and through external academic programs, will not be included in this calculation.

In the event there is a tie for valedictorian, no salutatorian will be named. If there is no tie for valedictorian, and more than one student ties for the honor of salutatorian, co-salutatorians will be recognized.

## **Visitors**

All visitors, including parents, must report to the office upon arrival during school. For the safety and protection of students, parents and visitors must present a valid driver's license at the front desk. Parents will also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain administrative approval before proceeding to any location other than the main office during school hours. The School Resource Officer will address any concerns regarding this requirement.

**PARENT OBLIGATION**

I (We) the parent(s)/guardian(s) of \_\_\_\_\_ have read and agree to abide by the Code of Conduct and Dress Code of DSAHS. I (We) understand that my (our) student is a Miami-Dade County Public School student.

- WHEREAS, in order to provide my (our) student with a unique educational opportunity;
- WHEREAS, by choosing to enroll my (our) student at DSAHS is a decision of my (our) personal choice and not an obligation;
- WHEREAS, my (our) desire to enroll my (our) student at DSAHS is premised upon my (our) desire to become an active partner in the education of my (our) student;

NOW, THEREFORE, in consideration of the foregoing:

1. As a parent of a student at DSAHS, my (our) commitment is to abide by the following resolutions:
  - A. To recognize and embrace my role as the primary educator of my student.
  - B. To participate in the parenting workshops as provided by the school.
  - C. To attend conferences scheduled with any member of the DSAHS staff.
  - D. To participate in the Parent Volunteer Program for 20 hours for the first student and 10 hours for each additional student. Recording of volunteer hours will be done on PowerSchool by the parent for credit. ½ of the hours must be completed before Winter Break and the second ½ by May 1<sup>st</sup>.
  - E. To provide transportation to and from school for my student, unless my student qualifies for bus transportation. I understand that if I am late picking up my student, DSAHS is not responsible for my student's safety. If my student is continually tardy, I understand that for the benefit of my student's education, he/she may be required to transfer to a school that is more accessible for my student.
  - F. To purchase uniforms for my student from the approved supplier and ensure that my student is wearing the approved uniform daily.
  - G. To supply a lunch, packed or purchased from the DSAHS vendor, each school day for my student.
  - H. To be responsible for timely payment of any fees accrued to my account at the school.
  - I. To participate in at least one of the many parent groups i.e. PTC, School's Improvement Committee, Fundraising Committee, etc.
2. To do the following things to enhance my (our) student's academic growth, I (we) agree to do the following:
  - A. To read and use the information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
  - B. To provide a suitable time and place within the home for homework.
  - C. To assist my student in regularly using a library card allowing for at least 60 minutes of homework daily.
  - D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
  - E. To check my student's homework nightly.

As proud members of the Charter Schools USA family, we believe all parents should have a choice in their students' education, and that all students deserve access to a quality education. We look forward to sharing information with you regarding changes in legislation, or other factors that could impact the educational environment or a parent's right to choose. We may call upon you to help us communicate the importance of putting students first. To assist with the advocacy of school choice, you agree, by indicating below, to allow for the licensing of your school related demographic data. You may opt out by checking: No \_\_\_\_\_ I do not want to participate. Thank you in advance for your support.

I (we) understand that participation in the school, as defined above, fulfills the mission of the school by enhancing my student's education and the school community as a whole. I (we) understand that such participation is a contractual obligation to the school and to my (our) student, and that failure or refusal to fulfill this obligation is incompatible with the school's mission. Therefore, a breach of this obligation by you may impact your student's status with the school.

