**2015-2016**

**STUDENT AND PARENT HANDBOOK**

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**Please read, sign and return**

**the last two pages of the handbook.**

**Welcome to the 2015-2016 School Year**

Dear Families and Students:

The Governing Board members, administration, and staff of the Sarasota Academy of the Arts welcome you to our third year as a public charter school. The information in this handbook has been carefully prepared to help our students succeed.

In addition to reading this handbook thoroughly, parents and students should also read the Sarasota County Schools Student and Family Handbook which is linked to the Sarasota Academy of the Arts website. It is especially important to study the Code of Student Conduct to ensure that student behavior meets school and district expectations.

We look forward to the challenge of educating our students and helping them grow to be happy, secure, well-adjusted young adults. We hope this handbook will help your family be an active partner in making the 2015-2016 school year your students’ most successful ever.

SAA Governing Board Members:

Dan Kennedy, Chairman

Rob McLain, Vice-Chairman

Denise Gagne

Joe Solano

Julie Henry

Bill Mariotti

Principal:

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ESE Liaison/Test Coordinator/Assistant Principal:

Sharon Owens sowens@sarasotaacademyofthearts.com

School Administration Assistant:

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Maria Tirotta mtirotta@sarasotaacademyofthearts.com

Parent Liaison:

Kelly Marsh kmarsh@sarasotaacademyofthearts.com

**Mission Statement:** The mission of the Sarasota Academy of the Arts is to provide a motivating, challenging, and creative learning climate with a safe, caring, family atmosphere. SAA will provide students interested in visual and performing arts with rigorous academic skills in line with Florida Standards and a strong infusion of the arts. SAA believes the opportunity to experience the arts on a continual basis promotes and enhances academic success. The goal of SAA is to prepare students to become well-rounded, confident, academically prepared adults who are able to reach their full potential as caring and responsible citizens.

**Sarasota County Schools 2015-2016 District Calendar**

**(SAA’s calendar is on the school’s website)**

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**100.0 Attendance Policies**

Florida Statute 1003.21 mandates that all students are required to attend school and sets forth specific requirements for the school. Parents and students can be held legally accountable for truancy. Excessive tardiness and/or unexcused absences may lead to disciplinary action up to and including dismissal and a return to the students’ districted school.

* Sarasota Academy of the Arts will follow the Sarasota County Schools’ calendar. The academic day starts at 8:00 am and ends at 4:00 pm. Students may arrive at 7:30 am and depart as late as 4:30 pm.
* Before- and after-school care is provided by SAA as a fee-based program. Information concerning fees and the program schedule is available in the school office and on the website.
* Regular school attendance is imperative and crucial to academic achievement. Every effort should be made to ensure regular attendance.
* Family vacations should be scheduled when school is not in session. Vacations are not excused absences.

**100.1 – Excused Absences**

* If a student is absent, a signed note or email from the parents/guardian or a physician must be presented within three days for the absence to be counted as excused.
* If that contact does not occur, the absence will be recorded as unexcused.
* The following absences will be considered excused:
	+ Student is ill (if illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor’s note may be requested by the principal.)
	+ Major illness in the family (if illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor’s note may be requested by the principal.)
	+ Any absence judged appropriate by the principal, provided that a written request is made 48 hours before the absence.
* With an excused absence, students will have an equal number of days to complete the assigned work without penalty.

**100.2 – Unexcused Absences**

* In accordance with the Sarasota County School District’s policy, a student is considered truant if s/he has five (5) or more unexcused absence days within a calendar month or ten (10) or more unexcused absence days within a ninety (90) day calendar period and can be subject to judicial action.
* In the case of an unexcused absence, a student will have an equal number of days to complete the work missed, but may lose points on assignments.

**100.3 - Tardies**

It is extremely important that students arrive at school on time and ready to learn. When students arrive late, they miss valuable instruction time and disrupt the classroom.

