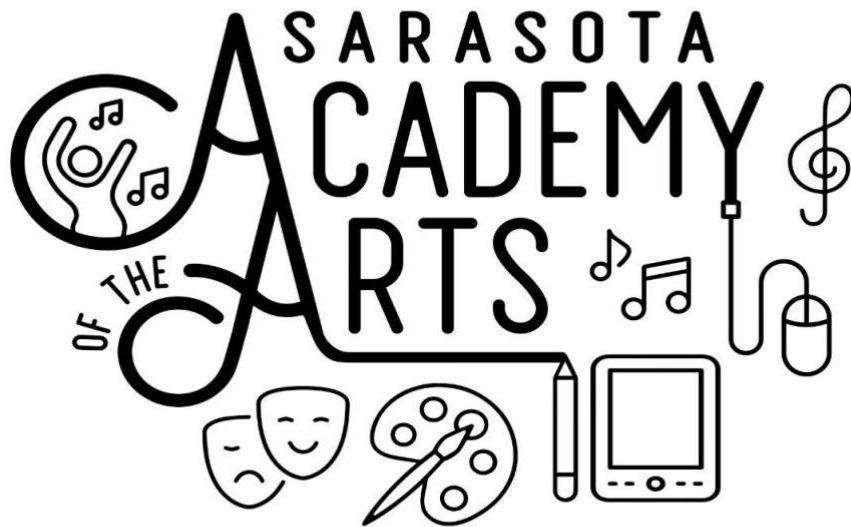


**2020-2021**  
**STUDENT AND PARENT HANDBOOK**



**4466 Fruitville Road**

**Sarasota, FL 34232**

**Phone (941) 377-2278 Fax (941) 404-4492**

**[www.SarasotaAcademyoftheArts.com](http://www.SarasotaAcademyoftheArts.com)**

**School Hours:**

8:00 AM – 4:00 PM

**Aftercare Hours:**

4:15 PM – 5:30 PM

**Office Hours:**

7:45 AM – 4:30 PM

**Please read and digitally sign  
the last page of the handbook.**

## Welcome to the 2020-2021 School Year

Dear Families and Students:

The Governing Board members, administration, and staff of the Sarasota Academy of the Arts welcome you to our eighth 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 2018-2019 school year your students' most successful ever.

Chairman of the Board	Rob McLain	rmclain@sarasotaacademyofthearts.com
Principal:	Dr. Jodi Kopacz	jkopacz@sarasotaacademyofthearts.com
School Administration Assistant:	Kathy Bechtel	kbechtel@sarasotaacademyofthearts.com
School Administrative Assistant:	Donna Scofield	dscofield@sarasotaacademyofthearts.com
ESOL Coordinator:	Nataniela Bracelis	nbracelis@sarasotaacademyofthearts.com
ESE Liaison:	Dr. Sharon Owens	sowens@sarasotaacademyofthearts.com

**Mission Statement:** Sarasota Academy of the Arts, a public charter school for Kindergarten through 8th grade students, was established to provide a strong academic program enhanced by daily exposure to the visual and performing arts in a small, family atmosphere.

**Vision Statement:** SAA will provide students interested in visual and performing arts with rigorous academic skills in line with The Florida Standards of Education strongly infused with the arts. SAA believes that the opportunity to experience the arts on a continual basis promotes and enhances academic success. All students in elementary school will receive art and music instruction daily. Middle school students may elect from a wide variety of visual and performing arts to round out their academic day. The goal of SAA is to prepare students to become well-rounded, confident, academically-prepared, and innovative adults who are able to reach their full potential as caring and responsible citizens.

Sarasota County Schools 2020-2021 District Calendar  
 (SAA's calendar is on the school's website)



# 2020-2021 DISTRICT CALENDAR



1960 Landings Boulevard • Sarasota, Florida 34231 • (941) 927-9000

**JULY 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6th-10th - 240 Day Staff Non-Work Days  
 21st - 220 Day Staff Return

**AUGUST 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17th - 196+5 Day Staff Return  
 24th - 186+5 Day Staff Return  
 31st - First Day for Students

**SEPTEMBER 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7th - Labor Day - No School-Students, All Staff

**OCTOBER 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

30th - End of 1st Grading Period

**NOVEMBER 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2nd - Professional Day-Students, 186/220\* Clsld Staff  
 25th-27th - Thanksgiving Break-Students, All Staff

