



# **South Prep Scholars Academy**

## **Parent /Student Handbook**

**2025-2026**



## **South Prep Scholars Academy**

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

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

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

Sincerely,

Mrs. Dianet de Armas, M.Ed

Principal

**Contact Information:**

[ddearmas@southpsa.com](mailto:ddearmas@southpsa.com)- E-mail

(786) 504-3639-School Office



**South Prep  
Scholars Academy**

### **Administrative Staff**

Dianet de Armas, Principal

[ddearmas@southpsa.com](mailto:ddearmas@southpsa.com)

Maria Alba-Quesada, Curriculum Specialist

[malba@southpsa.com](mailto:malba@southpsa.com)

Jessica Porter, Reading Coach

[jporter@southpsa.com](mailto:jporter@southpsa.com)

Rommy Rodriguez, Math Coach

[rrodriguez@southpsa.com](mailto:rrodriguez@southpsa.com)

### **School Hours**

<b>Main Office</b>	<b>7:30 a.m.- 3:30 p.m.</b>
<b>Kindergarten and First Grade</b>	<b>8:15 a.m. - 2:15 p.m.</b>
<b>Second Grade and Fifth Grade</b>	<b>8:15 a.m.- 2:45 p.m.</b>



**South Prep  
Scholars Academy**

**2025-2026 School Calendar**

JULY 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23 <sup>a</sup>	24	25	26
29	30			

OCTOBER 2025				
M	T	W	T	F
		1	(2) <sup>a</sup>	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	T	F
(3)	4	5	6	7
10	(X)	12	13	14
17	18	19	20	21
(X)	(X)	(X)	(X)	(X)

DECEMBER 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
(X)	(X)	(X)	(X)	(X)
(X)	(X)	(X)	(X)	(X)

JANUARY 2026				
M	T	W	T	F
		(X)	(X)	
5	6	7	8	9
12	13	14	15	(16) <sup>a</sup>
(X)	20	21	22	23
26	27	28	29	30

FEBRUARY 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
(X)	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	(20) <sup>a</sup>
(X)	(X)	(X)	(X)	(X)
30	31			

APRIL 2026				
M	T	W	T	F
		1	2	(3) <sup>a</sup>
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(X)	26	27	28	29

JUNE 2026				
M	T	W	T	F
1	2	3	4	(5)
(8)	(9)	10	11	12
15	16	17	18	(19)
22	23	24	25	26
29	30			

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Learning Day
	Teacher Planning Day available to opt
	Recess Day (10 and 11.5 month)

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Legal Holiday (12 month)
	Available to opt

DAYS IN GRADING PERIOD	
1	- 44
2	- 47
3	- 46
4	- 43

**180 Days Total**



## South Prep Scholars Academy

### Board Meeting Schedule

#### Board of Directors

Antonio J. Sanchez, Chair  
Maribella Lemus, Vice-Chair  
Roberto Hernandez, Treasurer  
Niurka Gonzalez, Secretary  
Daymara Vega Navarro, Board Member  
Ana de Guzman-Bencomo, Board Member

#### PROPOSED DATES FOR 2026-2027

July 7, 2025	6:30 p.m.
August 7, 2025	6:30 p.m.
September 25, 2025	6:30 p.m.
October 23, 2025	6:30 p.m.
November 20, 2025	6:30 p.m.
December 18, 2025	6:30 p.m.
January 29, 2026	6:30 p.m.
February 26, 2026	6:30 p.m.
March 19, 2026	6:30 p.m.
April 23, 2026	6:30 p.m.
May 28, 2025	6:30 p.m.
June 25, 2025	6:30 p.m.

#### Options to Address the Board / Provide Public Comment:

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



### **What is a Charter School?**

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

### **Mission Statement**

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

### **Our Vision**

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

### **Miami-Dade County Public Schools**

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

### **Lottery and Admissions**

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

### **Registration Policies & Procedures**

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

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

### **Immunization requirements**

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



### **Arrival Procedures**

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

### **Dismissal Procedures**

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

### **Rainy Day Procedures**

During inclement weather, student safety is our top priority. Please follow these procedures:

- **Morning Drop-Off:** Staff will be stationed to assist students exiting vehicles safely. Students should remain in vehicles until assisted by staff.
- **Afternoon Dismissal:** Dismissal may be delayed during severe weather (e.g., lightning in the area). Parents will be notified via Class Dojo or the school website of any delays. We ask for your patience during these times.
- **Traffic Flow:** Follow all regular drop-off/pick-up traffic patterns and instructions from staff. Do not exit your vehicle in the car line.