* Students are allowed to enter classrooms at 7:45 am.
* Students should arrive a minimum of five (5) minutes before 8:00 to make sure that they are in their classrooms on time.
* Students who are tardy must be signed in at the office by their parents before going to class.

**100.4 Early Release**

* Parents/guardians are strongly discouraged from picking up their children during the academic day.
* Students who are removed early from school are missing valuable instruction time and this will be treated in the same way as tardies
* Should an emergency arise, the parent must sign the student out in the office.
* Students who are not feeling well, must go to the school office to call their parents, rather than use their cellphones or classroom telephones.

Excessive tardies, early dismissals, and/or unexcused absences may jeopardize the standing of a student at SAA. Cases will be handled individually and a determination will be made based on the circumstances of the absences.

**200.0 Behavior**

Sarasota Academy of the Arts is committed to providing a quality education in a family atmosphere and believes this is one of the strongest qualities in making SAA a nurturing and creative atmosphere for learning. There is no place for disrespect for teachers, other adults, or students in this type of environment.

**200.1 – Dress Code**

Students are expected to dress appropriately at all times. The following attire is permitted:

* Walking shorts
* Jeans in good repair
* T-shirts with appropriate slogans
* Neat and clean clothing

Students may **not** wear the following:

* Baggy pants without a belt/exposed underwear
* Midriff tops, halter tops, tube tops, or cropped tops
* Shirts or dresses with spaghetti straps or low cut necklines. Shirts or dresses must have straps at least one inch wide
* Spiked jewelry, chains, or excessive jewelry
* Visible body piercings other than earrings (no more than 2 per ear).
* Distracting hair color or styles that may negatively impact the learning environment
* Pajamas or slippers
* Short shorts or very short skirts (must come down to the student’s thumb tip)
* Low-rise or hip-hugger pants without a top that covers the midriff
* Flip flops
* Shirts with inappropriate slogans (offensive, suggestive, indecent, or associated with gangs)
* Hats or head covers inside the classroom.
* Tattoos
* Hand coverings or gloves in the classroom

The homeroom teacher is responsible for checking for dress code compliance. Parents will be called to bring appropriate clothes, if necessary. If the parent is unable to bring appropriate clothing, the student will be given clean, but “ugly,” t-shirt and/or sweat pants to wear for the remainder of the day.

**200.2 – Electronic Devices**

In accordance with the revised Sarasota County School Board policy, students may possess an electronic device, such as a cell phone, smart phone, laptop computer, or other device that receives, sends, or stores digital data, provided that the electronic device remains powered off and concealed from view during the school day.

* All students must sign and return the Acceptable Use Policy before using electronic devices on campus. (This is found on Appendix A.)
* SAA will not be responsible for Game Boys, IPods, etc. when brought for use outside of class.
* When permitted by the teacher, electronic devices may be used in the classroom to facilitate research or as a tool in math or science.
* Students who abuse the privilege will have the device placed in the principal’s office for the remainder of the day.
* Any student who uses an electronic device to threaten, harass, or intimidate another student or staff member through email, social network posting or other electronic messaging will be subject to disciplinary action.
* If a student is not feeling well, s/he must use the office phone to call a parent/guardian. Students will not be allowed to use their cell phone, a staff member’s cell phone, or a classroom phone to call home when they don’t feel well.

**200.3 – Character Education**

Sarasota Academy of the Arts has a character education curriculum that is included in the elementary social studies classes and infused throughout the day at all levels of the school.

* The goal of the character education curriculum is to provide SAA students with information to help them develop the tools and desire to become caring and compassionate adults.
* SAA strongly believes that character education is as important as other subject areas.
* A strong character education curriculum creates a ripple effect of a community of caring.

**200.4 Discipline Policies and Procedures**

Violations of the Code of Student Conduct occur in varying degrees of severity. These behaviors are aligned with the Sarasota County District’s discipline policy, from least severe (Level 1) to severe (Level 3).