**DECEMBER 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21st-31st - Winter Break-Students, All Staff

**JANUARY 2021**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1st - Winter Break-Students, All Staff  
 18th - Martin Luther King Day-Students, All Staff  
 22nd - End of 2nd Grading Period  
 25th - Professional Day-Students, 186/220\* Clsld Staff

**FEBRUARY 2021**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15th - Presidents Day-Students, All Staff

**MARCH 2021**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15th - 19th Spring Break-Students, All Staff

**APRIL 2021**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7th - End of 3rd Grading Period  
 9th - Professional Day-Students, 186/220\* Clsld Staff

**MAY 2021**

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31st - Memorial Day-Students, All Staff

**JUNE 2021**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11th - Last Day for Students, 186 Day Staff  
 15th - Last Day for 196/220 Instructional Staff  
 18th - Last Day for 220 Classified Staff

\*Note: 220 Day classified staff do not work Professional Days for 2020/21 only.

## **Covid-19 Safety Precautions and Responsibilities**

SAA Administration will:

- Use stand here and distancing signs throughout campus.
- Create additional lunch areas to eliminate contact between teams.
- Make sure that playgrounds and lunch areas are sanitized after each use.
- Excuse all absences so that students stay home when they are sick.
- Have a fever quarantine room.
- Not allow parents to enter the school building.
- Switch to virtual school tours.
- Purchase lights for our HVAC system.
- Sanitize water fountains and doorknobs hourly.
- Group students as to minimize the risk of cross contamination
- Carefully track student and teacher interactions to marine records for potential contact tracing.

SAA Teachers will:

- View/ read/ train on differentiating teaching techniques to online educational opportunities in real time, streaming lessons and assessments, and tools to document and provide accommodations for students with ELL plans, ESE, Gifted, and 504 students.
- Use infrared thermometers to check every child and staff member before they enter the building.
- Ensure that all work is posted online so that students who are home can complete it.
- Move over as much work online as possible, including using FORMS, online textbook licenses, etc.
- Model the appropriate way to wear a mask, or other protective gear to encourage safety.
- Ensure that school is a safe place and recognize when a student may need to be referred to the mental health counselor or appropriate staff.
- Use test acrylic dividers for two-person tables. Acrylic desk shields in front of teacher's desk
- Before classes start in the morning, you will spray appropriate cleaning supplies on your tables and doorknobs and allow it to dry naturally for 15 minutes. It will kill all germs on surfaces. Students may NOT touch this.
- Use our online tools effectively, in the classroom, to ensure that students can use them, alone.
- Stay within their own teams and locations to minimize the risk of cross contamination.
- Help maintain accurate records of student and staff interactions to assist in potential contact tracing.

SAA Students will:

- Wear a mask while on campus (other than when eating) and social distance to the best of their abilities.
- Wipe computers/ devices each period, after use. Tech will provide these.
- Know and use Google Classroom effectively.
- Have required supplies whether a Brick and Mortar student or a Remote Learning.

SAA Parents/Guardians will:

- Keep their child home if they feel unwell. The parent will check the child's temperature and assess any symptoms; if your child has a fever of 100.4 or higher, or a cough, shortness of breath, or loss of taste or smell, or if it the child has been in direct contact with someone who has COVID-19, the student will stay home and contact their medical provider.
- Keep their child home if they have a fever until they are fever free, without medication for 72 hours.
- When keeping your child home, have your children wake up, on time, and participate according to the provided schedule.
- Not give a child Tylenol to control fever before sending them to school.
- Support our teachers and staff, who will try their very best to provide two formats of education, simultaneously, without additional time or support.
- Quarantine your child if they have encountered someone with Covid-19 for 14 days. Have them attend remote learning classes.

- Notify team leaders and/or administration when you need help. We want every child to have Fair and Appropriate Education, and to do so, we will do all that we can to meet the needs of all of our children, together.
- Families when returning from vacation will follow all state mandates regarding isolation.
- **Will purchase 3 masks for each child.**

#### **Covid-19: Mask Requirements:**

- SAA expects that all students must wear face mask. All students are expected to follow face covering requirements above for the health and safety of themselves, their fellow students, school staff, and others. Students who do not comply should be reminded of the policy. If a student refuses to comply after being reminded, the student will be sent home and will be required to receive their educational instruction via remote learning. Gaiters are not allowed.

