

Mission Statement

Sarasota School of Arts and Sciences provides a small, intimate environment of academic excellence and enrichment, utilizing community partnerships as well as traditional and innovative teaching methods.

Mission Accomplished

Sarasota School of Arts and Sciences uses the “Holistic Approach of the Total Child,” philosophy, by teaching students learning procedures and adopting learning acquisition tools that in turn perpetuate even more significant learning gains in the cognitive, affective, and psychomotor domains, not only for middle school, but subsequently for high school and post secondary institutions. The result of utilizing cutting edge teaching methods with the latest technological tools in the classroom, and following an interdisciplinary curriculum within a multicultural environment has been the consistent attainment over the last several years of an “A” grade from the Florida Department of Education and the achievement of earning Adequate Yearly Progress (AYP) related to student learning gains as outlined in the No Child Left Behind Federal Legislation.

Sarasota School of Arts and Sciences 2011-2012 Motto

“Be the change that you want to see in the world.”

Gandhi



Agenda Book Procedures:

The agenda book is an important tool that teaches our students' responsibility and reinforces communication between parents/guardians and teachers. The agenda will be used not only for assignments, but also as a means for the teacher to write notes to parents/guardians, include important paperwork in the pocket folder, and so forth. Correspondence for parents/guardians will be placed, by the student, in the agenda planner the first day of every week. Team News will be posted online at SSAS.org.

Parents/Guardians must read and sign their child's agenda planner before Friday morning. Signing the agenda book confirms that you have read the weekly team news along with agenda book notes from teachers which may incorporate homework and projects. Failure to sign the agenda will result in your child not being eligible to participate in Spirit Day.

Along with Ed-Line, Connect-ED, and our web site, www.ssas.org, the agenda book promotes effective lines of communication and encourages responsible behavior on the part of each student.

The students are required to bring their agenda book to all classes, open their agenda book at the beginning of class, and be prepared to write in it as they complete their bell work. The agenda book is also the students' hall pass and must be in their possession at all times. Students may not remove the hall pass pages from the agenda book and use those separately.

Students should treat the agenda as a textbook by doing the following:

- Leave all pages in the agenda the entire year.
- Keep the cover and spiral binding intact.
- Keep pages free of doodling and coloring.
- Keep pages whole – no folding, cutting, or ripping.

There will be a section on the report card that denotes students' work habits. The evaluation of work habits will be listed as "Effort Grades." Work habits will include the student following instructions and classroom/school procedures. The following are items that should be included in the agenda book:

- A. Homework Assignments – students are to write assignments in their agenda book the day they are assigned.
- B. Tests – students are to write that they are having a test on the day they are told and on the day the test will be given.
- C. Long-term Assignments – students are to write down the assignment the day it is given on the left-hand side of the agenda book, under long-term assignments, (the assignment given and when it is due,) and on the date it is due.
- D. Extracurricular Activities – students are to write the dates and times of any extracurricular activities, including club meetings, athletic practices, field trips, etc.
- E. Team news, graded tests, and all school correspondence.
- F. **STUDENTS MUST REPLACE LOST AGENDA BOOKS THE FOLLOWING SCHOOL DAY, OTHERWISE THEY WILL NOT BE ALLOWED TO LEAVE THEIR CLASSROOMS DURING THE DAY UNLESS THERE IS AN EMERGENCY.**

If an agenda book is lost, a new one must be purchased for \$10.00 the following day. There will be no exceptions. It is the responsibility of the students to keep their agendas with them at all times. It is the parent/guardians' responsibility to replace any lost agenda book by notifying the Front Desk Coordinator and bringing in the funds necessary to replace this important communication tool.

Attendance and Makeup Work

Acceptable Attendance:

Students are expected to attend school each of the 180 regular school days; however, it is understood that excused absences will occur. Maximum Allowable Tardies and Absences:

- 18 Excused Absences
- 18 Excused Tardies
- Unexplained absences and tardiness will be considered unexcused. Students who arrive late to school must have a parent sign them in at the office. If not, the student will receive a detention.

Appointments/ Leaving School

SSA+S is a closed campus, and students may not leave the school grounds during the school day. **Students, who need to leave for medical appointments or for other reasons, must bring a note from home, to the main office, before school.** The parent/guardian will use “A Note to School” which may be printed from the school webpage. Click on “Attendance” for the form.