* Level 1
	+ Habitual Tardiness
	+ Truancy/unexplained absence
	+ Out of assigned area
	+ Leaving school grounds without permission
	+ Dress code violation
	+ Public display of affection
	+ Cheating
	+ Failure to comply with class/school rules
	+ Disobeying rules on the bus
	+ Disruptive play
	+ Disruptive behavior
	+ Disrespectful language
	+ Bullying/harassment
	+ Confrontation
	+ Lying/misrepresenting
	+ Articles disruptive to school
	+ Prohibited items, non-criminal, and unauthorized use of medication
	+ Unauthorized sale/distribution of materials
	+ Inappropriate activity
* Level 2
	+ Bus disruption
	+ Disobedience/insubordination
	+ Profane/obscene language
	+ Non-criminal threat
	+ Physical aggression (not involving law enforcement)
	+ Repetitive disruptive behaviors
	+ Repetitive disobedience/open defiance
	+ Insubordination
	+ Repetitive bullying, harassing, intimidating
	+ Threatening behaviors
	+ Hazing
	+ Abuse of school property/minor vandalism
	+ Petty theft (under $300)
	+ Unserved detention
	+ Firecracker/poppers
	+ Forgery of a document or signature
	+ Gambling
	+ Sexual Harassment
	+ Severe/repetitive inappropriate activity
	+ Menacing statements, non-criminal
* Local law enforcement authorities shall be notified when any crime or delinquent act is committed on school property or school-sponsored transportation, or during a school-sponsored activity.
* Level 3 (All Level 3 offenses will result in an out-of-school suspension and possible recommendation for expulsion)
	+ Fighting
	+ Verbal assault
	+ Physical battery
	+ Extortion/blackmail/coercion
	+ Robbery (more than $300)
	+ Intentional false accusations against staff members
	+ Vandalism (more than $1000)
	+ Breaking and entering
	+ Computer misuse
	+ Possession/use of tobacco products/electronic cigarettes
	+ Use of intoxicants
	+ Possession, use, storage of unauthorized prescription drugs or other drugs
	+ Disruption of school/disorderly conduct
	+ Trespassing
	+ False fire alarm/911 call
	+ Bomb threat
	+ Inappropriate, lewd, or obscene act
	+ Possession of a potentially dangerous item

Consequences for behaviors include the following and are at the discretion of the school administrators.

* Parent conference
* Privileges revoked
* Work Detail/Community Service
* Detention
* In-School Restriction
* 1-5 day out of school suspension
* 6-10 day out of school suspension
* Report to Law Enforcement
* Redistrict to home school

**200.5 – Nonacceptable Forms of Discipline**

Sarasota Academy of the Arts does not use at any time the following forms of Discipline:

* Corporal punishment or any type of physical punishment
* Degrading or embarrassing punishment
* Repetitive written punishments
* Withholding snacks or lunch

**300.0 - Expectations of Parents of SAA Students**

A strong partnership between school and home provides a greater likelihood of each student’s education. Please let the school know if you have concerns as soon as they arise so we can work on them together.

**300.1 - Parent Volunteer Hours**

* Parents or guardians are asked to volunteer a minimum of ten (10) hours during the school year.
* A list of suggested volunteer activities will be distributed at the beginning of each school year.
* Each volunteer must have a background check through the Sarasota County School District’s security system. (Level 1 or 2)

**300.2 - Transportation/Parking**

* Transportation is available via Sarasota County School District buses for students living within a two to five mile radius of the school.
* Students may meet at a designated pick-up place if outside the five mile limit.
* Parents/guardians can connect to the county website through the link at [www.sarasotaacademyofthearts.com](http://www.sarasotaacademyofthearts.com) to complete the forms requesting bus service. You will be notified of your bus route and bus number prior to the start of school.
* The parents drop off/pick up lane rans net to the wooden fence along Tree Road. Some additional parking is available on Garrison Street.
* Pull your car up as far as possible when dropping off and picking up your child.