## **SECTION 1 – ATTENDANCE**

- 100.0 Attendance Policies and Procedures
  - 100.1 Excused Absences
  - 100.2 Unexcused Absences
  - 100.3 Tardies
  - 100.4 Early Release

## **SECTION 2 – BEHAVIOR**

- 200.0 Code of Student Conduct
  - 200.1 Dress Code
  - 200.2 Electronic Devices
  - 200.3 Character Education
  - 200.4 Discipline Policies and Procedures
  - 200.5 Nonacceptable Forms of Discipline

## **SECTION 3 – PARENT EXPECTATIONS**

- 300.0 Expectations of Parents of SAA Students
  - 300.1 Civility Policy of Parents & Patrons
  - 300.2 Privacy Guidelines for Parents, Students and Guardians
  - 300.3 Parent Volunteer Hours
  - 300.4 Parent Teacher Organization (PTO)
  - 300.5 Transportation/Parking
  - 300.6 Class Interruptions
  - 300.7 Visitors on Campus
  - 300.8 Communication
  - 300.9 Permission for Publication of Pictures in Public Media
  - 301.0 Student/Parent Grievances
    - 301.1 Dismissal Policy and Procedures
    - 301.2 Lost and Found
    - 301.3 Meals and Snacks

## **SECTION 4 – HEALTH**

- 400.0 School Health Services
  - 400.1 Student Information/Student Pickup
  - 400.2 Required Documents

## **SECTION 5 – ACADEMICS**

- 500.0 Academic and Curriculum Information
  - 500.1 School Books
  - 500.2 School Supply List
  - 500.3 Agenda Books
  - 500.4 Assignments: Homework, Tests, Classwork
  - 500.5 Grades
  - 500.6 Exceptional Student Services
  - 500.7 Make Up Work
  - 500.8 Google Accounts
  - 500.9 Acceptable Use Policy for Technology and Devices
  - 501.0 Field Trips
    - 501.1 Visual and Performing Arts
    - 501.2 Emergency Drills

- 400.3 Immunizations
- 400.4 Medications in School
- 400.5 Screening Services
- 400.6 Health Issues
- 400.7 Head Lice
- 400.8 Animals on Campus
- 400.9 Accident and Illness Documentation

### **100.0 Attendance Policies (Traditional)**

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 7:45 am and depart as late as 4:30 pm with gates closing at 4:30pm.
- K-4 car riders are dismissed at 3:40 PM. Students who ride with 5-8 students will be picked up at 4:00 PM.
- 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, or contact [began@sarasotaacademyofthearts.com](mailto:began@sarasotaacademyofthearts.com)
- 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.
- 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. If a student goes home sick and they have contacted their parent/guardian from a cell phone, the absence will be considered "unexcused."

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.

- Shorts that hem is at least the length of the longest fingertip
- Skirts or dresses that hem is at least the length of the longest fingertip with shorts underneath
- ANY pants or jeans that have rips or tears above the knee must have black tights underneath, holes at the knee or below do NOT require tights.
- Leggings or low-rise pants with a shirt that covers the buttocks
- Shirts/dress that have sleeves or at least a 2 inch wide strap
- Closed toe, closed heel shoes

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.
- Spiked jewelry, chains, or excessive jewelry
- Visible body piercings other than earrings (no more than 2 per ear).
- Pajamas
- Shirts with inappropriate slogans (offensive, suggestive, indecent, political, or associated with gangs)
- Hats or head covers inside the classroom to include hoodies
- Flip flops, slippers, sandals and slip on shoes
- Tattoos
- Hand coverings or gloves in the classroom
- Clothing with any sheer or see through opening areas or panels (no sheer clothes)
- Any exposed under garments to include underwear, bras or bra straps, bralettes
- Tails, furry items that attach to clothing

The homeroom teacher is responsible for checking for dress code compliance. Students will be given appropriate clothing until their parents can bring a dress-code acceptable outfit. If violations continue, this is a breach of the parent and student handbook and a referral with consequences may occur.

### **200.2 – Electronic Devices (tradition)**

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 any electronic devices when brought to school. Smart watches or smart Fit Bits are not allowed. All electronics must be used correctly.**
- 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.

### **200.3 – Character Education**

Sarasota Academy of the Arts uses Responsive Classroom 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 to become social, emotional and responsible compassionate adults.
- SAA strongly believes that character education is as important as other subject areas.