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Once this document is completed, please sign, scan, and email to [DSilver@AventuraCharterHS.Org](mailto:DSilver@AventuraCharterHS.Org) at your earliest convenience.**

**Handbook Acknowledgement**

Dear Parent,

Please complete, sign, scan, and email to [DSilver@AventuraCharterHS.Org](mailto:DSilver@AventuraCharterHS.Org) at your earliest convenience.  
Thank you,

Dr. Geoff McKee, Principal

Student Name \_\_\_\_\_

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***Once this document is completed, please sign, scan, and email to [DSilver@AventuraCharterHS.Org](mailto:DSilver@AventuraCharterHS.Org) at your earliest convenience.***

## **Acceptable Internet Use Policy: Student and Parent Agreement**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

### **Introduction**

The Internet links thousands of computer networks around the world, giving Don Soffer Aventura High School students access to a wide variety of computer and information resources.

Don Soffer Aventura High School does not have control of the information on the internet. Don Soffer Aventura High School and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges.

Don Soffer Aventura High School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts. Your student will learn Internet communication skills including the following: email safety, downloading, files, www, keyword searches, etc.

### **Student Guidelines**

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Don Soffer Aventura High School facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the network at Don Soffer Aventura High School.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use Internet at Don Soffer Aventura High School or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

### **Violating the Acceptance Use Policy may result in:**

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

### **Student Access Contract**

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, Don Soffer Aventura High School, Miami-Dade County Public Schools, and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Don Soffer Aventura High School.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent Approval Contract**

Please review the above policy with your student and sign the consent form. If you would like more information about DSAHS Internet accounts, please phone the main office.

As the parent of this student I have read the Acceptable Use Policy for the Internet for Don Soffer Aventura High School, I hereby give my permission for my student to use the Internet through classroom curriculum projects.

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***Once this document is completed, please sign, scan, and email to [DSilver@AventuraCharterHS.Org](mailto:DSilver@AventuraCharterHS.Org) at your earliest convenience.***

## **POLICY PROHIBITING DISCRIMINATION, SEXUAL HARRASSMENT, AND OTHER FORMS OF HARASSMENT**

- I. Policy Against Discrimination
  - A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
  - B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
  - C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.
  
- II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law
  - A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
  - B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.
  
- III. Definition of Sexual Harassment
  - A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
    1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
    2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
    3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
    4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
  - B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:
    1. Graphic verbal comments about an individual's body or appearance.
    2. Sexual jokes, notes, stories, drawings, pictures or gestures.
    3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
    4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
    5. Spreading sexual rumors.

6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:
  1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
  2. Has the purpose or effect of interfering with an individual's work or academic performance; or
  3. Otherwise, adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
  1. Epithets, slurs or negative stereotypes;
  2. Threatening, intimidating or hostile acts, such as stalking; or
  3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

- A. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

- A. Procedures for Filing Complaints
  1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
  2. The complaint should be filed with the school Principal. Complaints filed with the Principal must be forwarded to CSUSA Employee Services within five (5) days of the filing of the complaint. If the complaint is against the principal, the complaint may be filed directly with CSUSA Employee Services.
  3. If the complaint is against CSUSA Employee Services, the Chief of Schools, or other member of the School's Board, the complaint may be filed with the School Attorney.
- B. Procedures for Processing Complaints
  1. Complaints filed against persons other than the Chief of Schools or member of the School's Board:
    - a. Upon receipt of the written complaint by CSUSA Employee Services, CSUSA Employee Services shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation and make a recommendation to CSUSA Employee Services as to whether there is reasonable cause to believe a

- violation of the School's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to CSUSA Employee Services along with the summary and recommendation.
- b. If the complaint is against CSUSA Employee Services, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).
  - c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to CSUSA Employee Services within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against CSUSA Employee Services. CSUSA Employee Services, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
  - d. If CSUSA Employee Services or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. CSUSA Employee Services or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the Chief of Schools.
  - e. If CSUSA Employee Services or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days' notice of the finding of no reasonable cause to the complainant and accused.
  - f. The complainant may request a no reasonable cause finding by CSUSA Employee Services or School Attorney be reviewed by the Chief of Schools within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Chief of Schools and CSUSA Employee Services/School Attorney to present his or her position. The Chief of Schools and CSUSA Employee Services/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Chief of Schools shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
  - g. If review by the Chief of Schools is not timely requested, CSUSA Employee Services or School Attorney's determination of no reasonable cause shall be final.
  - h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Chief of Schools. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Chief of Schools and CSUSA Employee Services/School Attorney to present his or her position. The Chief of Schools and CSUSA Employee Services/School Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
  - i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the Chief of Schools shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School's Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.
2. Complaints against School Board Members.
    - a. Complaints against the School's Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.