**300.3 – Class Interruptions**

* Sarasota Academy of the Arts strives to provide a nurturing family atmosphere where students and parents can feel comfortable and safe. Open communication between parents and teachers is imperative.
* However, when a staff member is either teaching or supervising students, it is impossible to have a lengthy discussion with a parent because the students need the full attention of that staff member.
* Every teacher has a daily planning time that can be used for parent/teacher conferences.
* If a conference is needed, either tell the teacher, leave the teacher a note, send an email, or inform the administration. All of the staff members’ email addresses are available on the SAA website.

**300.4 – Visitors on Campus**

* All visitors to campus must sign in at the administration office at the back of the campus and present a current state-issued form of identification. Each visitor will be processed through the RAPTOR computer system.
* Parents must register on the Volunteer computer before serving as a volunteer in any capacity.
* Parents and visitors may not enter the campus through the office door from the front parking lot. This is an entry into a classroom and will be kept locked.

**300.5 – Communication**

* Please check the SAA website on a regular basis for information about school events and links to individual teacher webpages.
* During the year, parents may receive newsletters, permission slips, and other information through emails, the website, or weekly information packets.
* Please be sure that we have your current home and email addresses.
* The Governing Board of Sarasota Academy of the Arts has appointed Ms. Kelly Marsh as Parent Liaison for the 2015-2016 school year. She can be reached through her email at kmarsh@sarasotaacademyofthearts.com.

**300.6 – Permission for Publication of Pictures in Public Media**

There may be times during the school year when students are photographed or videoed for public media. These pictures could appear in magazines, newspapers, television, advertisements or on the school website.

* It is necessary to have parent permission to publish photos or videos.
* This permission can be found on the “Enrollment Information Form”

**300.7 – Student/Parent Grievances**

In the event there is a concern that is not resolved through parent/student/teacher communication, the parent or student may appeal to the administration which will conduct a thorough investigation and make a determination in the best interest of the student. At no time should the dispute be allowed to escalate to a level where other parents or students are involved or affected. If necessary, following the investigation, the following steps should be utilized:

* Make an appointment via email or telephone with the administration to set a conference with the parties involved.
* The administration will schedule the conference within 48 hours.
* The administration will render a decision regarding the issue.
* If a suitable resolution cannot be reached, the parent/guardian can appeal to the Governing Board through a formal letter of complaint and/or conference with the parent liaison who has been appoint by the Governing Board.
* Because the teachers and staff of SAA are employees of the SAA Governing Board and not the Sarasota County Schools, parents should go through the above steps before contacting the Charter School Department at the Sarasota County School Board Office.
* At no time may a parent/guardian address a student other than their own child or another parent about a conflict on school grounds without an administrative staff member present.

**300.8 - Lost and Found**

Students often take off sweaters, hoodies, sweatshirts, and jackets during the day and misplace them.

* Please label all items that your child may shed during the day with his/her last name so the items can be returned to your child.
* All lost items will be taken to the office and placed in the assistant principal’s closet.
* Students and parents are welcome to search for lost items during the school day or contact the assistant principal by phone or email to inquire about lost items.
* At the end of each month, items will be displayed and students or parents can take what is theirs.
* Items that are not claimed each month will be given to the Goodwill.

**300.9 – Meals and Snacks**

Breakfast will be provided through the Sarasota County School District Food Services may be purchased between 7:00 AM and 7:55 AM.

Lunches will be provided through the Sarasota County School District Food Services.

* A monthly menu and directions for ordering lunches are available on the SAA website.
* Parents/Guardians may apply for free or reduced lunches on the SAA website.
* Students may bring a ready to eat packed lunch that does not require refrigeration or heating.
* Energy drinks, coffee, and “monster” drinks are not permitted in school.
* A snack time will be provided in the elementary grades, with snacks brought from home.
* Students may have water bottles in the classroom; no food or drinks are allowed during class times without teacher permission.
* Gum is not allowed in classrooms.
* While SAA is not a peanut-free school, every effort will be made to accommodate all food allergies on an individual and classroom basis.