### **Calendar**

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

### **Attendance Policy**

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



### **Make-up Work Policy**

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

### **Absences and Tardies**

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

### **Early Dismissal**

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

### **School Board Attendance Policy**

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

1. A student accumulating ten or more unexcused class absences in an annual course or five or more unexcused absences in a semester course will be subject to the withholding of final credit, pending a student/parent-requested administrative screening and/or review of all absences by the attendance review committee.
2. An attendance review committee is established in each school. The committee consists of three or more school personnel who have the responsibility to review student attendance petitions during the last week of the course(s) and recommend the:
  - Issuing of final grades.
  - Temporary withholding of final grades pending makeup assignments; or
  - Permanent withholding of final grades and credit.
3. The following are considered excused absences:
  - Student illness
  - Medical appointment
  - Death in immediate family
  - Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
  - School sponsored event or activity previously approved
  - Other individual student absences or tardies beyond the control of the parent or the student as approved by the principal or designee
4. All other absences or tardies not listed above in item 3 are considered unexcused.
5. The student is expected to:



## **South Prep Scholars Academy**

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

6. The parent is expected to:

- Report and explain an absence to the school.
- Be responsible for his/her child's school attendance as required by law.
- Be aware that tardiness places his/her child's learning in jeopardy and interrupts the learning of other students.
- Stress the importance of regular and punctual school attendance with his/ her child.
- Personally, contact the school after his/her child's fifth (5th) aggregate absence.
- Assist his/her child with the completion of the "Petition to Appeal
- Withholding of Final Grades Appear before the attendance review committee at the scheduled time to provide information relating to his/her child's absences. \*Excerpt from School Board Rule 6Gx13-5A-1.04

### **School Communication**

To reduce paper and "go green" the school will use Class Dojo, as well as the school website ([southpsa.com](http://southpsa.com)) in order to communicate with parents.

### **Parent to School Communication**

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

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

### **Parent to Teacher Communication**



## **South Prep Scholars Academy**

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

### **Conflict Resolution**

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

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

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

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

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

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

### **Classroom**

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

### **Grading**

#### **Reporting Student Progression**

Progress Reports: Individual Progress Reports are issued mid-quarter. Please study your child's progress with him/her. Please feel free to consult your child's teacher regarding his/her school progress. Report cards will primarily be distributed electronically through the Parent and Student Portals on the Dadeschools website and mobile app. Paper report cards will no longer be routinely printed and sent home with students. However, schools can print a copy for parents who request one and provide appropriate identification.



**Progress Report and Report Card Distribution Schedule:**

	Progress Reports	Report Cards (Approximate)
1 <sup>st</sup> Grading Period	September 19, 2025	October 23, 2025
2 <sup>nd</sup> Grading Period	November 21, 2025	January 26, 2026
3 <sup>rd</sup> Grading Period	February 20, 2026	April 9, 2026
4 <sup>th</sup> Grading Period	May 8, 2026	June 11, 2026

**Testing Information and Calendar**

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

<https://flfast.org>

**Grading and Reporting of Student Progress**

Instructional staff uses evaluative devices and techniques as needed to report individual achievement in relation to school goals, acceptance norms, and student potential.

Student grades, unsatisfactory work notices, parent reports on state assessment, and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

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

**Academic Grades**

Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. The academic grades of "A", "B", "C", "D", or "F" are not related to the student's effort and conduct grades. The letter grade of "I" will be reserved for secondary use only.

Kindergarten student receive a developmentally appropriate report card. The letter grade for Kindergarten are "E" (Excellent), "G" (Good), "S" (Satisfactory), "M" (Marginal) and "U" (Unsatisfactory). Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on a teacher's careful consideration of all aspects of each student's performance during a grading period.