NO STUDENT WILL BE DISMISSED FROM SCHOOL DURING THE ENTIRE LAST PERIOD OF THE SCHOOL DAY.

This is a very busy time and disrupts the educational process.

Makeup Work

Makeup work, following an absence, will be due after the same number of days missed. For example, if a student misses three days, he/she will have three school days in which to make up the assigned work. It is the student’s responsibility to follow the appropriate procedures when making up missed assignments. Parents must contact the office 24 hours prior to pick up.

Attendance Requirements for a High School Credit:

This includes Spanish I, Algebra I, Speech I, and Geometry. Any student whose unexcused absences results in less than 135 hours of the required 150 hours of instruction in a course providing one full credit towards high school graduation, will not be awarded credit for said class.

Student Absences

In complying with the state’s compulsory attendance law, each absence will be recorded as either “excused” or “unexcused.” For an absence to be excused, a “Note to School” form must be completed by the parent and submitted to the front desk coordinator within three days of the absence.

- (1) **Excused Absence:** an excused absence is one which results from:
 - a. Illness of student to be documented by the parent, guardian, or medical doctor. Medical doctor documentation is required for three or more consecutive days.
 - b. Illness or death in the student’s immediate family.
 - c. Religious holidays of the specific faith of the student.
 - d. A doctor’s note, dentist’s note, or “A Note to School,” form must be filled out and signed by the parent confirming said absence which must be received within three days of the absence to guarantee that said absence is excused.
- (2) **Unexcused Absence:**
 - a. Excessive absences will not be excused.
 - b. Excessive tardies will not be excused.
 - c. Excessive absences will be reported to the truancy office.

Dress Code

School Uniform: Student dress will reflect appropriateness, modesty, and neatness. **Any student whose attire or appearance is not within the regulations, or is dressed in a way that is deemed inappropriate, will meet with an Administrator. A detention may be issued for violating the dress code at the discretion of Administration. Please note that the student contract and agenda book serve as the first written warning. Detentions may be issued with the first offense.**

STUDENTS HAVE A RESPONSIBILITY TO:

- Comply with the school dress code.
- **It is strongly encouraged that all students have a change of uniform clothing in their locker for emergency situations.** (PE uniforms may only be worn during PE class and are not permitted to be worn underneath the school uniform.)
- Not wear items or markings which are offensive, suggestive, indecent, or associated with gangs, encourage use of drugs, tobacco, alcohol, violence or weapons, or support discrimination on the basis of color, disability, national origin, marital status, race, religion, gender, or sexual orientation.
- Keep uniforms in original condition and may not write, paint, cut or add embellishments to their clothing.

Violations of the dress code will result in disciplinary action.

- **Spirit Days: Spirit Days are normally scheduled on Fridays.** This event allows children to wear appropriate jeans with a school spirit shirt that reflects an SSA+S club, team, etc. PE clothing is not acceptable on Spirit Day. (Jeans may not have rips, holes, or factory alterations. Spandex or stretch material bottoms may not be worn). Please note- no oversized

or excessively tight pants are permitted.

Reminder: In order for students to be able to participate in Spirit Day, they must have a parent/guardian signature in their agenda book weekly. On such days, students do not have to wear the school uniform. However, all other dress code rules apply. Violations of this agreement will result in students losing the privilege of future spirit days and also result in a dress code violation, which includes receiving a detention.

- **Footwear:** Students must wear sneakers or flat dress shoes. **All footwear must be closed at the toes and heel.** Sandals, slippers, heeled shoes, and roller shoes are not acceptable.
- **Jewelry:** No spikes, inappropriate or offensive subject matter may be worn. Students wearing any accessories deemed excessive or distracting will be asked to remove these items.
- **Hats:** No hats may be worn in the school buildings, but may be worn outside during PE. Bandannas are not permitted at any time.
- **Backpacks/Purses:** Backpacks are never permitted in the classroom; they must be kept in the locker during the school day. Purses may not be worn on the back regardless of size.
- Students are not permitted to write, draw or embellish on their skin or clothing. (*Paint, duct tape, glitter pens, etc.*)
- Sunglasses are not permitted to be worn in the school buildings, unless ordered by a doctor with a note from the physician.