**400.0 Health, Safety, and Documentation**

The mission of Florida’s school health services plan is to appraise, protect, and promote the health of students. Services are provided in accordance with a county School Health Services Plan jointly developed by the county health department, school district, and School Health Advisory Committee.

**400.1 – Student Information/Student Pick Up**

* Each student’s Personal Information Form must be on file at school on the first day of attendance. In case of an accident or illness, SAA must be able to reach a parent or legal guardian. The information on this form must be kept current.
* Students will not be released to anyone other than those people listed by their parents/guardians on the Personal Information Form.
* If someone not listed on the form must pick up a student, a dated note to that effect must be brought to school that morning by the parent/guardian or student and given to the office. The name of the person picking up the student and the anticipated time of dismissal must be on the note.
* Anyone picking up a student must present a picture ID at the office.

**400.2 – Required Documents**

* Refer to the Sarasota District Student and Family Handbook for the required documents which must be submitted to the SAA office before a student may attend classes.

**400.3 – Immunizations**

* Parents must show proof of required student immunizations or an immunization exemption issued by the Health Department prior to enrolling in SAA and/or attending classes.
* Required immunizations are listed in the Sarasota District Student and Family Handbook.

**400.4 – Medications in School**

* Whenever possible, medications should be given at home.
* However, if necessary, the proper form and the medications must be turned in at the school office and the health room aide or assigned school employee will administer all medications in the school health room.
* Only FDA approved prescriptions and over the counter medications are permitted to be given at school.
* A Medication/Treatment Authorization Form, signed by a parent and physician, must be provided and medication must be stored and administered according to Sarasota County Student and Family Handbook 2015-2016.

**400.5 – Screening Services**

* Screening for vision, hearing, scoliosis, height, and weight are mandated by Florida Administrative Code 64F-6003 for specific groups of students, according to grade level.
* Permission is given when a parent/guardian signs the Health Emergency Information Card.
* Parents must inform the school in writing if they do not wish their child to participate in any screening. Adequate notice will be sent home prior to a scheduled screening.

**400.6 – Health Issues**

* No child with an infectious disease, fever over 100 degrees, open skin infection, undiagnosed rashes, coughs, active head lice, serious diarrhea, or who is vomiting may be left at school.
* It is imperative that children with any of the above be picked up from school immediately.
* Students will remain in the health room until they are picked up.
* Students sent home with a fever above 100 degrees may return to school when they have been fever-free for 24 hours without fever-reducing medicine.
* Students with undiagnosed rashes may return to school when they are rash-free.
* If a health care provider is seen, a note should be sent when the student returns to school.
* Students who feel sick while in school are to come to the school office to call their parents – they are not to call on a cell phone or a classroom phone.

**400.7 – Head Lice**

* Students who display signs of head lice such as excessive scratching of the head may be sent to the health room for a thorough examination of the hair and scalp.
* Adult lice or eggs (nits) are often found in the hair, behind the ears, or at the nape of the neck.
* If lice are present, the student will be sent home with instructions for treatment.
* After lice treatment, the student must report to the health room for the next consecutive school days with a parent/guardian to be examined for lice and nits before they may return to class.
* If nits are present, the student may return to class, but the student’s parent must continue daily efforts to remove all nits.
* The student must report to the health room on a daily basis to monitor progress of nit removal until no nits are found.
* Encourage your child to avoid sharing combs, hats, or clothing with other children.
* Check your child’s head on a regular basis.
* For more information, refer to the Head Lice Chapter of the School Health Services Manual, [www.sarasotacountyschools.net/schoolhealth](http://www.sarasotacountyschools.net/schoolhealth).

**400.8 – Animals on Campus**

There are times throughout the school year when animals come to visit for specific classroom activities.