- b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.
  - c. If reasonable cause is recommended by the investigator against a School's Board Member, the recommendation shall within twenty (20) days be forwarded to the Chairman of the DSAHS Governing Board to determine if there is evidence that a misfeasance or malfeasance of office occurred. The DSAHS Governing Board will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.
  - d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Attorney, shall be final and a copy will be forwarded to the Chairman of the DSAHS Governing Board. In compliance with Florida Statute, the investigation file shall become public record and the School's Board Member shall answer to their constituency.
3. Penalties for confirmed Discrimination or Harassment
- a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
  - b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.
4. Limited Exemption from Public Records Act and Notification of Parents of Minors
- a. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to investigation and take corrective action may supersede an individual's right to privacy.
  - b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

DSAHS shall conspicuously post its Notice of Non-Discrimination and Non-Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

CSUSA Employee Services  
 Charter Schools USA  
 800 Corporate Drive, Suite 700  
 Ft. Lauderdale, FL 33334  
 (954) 202-3500

### Digital Device Agreement

Thanks to generous supplemental funding from the City of Aventura and Charter Schools USA (CSUSA), we are able to loan a device to each student. These devices remain the property of CSUSA, and are to be used strictly for schoolwork, enhancing productivity, providing access to learning opportunities beyond the classroom, broadening research, and fostering communication. Prior to receiving a device, students and their parents/guardians must sign the mandatory Equipment Borrower Responsibility Form.

School rules apply to students when they are using the device. As students are responsible for their behavior in class and on school grounds, they must also be responsible when using a CSUSA-owned device, regardless of the location. The information and procedures found within this document apply to all digital devices used at DSAHS. Our teachers may also set additional requirements for use in their respective classrooms.

**Responsibility:** As it states in the Equipment Borrower Responsibility Form, “In the event of loss or damage of any kind to any item of equipment, the parent/guardian and student shall pay the cost to replace the same in good repair, condition, and working order; or, if Charter Schools USA determines the equipment to be lost, stolen, destroyed, or damaged beyond repair, you shall pay Charter Schools USA the book value of the equipment.”

**Safety and Security:** Security and safety are a priority when using CSUSA-owned devices. It is important to note the specific security/safety and acceptable use concerns that could exist and how those situations will be handled since the device is being accessed both at on and off school grounds. DSAHS provides a secure, filtered and monitored environment while students are in school and using the CSUSA computer network.

**Software Licensing:** The CSUSA-owned device will be configured with a standard-suite of applications and programs that are appropriate for student use along with State mandated safety applications. Software or applications for personal use, such as entertainment and games, **may not be installed on this device or any CSUSA-owned device.**

**Consequences of Misuse and/or Violation of the Provision of the Agreement:** Inappropriate use of CSUSA-owned devices on or around school property, in school vehicles and buses, and at school-sponsored activities may result in disciplinary action. DSAHS jurisdiction to enforce student behavior and discipline policies shall apply whether the inappropriate use or violation is at school or away from school.

**Limitation of Liability:** DSAHS shall not be responsible for and shall be held harmless from any damages suffered by the student, including those arising from service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of the digital device and accessing the Internet or communication technologies with this device is done at the Parent/Guardian/student’s own risk. DSAHS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

**Compliance with Children’s Internet Protection Act 2001 (CIPA):** In accordance with the Children’s Internet Protection Act (CIPA, updated 2011) parent permission is required for students under 13 to use some online tools. Any programs will be used for educational purposes only and all educational data will remain private.