## South Prep Scholars Academy

### Kindergarten

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

### First thru Fifth Grade

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

#### Effort Grades:

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

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

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

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

#### Home Learning

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

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

Grade K-30 minutes

Grade 1-30 minutes

Grade 2-45 minutes

Grade 3-45 minutes

Grade 4-60 minutes

Grade 5-60 minutes



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

### **Agendas**

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

### **Internet Use Policy**

Access and use of the Internet is a privilege not a right, and its use must support the educational objectives of the school. Students must always get permission from their teachers prior to using the internet. In addition, the school prohibits the transmission of materials such as copy right material, threatening or obscene material, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation during school hours. Although, the school has filters in place to block inappropriate or questionable websites or images, if any student encounters any of these website or images, they are to notify a teacher or administrator immediately and should NOT share or access the content any further. Additionally, students are not allowed to post images, or videos of other individuals without authorization. For safety reasons the school reserves the right to request the removal of any image or video that depicts the school in a derogatory sense. Any damage to property (laptops, computers, iPads) caused intentionally or by negligence will result in restitution.

### **Code of Student Conduct**

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

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

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

Disciplinary actions will include:

- 1st offense: Verbal Warning
- 2nd offense: Parent contacted



## **South Prep Scholars Academy**

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

### **Items Not Permitted in School**

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

### **Acceptable Use & Electronic Device Policy (Parent Contract)**

Students are permitted to use school technology and access the internet for educational purposes only. All use of electronic devices must support learning and follow school guidelines.

- Personal devices such as cell phones, smartwatches, and tablets must be turned off and stored in backpacks during school hours unless permission is given by a teacher for instructional use.
- Recording, photographing, or sharing content without permission is strictly prohibited.
- The school reserves the right to monitor all activity on school devices and networks.
- Misuse of devices may result in loss of privileges, parent conferences, or disciplinary action.

Parents are expected to discuss these guidelines with their child and support the school in enforcing them.

By signing this handbook, parents and students acknowledge and agree to follow the school's Acceptable Use & Electronic Device Policy.

### **Anti-Bullying Policy**

At South Prep Scholars Academy, our utmost priority is to ensure a safe and secure learning environment for every student. We are fully committed to eliminating bullying and harassment within our schools. To achieve this goal, we actively promote awareness, prevention, and education initiatives that foster a school atmosphere where bullying, harassment, and intimidation are not tolerated by students, employees of the Governing Board, visitors, or volunteers as defined by "Jeffrey Johnston Stand Up for All Students Act", Section 1006.147(3) (a-c), F.S.

### **Zero Tolerance Policy**

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

### **Student's Rights**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in disciplinary actions, exclusion from participation in class activities, fieldtrips, suspension, or other disciplinary action as determined by the student code of conduct. Parents who



## **South Prep Scholars Academy**

have a conflict with a student other than their own child and/or parent are requested to speak to the administration. At no time may parents approach any student/parent directly. All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, harassment or other verbal or physical conduct against a student or employee will not be tolerated.

### **Non-Discrimination Statement**

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

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

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

Report Violations of the Non-Discrimination Policy to:

Name: Dianet de Armas

Title: Principal

Phone: (786) 504-3639

### **Volunteering, Options, and Guidelines**

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

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

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



## **Visitors**

FOR THE SAFETY OF ALL OF OUR STUDENTS, All visitors must sign in at the main office and wear a visible visitor's pass. No unauthorized individuals will be allowed beyond the main office. Only persons with pertinent business are permitted on school grounds. Children and family members, who are not currently enrolled at the school, will not be permitted on campus during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

## **PBIS (Positive Behavioral Interventions and Supports)**

PBIS (Positive Behavioral Interventions and Supports) is a proactive, schoolwide approach to create a positive and predictable learning environment.

## **Dress Code/Uniforms**

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. The school reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students must wear a school uniform daily. Students are expected to come to school well-groomed, with clean uniforms that are free of rips, tears, or excessive wear. Plastic/acrylic nails, long dangling earrings, or any accessories that may pose a safety hazard are not permitted.

### **Kindergarten - 5th Grade**

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

## **Academic Recovery**

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

## **Accidents and Illnesses**

Parents will be notified immediately in case of illness or an accident. If a parent cannot be located, the person(s) named on the emergency contact cards will be contacted. It is your responsibility to make sure that these numbers are current and accurate. 911 will be called for critical injuries that require the type of care that school personnel cannot offer the student, and the parent or emergency contact will be notified. An accident report will be completed and filed for everyday accidents. Please notify the office immediately of any accident or injury which occurred during arrival or departure from school. Children who are ill should remain at home to minimize the risk of passing



## **South Prep Scholars Academy**

the illness onto others. Please notify us of any contagious illness your child has so we may alert other parents. Also, please notify the school of any chronic condition your child may have.