* It is necessary to have parental permission for students to touch and play with these animals.
* Due to allergies, some students may not be able to come in contact with certain animals.
* Please be sure that permission is granted through the office before bringing any animals on campus.

**400.9 – Accident and Illness Documentation**

All reported accidents and visits to the health room will be documented

* If an accident is minor and requires simple first aid, parents will not be called but will receive written notification of the injury when the student goes home.
* If more than basic first aid is needed, the parent/guardian will be called immediately.

**500.0 Academic and Curriculum Information**

**500.1 – School Books**

* Books are very expensive and must be treated with respect. Each classroom will be furnished with a set of hardback books.
* Students in the lower grades will have individual workbooks and access to the texts and supplementary materials online.
* Middle school students will have online access to texts and supplementary materials online.
* Students can check out textbooks and are responsible for returning them in good condition.
* Lost and/or badly damaged books will be assessed at replacement cost.

**500.2 – School Supply List**

* A supply list will be published on the website prior to the beginning of the school year.
* School supplies must be brought to class daily by each student.

**500.3 – Agenda Books**

* All students in grades kindergarten through eight will be given an agenda book that is to be used on a daily basis.
* It is the responsibility of each teacher to ensure nightly assignments are written in the agenda book and the duty of the parent/guardian to check and initial the agenda book nightly.
* Students must have the agenda book with them in every class and will be required to enter daily assignments at the beginning of each class.

**500.4 – Assignments: Homework, Tests, Classwork**

* Homework is an independent activity to reinforce concepts learned in class and to be accomplished outside of the school day and without teacher assistance.
* Some homework may require some assistance by parents/guardians.
* Parents will be given access to student assignments, homework, and rubrics on the school website.
* Teachers will assign homework based on the maturity and ability levels of the students. The following suggests the average amount of time students should spend on homework nightly. Teachers and parents may use these times as guides to monitor student time devoted to homework:
	+ K & Grade 1 – 30 minutes
	+ Grades 2 & 3 – 45 minutes
	+ Grades 4 & 5 – 60 minutes
	+ Grades 6, 7, 8 – 90 minutes
* Students are responsible for completing their homework and returning it to school on the required day.
* Teachers are responsible for assigning, explaining, and correcting student homework. They are also responsible for notifying parents if students have not turned in homework assignments.
* Parents are responsible for setting a specific time and place for students to do homework and checking to make sure that assignments are completed.
* Students are also expected to read at least 20 minutes at home nightly.
* Assessments and tests will be administered on a regular basis in each subject area.

**500.5 – Grades**

Grades should never be a surprise to any student or parents/guardians. Access to student grades is available through an Internet program; each student and parent/guardian will have an individual password.

* Students will receive a district report card at the end of each grading period indicating their progress.
* Honor Roll (4th – 8th grades)will be as follows:
	+ 4.0 GPA = Principal’s Honor Roll
	+ 3.5-3.9 GPA = Honor Roll
	+ 3.0-3.4 GPA = Honorable Mention
* Sarasota Academy of the Arts will follow the Sarasota County School District Student Progression Plan regarding performance and promotion. Refer to the Sarasota County School District Student and Family Handbook for more information.

**500.6 – Exceptional Student Services (ESE)**

* All accommodations and modifications will be implemented as stated in Individual Education Plans (IEPs), Section 504 Plans, and Gifted Educational Plans (Eps) as required by the Individuals with Disabilities Act (IDEA) and the Americans with Disabilities Act (ADA).
* If a student is having difficulty academically, socially, or behaviorally, the classroom teacher will plan and document specific interventions within the classroom under the RtI (Response to Intervention) system. If these interventions do not change the student’s concerns, the teacher will refer the student to the grade level MTSS team.
* Before a student is considered for an Exceptional Student Services Plan, interventions will be provided in the classroom by the classroom teacher with guidance from the Multi-Tiered System of Supports (MTSS) Team.
* If the MTSS interventions do not make the changes needed for the student to show progress, s/he will be referred to the SAA Children at Risk in Education (CARE) team.
* The parents/guardians have a right to be involved in all intervention plans and CARE meetings. They also need to be involved in writing and IEP if the student qualifies for special education services, a 504 plan, or gifted services.
* The SAA charter allows the school to provide special education services for students who are in the regular classroom a majority of the school day.