If any of the above items are taken from the student, Administration may require a parent/guardian to retrieve these items from the office after school.

Children's World Uniform Supply provides all of the uniform clothing, including PE, except for martial arts' and dance attire, which will be discussed in those elective classes. The basic uniform may be purchased at Children's World Uniform Supply located at 4525 Bee Ridge Rd. – 941/955-6999, or may be ordered online at www.childrensworlduniform.com.

- **Shirts:** Polo-style shirts with **school logo** in solid white, red, or navy are required. Shirts may be worn outside or tucked into uniform bottoms. Solid colored long sleeve undershirts are permitted during cold weather. However, all undershirts must be tucked in at all times. **PE uniform shirts are not allowed to be worn under uniform shirts as an undershirt.** Shirts must be of the appropriate size, not small enough to show the midriff. Shirts must fall at least four inches below the pant waistband. (This will help alleviate skin showing when arms are raised, or student is bending over or leaning forward.)
- **Shorts/Pants/Skirts:** Appropriate shorts, skirts, skorts, capris and pants in **khaki tan** or **navy blue** may be worn. **Skirts and shorts must reach to at least the top of the knee.** Miniskirts, ruffle style, uneven, skirts with slits, and unhemmed skirts are not permitted. Capri, cargo, corduroy, and carpenter pants are permitted. **No** pants, shorts, or skirts that are distressed, frayed, worn-out, or with holes are permitted. This includes jeans with rips, holes in knees and factory alterations on Spirit Days. Spandex or stretch material bottoms may **not** be worn. No oversized or zip –off pants are permitted. Slacks and shorts are to be hemmed and ride on or above the hipbones. Gym shorts must follow the same requirements and cannot be rolled up or hemmed to make them shorter. PE shorts may not be worn except during PE

class. **No denim, blue jeans, blue jean skirts, shorts or jeans of any kind may be worn except on Spirit Days.**

- **Cold Weather Wear: Only the uniform hooded sweatshirts may be worn during the school day.** The hoods of the uniform sweatshirts may **not** be worn on the student's head while inside the school building or classroom. Heavy jackets and gloves, in extreme cold weather, may be worn to school, but **must be left in the students' lockers for the duration of the day.**
- **Physical Education Uniform:** The entire physical education uniform, except martial arts' and dance attire, must be purchased at Children's World and be worn by the student during PE class, or the student will receive a zero for that day. Shorts must follow dress code standards in regards to size and length. *FOR SANITARY REASONS, PE UNIFORMS MAY NOT BE WORN UNDER THE SCHOOL UNIFORM. STUDENTS MUST "DRESS OUT AND DRESS BACK INTO SCHOOL UNIFORM.*

THE ADMINISTRATION HAS THE FINAL AUTHORITY IN DETERMINING IF DRESS ATTIRE IS APPROPRIATE. AS FASHION TRENDS CHANGE, THIS POLICY, WITHOUT NOTICE, MAY BE ADJUSTED ACCORDINGLY.

Before & After School Hours

Morning care is available beginning at 7:30 a.m. each morning. There will be a \$1 a day fee charged for students that attend morning care between 7:30 and 8:15 a.m. (no charge for those students on free and reduced lunch or those who come after 8:15 a.m.). This can be paid daily or billed monthly. This is considered a privilege and all school rules must be followed.

We do not provide after school care. All students must be picked up no later than 4:30 p.m. If your student has not been picked up by 4:45pm, a detention will be issued to your student.

Students are expected to leave campus and go home after school if they are not involved in an after-school activity. Students participating in these after school activities must be picked up at the time specified by the staff member in charge of the event.

Any parent/guardian who wishes for their child to walk from school to home, or to the library after school, **must** fill out the appropriate form and have it on file with the school before the student will be allowed to walk off campus.

For the safety of all SSA+S students, parents/guardians must strictly adhere to these procedures.



Student Drop-off/ Parent/Guardian Pickup

Drop off is from 7:30 AM until 8:50AM.

Pick up is from 4:10 – 4:30 PM. **Due to safe and orderly school regulations,**

parents/guardians may pick up and drop off students only at designated areas during designated times.