### **200.4 Discipline Policies and Procedures**

Sarasota Academy of the Arts follows the Discipline Policies and Procedures set forth by Sarasota County Schools as described on the District website, [www.sarasotacountyschools.net](http://www.sarasotacountyschools.net).

### **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 – Civility Policy of Parents and Patrons**

- All parents and patrons of SAA shall behave with civility, fairness and respect in dealing with fellow parents, patrons, staff, students, and anyone else having business with the school. Uncivil behaviors shall be prohibited. Uncivil behaviors shall be defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing. Examples of uncivil behavior include, but are not limited to: use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion, or sexual preference; or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, or in written communication to include any social media.
- Any uncivil behavior by parents or patrons shall be reported to the school administration. A record shall be made of the alleged incident and the action taken. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending person. Repeated incidents of uncivil behavior can result in the individual being banned from the school premises. Retaliation against a person who reports a claim of uncivil behavior shall be prohibited.



### **300.2 - Privacy Guidelines for Parents, Students and Guardians**

- Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. SAA encourages parents to view and participate positively by adding comments to classroom projects when appropriate, however all parents should refrain from posting and/or distributing photos, videos, comments and names of non-related students at this school on their social media pages. Please refer to our Civility Policy

### **300.3 - Parent Volunteer Hours (Tradition)**

- Parents or guardians are expected to volunteer a minimum of ten (10) hours during the school year.
- Volunteer Opportunities are posted in the newsletter, on our website, on our school's Facebook page, our Volunteer Group FB page, so be sure to sign up to get updates.
- Please do not wait until the last quarter to fulfill your volunteer hours as limited spots are available at that time of year.
- Each volunteer must have a background check through the Sarasota County School District's security system (Level I or II). All field trip chaperones must be Level II. The Level II requirement includes being fingerprinted and a more extensive background check and could take 2 - 4 weeks to obtain approval.
- Volunteers who have previously been approved volunteers through SAA or other Sarasota County public schools must REACTIVATE their volunteer account each consecutive school year, PRIOR to volunteering.
- New volunteers will need to REGISTER and get background checked PRIOR to volunteering through RAPTOR.
- Parents are encouraged to join and support the PTO.

### **300.4 – Parent Teacher Organization (PTO)**

The mission of the SAA PTO is to support the school by fostering a sense of community among school families, assisting in the creative learning of our students, and raising needed funds for school and student use. The SAA PTO Executive Board meets on a regular basis to discuss the needs and goals of the school. Parents are encouraged to attend meetings and participate in activities.

### **300.5 - Transportation**

Transportation is available via Sarasota County School District buses for students through pre-determined pocket pickup locations.

- Uber, Lyft, or other car services **are not allowed** to transport students from school.
- SAA car tags must be displayed when picking students up in the car line.
- Authorized persons picking up students without a SAA car tag, will provide an ID before the student is released to them.
- The parents drop off/pick up lane runs next to the wooden fence along Tree Road.
- Pull your car up as far as possible when dropping off and picking up your child.
- Only authorized persons listed on the enrollment forms may pick up your child.

### **300.6 – 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.
- Every teacher has a daily planning time that can be used for parent/teacher conferences but an appointment must be made in advance.
- If a conference is needed, either send an email, leave a phone message or inform the administration. All of the staff members' email addresses are available on the SAA website.

### **300.7 – Visitors on Campus (NO visitors on Campus until further notice)**

- All visitors to campus must sign in at the administration office and present a current state-issued form of identification. Visitors will be processed through the RAPTOR computer system.

- Parents must register on the Volunteer computer before serving as a volunteer in any capacity. All chaperones for field trips must be Level II.

### **300.8 – Communication**

- Please check the SAA website, Google Classrooms, your child’s communication folder, and emails on a regular basis for information about school events, newsletters, permission slips, and/or announcements. Parents may also receive telephone calls or text messages through Parent Link.
- Please be sure that you keep your home, emergency contacts and email addresses current. If you need to update your information, please fill out a Request for Change of Information form.
- Mr. Brett Thomason will serve as the Parent Liaison between the SAA parents and the governing board for the 2020-2021 school year. He can be reached through her email at [bthomason@sarasotaacademyofthearts.com](mailto:bthomason@sarasotaacademyofthearts.com).

### **300.9 – 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 InfoSnap enrollment.**

### **301.0 – 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. (Currently through Zoom)
- 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 appointed 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.