### **Communicable Disease Policy**

South Prep Scholars Academy is committed to maintaining a healthy environment. Students experiencing symptoms of contagious illnesses (e.g., flu, COVID-19, strep throat) should stay home and notify the school immediately. If diagnosed with a communicable illness, clearance from a medical provider may be required before returning.

The school reserves the right to implement additional safety protocols (e.g., mask-wearing, testing, isolation) following local health authorities and the CDC.

### **Face Mask Policy**

Wearing a face mask at South Prep Scholars Academy is optional. Students and staff who choose to wear a mask are allowed to do so. If health officials require masks in the future, the school will inform parents of any updates. All masks worn must be appropriate for school. No offensive words, images, or designs are allowed. No student will be treated differently based on their choice to wear or not wear a mask.

### **Authorization for Medication**

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

### **Birthdays**

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

### **Field Trips**

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

### **Lunch**

The National School Lunch and School Breakfast Program provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out on a yearly basis. Once the application is approved, meal



## **South Prep Scholars Academy**

benefits begin and will continue throughout the school year in which the application is approved and extends for approximately the first two weeks the following year. Breakfast and lunch will be served in the cafeteria. South Prep Scholars Academy offers healthy meals every school day. Breakfast costs \$2.10; lunch costs \$3.10. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40. Students are not allowed to bring sodas, candy or gum to school. Due to allergies, we are a peanut free campus. Since we are trying to promote healthy eating habits, we request that fast food not be brought to school. Parents are not allowed to drop off lunch in the middle of the day. Students are required to bring in their lunch in the morning or purchase lunch from the cafeteria.

### **Before/After Care**

**Before / After Care Policy** Before care is available daily from 7:00 a.m. - 7:50 a.m. After care operates from 2:15 p.m. - 6:30 p.m. (K-1) and 2:45 p.m. - 6:30 p.m. (2-5). Registration is required with applicable fees. Students not picked up within 15 minutes of dismissal will be sent to aftercare.

### **Clubs/Activities**

South Prep Scholars Academy will provide extracurricular activities and clubs based on student interests.

### **Outstanding Fees**

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

### **Substitute Teachers**

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

### **Textbooks**

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

### **Photograph and Video Policy**

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

### **Withdrawals**

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

### **Emergency Evacuation**



## South Prep Scholars Academy

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

### **Emergency Contact Updates**

**Emergency Contact Updates** It is the responsibility of parents/guardians to ensure that all emergency contact information is up to date. In the event of an emergency, delays caused by outdated contact information can compromise the safety and well-being of your child. Any changes to emergency contacts or phone numbers must be submitted to the main office immediately.

### **Fortify FL**

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

### **School Closing and Delays**

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

### **Parent's Responsibilities**

**Parent Responsibilities** Parents are expected to ensure their child's attendance, monitor academic progress, and maintain open communication with teachers and administration. Parent involvement opportunities include PTA/PTO and EESAC( Educational Excellence School Advisory).

**EESAC Meetings/Board Meetings are posted in the Main Office and can be viewed at: <http://meetings.dadeschools.net/>**

EESAC Meeting Dates	
September 25 <sup>th</sup> , 2025	November 13 <sup>th</sup> , 2025
February 26 <sup>th</sup> , 2026	May 28 <sup>th</sup> , 2025



**South Prep Scholars Academy**  
**Student Parent Contract**  
**2025-2026**

- Parents are responsible for ensuring that their child arrives at school on time. Students must be in their seats by the start of class as indicated in the Student Handbook. Any student arriving after this time will receive a tardy slip. Students accumulating ten (10) unexcused tardies per school year will be referred for excessive tardiness.
- Parents must contact the school office if their child will be absent. On the day the student returns to school, they must bring a note from the parent(s) explaining the reason for the absence; otherwise, the absence will be considered unexcused.
- Parents of students not enrolled in the after-school program or after-school activities must ensure that their child is picked up by dismissal time. If a student is picked up more than fifteen (15) minutes after dismissal time, parents may be charged for supervision in the after-care program. The school will publish such rates annually in the Student Handbook.
- South Prep Scholars Academy believes that parents play an integral role in their child's educational and social life. Parents will have opportunities to engage in school activities.
- School uniforms must be worn daily. Parents are responsible for ensuring that their child wears the proper uniform as outlined in the Student Handbook. Approved jackets and sweaters, or other solid-colored outerwear in approved school colors, may be worn in cold weather. The school will advise parents of dress-down days.
- Parents are expected to provide lunch or a lunch application for their child. Students may bring lunch from home.
- Parents agree to read and use the information sent home by the school to stay informed about activities and academic opportunities.
- Parents and students are required to read the Student Handbook. This handbook outlines the responsibilities of staff, students, and parents. Failure to meet these obligations may result in corrective actions as per the school's Charter and the Florida Department of Education's guidelines.