#### **Terms of use for CSUSA-owned devices:**

1. The device is the property of CSUSA. The device shall only be used to access educational information and to promote learning activities both at school and at home. Additionally, students shall not transmit or knowingly post their own or other’s personal information such as telephone numbers, home addresses, last name, email

addresses, photos, or other personal identifying information using CSUSA-owned devices. **The CSUSA-owned device is only for the use of the student to whom it is assigned.**

2. Physical and virtual vandalism will not be tolerated. Any intentional act by a student that damages or interferes with the appearance or performance of the CSUSA-owned device will be considered vandalism and will be subject to school discipline and appropriate criminal or civil action. Students will be responsible for keeping their devices clear of stickers or other items that might deface or damage the devices finish, screen, or other necessary components.
3. Cyber bullying is specifically prohibited. Students agree not to access, submit, send, publish, display, or print inappropriate material, including any impolite, abusive, defamatory, obscene, profane, abusive, threatening, offensive, sexually oriented, or illegal material over the internet or CSUSA network. Any recipient of cyber bullying should report the incident immediately to an administrator, teacher, or other staff member.
4. Any attempt to load and/or use software on the or to modify the software image loaded on the CSUSA-owned device is strictly prohibited.
5. The use of CSUSA-owned devices is not private; students should not expect that files stored on or transmitted via this device will be confidential. All digital transmissions are subject to inspecting and/or monitoring by DSAHS employees and other officials.
6. This device has been set up specifically to be used on the CSUSA wireless network.
7. Students and their parent/guardians are financially responsible for the device in case of loss, theft, or damage from the time the device is checked out until it is returned.
8. Students shall immediately report all malfunctions, damage, theft, or loss of a device to a classroom teacher or school administrator at the school.

**Please enter the information requested below and sign to acknowledge that you have read and understood the terms of this Digital Device Agreement.**

Student Name (please print): \_\_\_\_\_ Student ID \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Once this document is completed, please sign, scan, and email to [DSilver@AventuraCharterHS.Org](mailto:DSilver@AventuraCharterHS.Org) at your earliest convenience.**

**Contract for Borrowed Equipment**

Student Information				
Student (print)				
Parent/Guardian (print)				
Homeroom Teacher				
Grade Level				
Address				
Telephone Number				
Items Checked Out				
Item #	Description	If Lost	Serial Number	Date
	IPAD	\$300		
	Dell Latitude	\$700		
	Macbook AIR	\$800		
	Charger	\$40		
	Protective Case	\$100		

I acknowledge that I am financially responsible for the items assigned to my student in case of loss, theft, or damage from the time the item is assigned to my student until my student returns the item. I also agree to return said materials immediately upon request.

The term “financial responsibility” means that the student shall use the equipment in a careful and proper manner, and shall comply with all laws, Charter Schools USA policies, rules and regulations related to the possession, proper use, and maintenance of the equipment, and all requirements of this form; and that the parent/guardian and student assume and bear the entire risk of loss and damage to the equipment from any and every cause, unless confirmed by a school technology specialist can demonstrate that any such loss or damage was not caused, in whole or in part, by misuse, carelessness, or neglect. In the event of loss or damage of any kind to any item of equipment, the parent/guardian and student shall pay the cost to place the same in good repair, condition, and working order; or, if Charter Schools USA determines the equipment to be lost, stolen, destroyed, or damaged beyond repair, you shall pay Charter Schools USA the book value of the equipment.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Administration Use Only			
Authorized By	Name	Signature	Date
Date to be Returned:		Date Returned:	

**Once this document is completed, please sign, scan, and email to [DSilver@AventuraCharterHS.Org](mailto:DSilver@AventuraCharterHS.Org) at your earliest convenience.**