### **301.1 – Dismissal Policy and Procedures**

Sarasota Academy of the Arts is an open enrollment public charter school. It is, however, like all charter schools, a school of choice requiring an application process, an enrollment lottery if applications exceed enrollment capacity, and a parent/student contract specifying the policies and disciplinary procedures of the school.

- Students may be dismissed from SAA and returned to their districted schools for:
  1. Repeated violations of the parent contract.
  2. Repeated serious violations of the SAA Code of Student Conduct resulting in In-School or Out-of-School Suspensions.
- Reasonable interventions including student conferences, parent conferences, behavior contracts, probations, etc. will be implemented prior to a student being recommended for dismissal. All recommendations for dismissal will be subject to approval by the SAA Governing Board.

### **301.2 - Lost and Found**

- Please label all items that your child may shed during the day with his/her last name.
- Students and parents are welcome to search for lost items during the school day or contact the office 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 donated.

### **301.3 – Meals and Snacks**

Food that is delivered by a service for students is not allowed such as Uber Eats. Only parents can bring food for their child.

Breakfast will be provided through the Sarasota County School District Food Services may be purchased between 7:30 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. Only plain water is permitted in the classrooms.
- 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 Enrollment Information (InfoSnap) must be filled out prior to the first day of attendance. In case of an accident or illness, SAA must be able to reach a parent or legal guardian. Information must be kept current.
- Students will only be released to authorized people listed by their parents/guardians.
- 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**

Students are not allowed to carry medication and self-medicate unless it has been approved by the school health nurse (only middle school students are allowed to self-medicate).

- 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 2020-2021.

#### **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 enrolls in InfoSnap.
- 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 100.4 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 100.4 degrees may return to school when they have been fever-free for 72 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 will be sent to the clinic and parents will be contacted after they have been assessed – 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 live 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.

##### **500.4 – 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 teacher’s website or Google Classroom.
- 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 the Parent Portal; 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 either digitally through the Parent Portal or as a hard copy if requested.
- Honor Roll (2<sup>nd</sup>– 8<sup>th</sup> grades) will be as follows:
  - 4.0 GPA = Principal’s Honor Roll

- 3.5-3.9 GPA = Honor Roll
- 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 (EP) 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 an 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 in grades 5-8 have access to assignments through Google Classroom.
- Students will have as many days as they are absent to make up work.
- Extended illness may receive special consideration

#### **500.8 – Google Accounts**

Sarasota Academy of the Arts has the ability to create accounts for all students to allow for collaborative sharing using Google Suite for Education. These accounts will be used for school-related projects. However, no student will be assigned an account without parent or guardian approval. The rules governing proper electronic communications by students are included in the Technology Acceptable Use Policy that is part of the Student Code of Conduct. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Suite.

The following services will be available for each student included with Google Suite for Education:

**Gmail:** An official school email address will be assigned to students for school related use only in the [username@sarasotaacademyofthearts.com](mailto:username@sarasotaacademyofthearts.com) format.

**Google Drive:** A secure online space where students will store all of their school work, including but not limited to, Google Docs, Google Sheets, Google Slides, and other classroom related material. Anywhere students have access to the Internet, they can access their work.

**Google Classroom:** Classroom is designed to help teachers create assignments, and keep track of progress. Features like making a copy of a document for every student, and making class announcements help keep everything more organized.

**Calendar:** Students will have the ability to create and manage a calendar to keep track of assignments, and upcoming events.

SAA's Google Suite for Education domain is different from a personal Google account and is **NOT open to the public**. It is a safe and secure "self-contained" cloud-based system that is unique to our domain. Features typically available to personal Google accounts like video chat, personal profiles and social networking will NOT be accessible to our students. Teachers will have the ability to monitor everything that a student does within Google Suite.

**Conduct** - Students are responsible for good behavior just as they are in a traditional school building. It is against school policy to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times.

**Access Restrictions** - Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Sarasota Academy of the Arts. SAA maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

**Privacy** – Sarasota Academy of the Arts reserves the right to access and review content in the Google Apps for Education system at any time. SAA complies with all state and federal privacy laws.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Apps account to your child. ***Please fill out and return this permission slip.*** The Student Google Apps Permission form will become a part of the student's cumulative folder. For additional information about privacy and safety, Google's "Trust" site provides an excellent guide to staying safe and secure online. The guide can be accessed at <https://www.google.com/edu/trust/>

### **500.9 – 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** - The use of technology is a privilege, not a right.