The map for student pick-up and drop-off was mandated by the city of Sarasota. Parents/Guardians, on occasion, have chosen not to follow the designated pick-up/drop-off procedures. If this becomes an issue, said parent/guardian will be in violation of the parent/guardian contract and their child will be subject to immediate dismissal. If a parent/guardian is notified of violating the procedures and then becomes disrespectful or abusive to faculty, who are in a supervisory role before or after school, said parent/guardian will be reported to the authorities and their child may be dismissed from SSA+S.

A map of the traffic pattern will be disseminated on the first day of school, and will include your child's pick up location and time. Students will only be dismissed during their specified time, therefore, it is critical that parents follow their assigned traffic pattern and pick up time. The SSA+S parent's car tag must be displayed from their rear view mirror to ensure a more streamlined traffic flow.

Transportation – Sarasota/Manatee

Sarasota district transportation information can be secured by calling 486-2141. All students are under the direct supervision of the bus driver, and bus privileges will be suspended for failure to follow regulations. Any Manatee County parents/guardians that desire bus transportation must complete the SSA+S School Bus Transportation Registration Request Form. A monthly fee of \$30.00 will be assessed for each family that receives “pocket pick-up” privileges. This service is limited and operated by SSA+S as a courtesy to eligible families in Manatee County, but is not guaranteed.

Clinic

Whenever a student becomes ill, while at school, he/she should report this to his/her teacher immediately and ask that his/her agenda book be signed by the teacher as their pass to the clinic. The student will report directly to the health aide and present his/her agenda book. If the student is ill enough to be sent home, the clinic aide will contact the person(s) named on the emergency card. If the student comes to school and is identified as having a fever, the parent/guardian will be called to pick them up immediately!

Students may not remain in school with the following conditions:

- temperature above 100 degrees
- vomiting
- unknown rash
- diarrhea
- head lice

Students are not permitted to eat lunch or loiter in the clinic. Students in violation of this policy will be denoted as skipping and a detention and or suspension may be given.

Administration of Medication

SSA+S follows all guidelines stated in the Sarasota County Student and Family Handbook, which your child will receive during the first week of school. Please refer to Section “D – Health” in the booklet, however, we have listed these important reminders:

When possible, students should take prescribed medication at home. If it is necessary that medication be given during school hours, the procedures established by the School Board of Sarasota County must be followed:

- All medication is to be administered by health room personnel, must have a Medication/Treatment Authorization Form (M/TAF) signed by a physician and parent. All medication must be stored in the original containers. This includes non-prescription drugs such as aspirin, cough drops, prescription drugs, including inhalers, and/or samples. Written instructions indicating how the medication is to be taken must be included. **A parent must deliver the physician authorization and medication directly to the school health aide** so that medications can be accepted and counted.
- Forms are also located online at www.sarasotacounty-school.net/schoolhealth/
- If a student is found in possession of a prescription drug or an over-the-counter medication, they will be suspended and recommended for expulsion. SSA+S follows the Sarasota County Schools’ guidelines for zero-tolerance offenses, such as the one dealing with inappropriate possession of medication. There are acceptable procedures to follow for your child to receive medication while at school and during field trips.
- Only FDA-approved prescriptions and over-the-counter medications are allowed to be administered by school personnel.
- All medication that is not picked up by the last day of school will be destroyed.

Parent/Guardian Procedures

Change of Address or Phone Number

It is the responsibility of the custodial parent/guardian to notify the office of any changes of address, phone number, and proof of custody status. It is critical for us to have accurate and up-to-date student and family information. The parent/guardian must provide the school with a phone number where they can be reached at all times during the school day. Any address changes must also include a copy of a recent utility bill that verifies said address change. Address changes will not be made without proper documentation.

Withdrawal Process

For a child to receive a transfer that is not school-mandated, a parent/guardian must request the student to be withdrawn. The parent/guardian should notify the Registrar at least one week prior to the student's last day. The school will provide a withdrawal form for the student. When the completed form is returned to the office, all books are turned in and all fees or fines satisfied, the office will complete the withdrawal process.