**500.7 – Make Up Work**

Students who miss school for any reason (excused or not excused) are expected to make up all work missed during their absence, tardiness, early removal from school, or suspensions.

* Parents may contact the school office to request work, but should provide at least 24 hours to prepare materials.
* Parents may also access the teacher websites for assignments.
* Students will have as many days as they are absent to make up work.
* Extended illness will receive special consideration.

**500.8 – Field Trips**

SAA staff members design a variety of experiences throughout the year for students in all grades. Field trips are valuable learning opportunities for students and behavioral expectations are even more important when students are representing the school off campus.

* If a student has demonstrated an inability to control his/her behavior in school, extra steps will be taken to ensure that the student has a successful experience.
* Students cannot be excluded from a field trip based on the inability to pay a fee. If a family is facing financial difficulties, the parent/guardian can contact the SAA principal prior to signing the field trip permission form to request financial assistance.
* Opportunities for “raising funds” for longer, more expensive field trips will be provided.
* Students are required to wear SAA shirts on field trips.
* Chaperones must follow the volunteer guidelines found within the policies of SAA.
* Chaperones must register with the school prior to attending a field trip.
* Chaperones must have the appropriate clearance level, either through PALS or Level 2 clearance through the Sarasota County Schools security office.
* Each chaperone will be provided with a detailed list of the students s/he is responsible for, including emergency contact information for the teacher and parents.
* The teacher in charge will coordinate times and locations for all chaperones and students will meet periodically throughout the day.
* A complete roll call of all students and chaperones will be completed before leaving on a bus.

**500.9 – Visual and Performing Arts**

Sarasota Academy of the Arts is a visual and performing arts academy that provides experiences that are unique in an academic school setting. Self-esteem, confidence, and poise are improved through performances; these attributes positive affect other aspects of a student’s performance in school.

* SAA students are expected to be actively involved and take advantage of the opportunities that are offered.
* Students will participate in evening performances during the school year.

**501.0 - Emergency Drills**

Monthly safety drills are required by the Sarasota County School District.

* It is essential that when the first signal is given, everyone must obey orders promptly and clear the building for fire drills by the prescribed route as quickly as possible.
* Each teacher will give instructions for leaving his/her classroom.
* During a critical incident, the school will go into a lock down, where students must stay calm and quiet.

Appendix A

 **2015-2016**

**Acceptable Use Policy for Educational Technology and Devices**

**Purpose**

Sarasota Academy of the Arts (SAA) provides information technology resources with a firm belief that the educational advantages outweigh the potential for misuse. In return, SAA expects our students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools, resources, and communication and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.

**General Guidelines**

1. The use of technology is a privilege, not a right.
2. The use of technology may only be for purposes related to schoolwork. SAA technology may not be used for personal, commercial or political purposes.
3. No one other than technology administrators and teachers are allowed to add or remove software. This includes, but is not limited to applications, games or other types of software programs.
4. Food and drink is not allowed in Technology Labs and should not be kept or consumed around electronic devices in other parts of the campus.
5. Users are not allowed to play computer or other technology-based games unless directed by a faculty member for educational use.
6. Users are not permitted to alter any computer settings unless directed by a technology staff member.
7. E-mail is provided for educational-related purposes only and should not be used for personal reasons.
8. Supplies such as printer paper, ink, toner and other consumables should be used responsibly and sparingly.