- 1) The use of technology may only be for purposes related to schoolwork. SAA technology may not be used for personal, commercial or political purposes.
- 2) 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.
- 3) Food and drink are not allowed in Technology Labs and should not be kept or consumed around electronic devices in other parts of the campus.
- 4) Users are not allowed to play computer or other technology-based games unless directed by a faculty member for educational use.
- 5) Users are not permitted to alter any computer settings unless directed by a technology staff member.

- 6) G-mail is provided for educational-related purposes only and should not be used for personal reasons.
- 7) 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 password 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 cyberbullying, or threaten the safety or well-being of any person using SAA resources.
- 9) It shall be considered a violation of this policy if users create, display, or transmit obscene, libelous, derogatory, or threatening messages or materials using SAA resources. Restrictions against inappropriate language apply to public messages, private messages, emails 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 or teacher.
- 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.

### **501.0 – Field Trips (No field trips until further notice)**

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, they may lose the privilege of attending the field trip. It is possible 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 an SAA shirt on all field trips to provide a direct visual on all students.
- Chaperones must follow the volunteer guidelines found within the policies of SAA and must be a **Level II**.
- Chaperones must register with the school prior to attending a field trip.
- Chaperones must have the appropriate clearance level, either through Volunteers Count 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.

#### **501.1 – Visual, Digital and Performing Arts (tradition)**

Sarasota Academy of the Arts is a visual, digital 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.

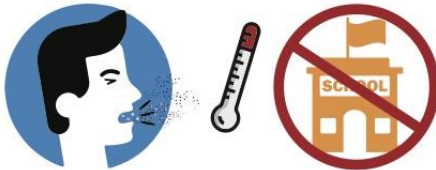
#### **501.2 - Emergency Drills**

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.

# Sick or Covid-19? What To Do.

## FEEL SICK?



- Identified at school/work or stayed home because of **symptoms**.
- Covid-19 symptoms (**ONLY 1 NEEDED TO TRIGGER**). See Form.
- **PARENT NOTIFICATION**. Parent should contact school to inform them of student illness.
- **STAFF NOTIFICATION**. Staff member should contact supervisor to inform them of illness.
- Students & employees must stay out of school/work for **10 DAYS**.
- Students & employees may **ONLY RETURN early** if they have a **Negative Covid-19 Test** or an **alternative physician diagnosis**.
- Students & employees **MUST** contact the **Health Department** at **941-861-2873** and receive a **Return to School/Work Clearance** prior their return.
- **STUDENTS** must bring the **Return to School Clearance** with them to school.
- **STAFF** must bring the **Return to Work Clearance** to their supervisor.



## EXPOSURE or POSITIVE TEST



- **DO NOT** come to school or work.
- **INFORM** your school or worksite if contact happened outside your school or worksite.
- A SCS District Covid-19 Case Manager will perform **CONTACT TRACING**.
- **POSITIVE Covid-19** students & employees must **SELF ISOLATE** for **10 DAYS** following the positive test or start of symptoms.
- Students & employees who are a **CONTACT** of a positively tested Covid-19 person must **SELF-ISOLATE/QUARANTINE** for **14 DAYS**.
- Students & employees may **NOT RETURN** to their school/worksite early with a **NEGATIVE Covid-19 Test**.
- Students & employees may **ONLY RETURN** to their school/worksite **AFTER** a **Self-Isolation/Quarantine** period and **improvement** of symptoms.
- Students & employees **MUST** contact the **Health Department** at **941-861-2873** and receive a **Return to School/Work Clearance** prior their return.
- **STUDENTS** must bring the **Return to School Clearance** with them to school.
- **STAFF** must bring the **Return to Work Clearance** to their supervisor.

# 2020-2021 Signature Page

## Student and Parent Handbook

\_\_\_\_\_ 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 2020-2021. The handbook can be found at:

<http://www.sarasotacountyschools.net/departments/dop/handbook.aspx>

\_\_\_\_\_ 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 your child has known allergies.)

\_\_\_\_\_ Google Account: I give my permission for my child to be assigned a Google Apps account. My child agrees to adhere to the guidelines stated in section 500.8 for use of their Google Apps account.

\_\_\_\_\_ Technology: I (SAA student) 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.

\_\_\_\_\_ Technology: 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.

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

\_\_\_\_\_  
Parent Name (Printed)

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

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Student's Name for Kindergarten  
Student's Signature for 1<sup>st</sup>-8<sup>th</sup> grade

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Date of Signatures