By signing, I (We) confirm that I (we) have read the Handbook and have had the opportunity to discuss it, ask questions, and seek clarifications.

All students enrolled in South Prep Scholars Academy are students of Miami-Dade County Public Schools and are subject to applicable policies and entitled to the same rights.

By signing this contract, I (we) agree to fulfill our contractual obligations to South Prep Scholars Academy. The full details of these obligations, as well as the possible consequences of failing to meet them, are outlined in both the Student Handbook and the MDCPS E-handbook.

---

**Parent Signature**

---

**Date**

---

**Student Signature**

---

**Date**

---

**Acknowledged by Dianet De Armas, Principal**

---

**Date**



**South Prep Scholars Academy**  
**Contrato-Padre-Estudiante-Escuela**  
**2025-2026**

- Los padres son responsables de asegurar que su hijo llegue a la escuela a tiempo. Los estudiantes deben estar en sus asientos al comienzo de la clase, como se indica en el Manual del Estudiante. Cualquier estudiante que llegue después de esta hora recibirá un pase de tardanza. Los estudiantes que acumulen diez (10) tardanzas injustificadas durante el año escolar serán referidos por tardanza excesiva.
- Los padres deben contactar a la oficina de la escuela si su hijo va a estar ausente. El día que el estudiante regrese a la escuela, debe traer una nota de los padres explicando la razón de la ausencia; de lo contrario, la ausencia se considerará injustificada.
- Los padres de los estudiantes que no están inscritos en el programa de después de clases o en actividades extracurriculares deben asegurarse de que su hijo sea recogido a la hora de salida. Si un estudiante es recogido más de quince (15) minutos después de la hora de salida, los padres pueden ser cobrados por la supervisión en el programa de cuidado después de clases. La escuela publicará estas tarifas anualmente en el Manual del Estudiante.
- La Academia South Prep Scholars cree que los padres juegan un papel integral en la vida educativa y social de sus hijos. Los padres tendrán oportunidades de participar en actividades escolares.
- El uniforme escolar debe usarse todos los días. Los padres son responsables de asegurarse de que su hijo use el uniforme adecuado según lo establecido en el Manual del Estudiante. Se pueden usar chaquetas y suéteres aprobados o cualquier otra prenda exterior de color sólido en los colores aprobados de la escuela en climas fríos. La escuela informará a los padres sobre los días de ropa libre.
- Se espera que los padres proporcionen el almuerzo o una solicitud de almuerzo para su hijo. Los estudiantes pueden traer el almuerzo desde casa.
- Los padres aceptan leer y utilizar la información enviada a casa por la escuela para mantenerse informados sobre las actividades y oportunidades académicas.
- Los padres y estudiantes están obligados a leer el Manual del Estudiante. Este manual describe las responsabilidades del personal, los estudiantes y los padres. El incumplimiento de estas obligaciones puede resultar en acciones correctivas según la Carta de la escuela y las directrices del Departamento de Educación de Florida.

Al firmar, yo (nosotros) confirmo (confirmamos) que he (hemos) leído el Manual y que he (hemos) tenido la oportunidad de discutirlo, hacer preguntas y buscar aclaraciones.

Todos los estudiantes matriculados en la Academia South Prep Scholars son estudiantes del Distrito Escolar del Condado de Miami-Dade y están sujetos a las políticas aplicables y tienen derecho a los mismos derechos.

Al firmar este contrato, yo (nosotros) acepto (aceptamos) cumplir con nuestras obligaciones contractuales con la Academia South Prep Scholars. Los detalles completos de estas obligaciones, así como las posibles consecuencias de no cumplirlas, están detallados tanto en el Manual del Estudiante como en el E-manual del MDCPS.

---

**Firma de Padre/Guardian**

---

**Date**

---

**Firma de Estudiante**

---

**Date**

---

**Dianet De Armas, Principal**

---

**Date**