**Your Rights and Responsibilities**

1. All technology errors, suspicious activity, or damages must be reported to a faculty member as soon as it occurs.
2. At no point should a user attempt to access, alter, or otherwise tamper with system files, network files, or files belonging to or assigned to another user.
3. Users should only use the access accounts and passwords which have been provided to them by SAA. Users should never use another person’s account access or password.
4. In most cases users are allowed to select and change their own passwords. Passwords should never be shared with or used by other users. When selecting a password, users should choose something easy to remember but not easy for others to guess. Information on choosing the most secure passwords is available from SAA.
5. Users must alert the technology staff and change their password at the slightest indication that their password has been compromised.
6. Users should never reveal telephone numbers, addresses, passwords or other forms of personal information about themselves or others online or via email.
7. Any and all Code of Conduct, Honor Code, and other regulations shall apply to technology as they do to other forms of interaction.
8. It shall be considered a violation of this policy if users engage in any illegal act, harass, engage in cyber bullying, or threaten the safety or well-being of any person. This rule applies to students on or off campus.
9. It shall be considered a violation of this policy if users create, display, or transmit obscene, libelous, derogatory, or threatening messages or materials. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages, including but not limited to a user’s own web page, Facebook, YouTube, or similar sites.
10. In the interest of safety for our school community and in maintaining ethical standards, SAA reserves the right to review and examine laptops or other digital devices including but not limited to media players or cell phones at any time while you are on campus, whether that device is owned by you or the School. This review can occur randomly.

**Limitation of School Liability**

1. While many precautions have been instituted, SAA makes no assurances that users will not encounter objectionable material while working on the Internet. Should a user encounter such material he/she should navigate away from the site and immediately alert a technology staff member.
2. SAA provides no expectation of privacy on the part of the user. SAA administrators may authorize technology reviews including real-time or historical reviews of a user’s computer activity, email, web history, stored files or other resources.
3. Do not assume that e-mail is private. Technology administrators have full access to all incoming and outgoing e-mail. Messages in relation to or in support of illegal activities may be reported to the authorities.
4. SAA will not be responsible for any charges related to fees for service access to on-line resources without prior written approval.
5. SAA makes no warranties of any kind, either expressed or implied, for the technology service or equipment it is providing. SAA will not be responsible for any damages suffered. This includes but is not limited to loss of data.

**2015-2016**

**ACKNOWLEDGEMENT PAGE**

**for Acceptable Use Policy for Educational Technology**

**Please sign and return to Sarasota Academy of the Arts**

Violating any portion of this signed agreement may result in disciplinary review and consequences. The School reserves the right to restrict, suspend, or terminate student access to SAA information technology resources. If a student’s access is restricted, suspended, or terminated, the student is still responsible for completing all work as assigned by the teacher. Additional consequences may include, but are not limited to, detention, suspension, or expulsion from SAA, and/or legal action.

**Student**

I understand and will abide by the Acceptable Use of Technology Agreement. I understand that any violation of the agreement may result in loss of privileges and school disciplinary action.

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent or Guardian**

As the parent or guardian of this student, I have read the Acceptable Use of Technology Agreement. I understand that my child’s access is designed for educational purposes only. I recognize it is impossible for SAA to restrict access to all controversial or offensive materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for the supervision, if any, when my child’s use is not in a school setting. I have read and understand the information in this agreement and hereby give my permission for my child to use the internet for classroom curriculum projects.

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2015-2016**

**Signature Page**

 I have reviewed and discussed with my child the Sarasota Academy of the Arts

 Student/Parent Handbook. I agree to abide by the expectations set forth.

 I have accessed and reviewed the Sarasota County School District Student and

 Family Handbook 2015-2016.

 I give permission for my child to be in contact with supervised animals (reptiles, dogs, cats, etc.) brought into the classroom (or on a field trip). (Please do not give permission if you child has known allergies.)

Parent Signature Parent Name (Printed)

Parent Signature Parent Name (Printed)

Student Signature (1st-8th grade only) Student Name (Printed)

Date of Signatures