Ed Line

SSA+S uses the Ed Line Program. Parents are able to go online and observe what grades have been earned by their child and are also be able to see what assignments, if any, are missing. Ed Line is updated by the teachers on a weekly basis. Parents and students can always request grade printouts if computer access is limited.

Visitors

The school policy is to accept only those visitors who have legitimate business at the school. Visitors must register in the main office, produce picture identification, be scanned through the Raptor System, and wear the appropriate visitor's badge while on campus.

Report Cards/ Progress Reports

Report cards are issued after each nine-week grading period. Progress reports are sent during the fifth week of every quarter to keep parents informed of student performance. These reports are handed to the students and a "Connect Ed" will call your listed phone number on the day that they are disbursed. Fourth quarter report cards and FCAT reports are mailed home. The parent/guardian should contact the office if they do not receive a report card and/or progress report.

Textbooks

Students and their parent/guardian are financially responsible for lost, stolen, or damaged textbooks.

Parent/Teacher Concerns

At the end of the first quarter, there will be a parent/teacher conference evening followed by a parent/teacher day (on the scheduled Professional Day). To schedule conferences for the above, contact the front desk coordinator.

If questions or concerns arise regarding a student, the parent/guardian should first contact the teacher directly or meet with them individually. Parents can also contact team leaders at any time to schedule team meetings. **Each grade level has their own designated team leader. These faculty members can be found online on our school website.**

All student-to-student conflicts should be discussed with the Guidance Counselor, or the Assistant Principal.

Parent Teacher Student Society

The PTSS will meet on selected dates throughout the year. Parents **must** be in attendance at these scheduled meetings as stipulated in the parent contract. Postings of upcoming meetings will be stated in the Team News and/or on the website. PTSS meetings are mandatory for parents/guardians. If parents/guardians do not attend said meetings and do not produce a legitimate and documented excuse regarding their absence, their child's enrollment may become jeopardized.

As per the parent/guardian contract, it is expected that each family will provide ten hours of volunteer service for two-parent households or five hours for single-parent households. Parent/guardians that are unable to take time off to fulfill their obligation for volunteer hours may also make contributions at a value rate of \$20.00 per volunteer hour.

Schedule Changes:

There will be no schedule changes from faculty, students, or parents after the first two weeks of the first nine-week period. Moreover, parents are not permitted to request one teacher over another. Those requests will not be given administrative attention unless there are legitimate grounds that can and have been documented. If a schedule change is made during the first two weeks, all participants must sign a "contract" that states that there will be no more requests to switch back or move to another class after the schedule change request has been granted by the Administration.

There will be exceptions made for ESE/ESOL Departments, and emergency situations only.

Academic Standards

Honor Roll

Honor roll award celebrations take place to reward student achievements. These celebrations are sponsored by the PTSS. Students achieving at least a 3.5 GPA make the honor roll and receive an honor roll certificate. Awards are given for the following: a 4.0 earns the **Principal's Award**, a 3.7 earns the **Growling for Greatness Award**, a 3.5 earns the **Stripes of Success Award**, and a 3.0 earns an **Honorable Mention Award**. Those earning a 3.5 and higher will be invited to the Honor Roll Ice Cream Social each quarter. If you earn Honor Roll each semester, you will be invited to an end of the year Honor Roll Breakfast.

Honor Society

The National Junior Honor Society (NJHS) is a nationally recognized service organization. NJHS students participate in service-learning activities as well as school events. Membership is based on outstanding scholarship, citizenship, character, and service to school and community. Students with a 3.2 GPA may apply for admission and must be approved by at least four of their teachers to be eligible for induction into NJHS. Seventh and eighth graders will be inducted in a fall ceremony.

Lunch

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students may either pay daily or have money deposited into their account. Students may buy a hot/cold lunch or bring their own bag lunch. Sarasota County Schools via Sarasota High School, provides us with a modified lunch program. Menus are posted in the cafeteria and online at www.ssas.org, however, menus are subject to change without notice.

Parents/guardians may come on campus to have lunch with their children; however, students may not leave campus for lunch. Parents/ guardians must sign in at the office, present a picture ID, driver's license, etc. to be checked by the Raptor System and wear the appropriate visitor's badge when having lunch with their child.

Personal Pin Lunch Account

All students have a 5-digit Personal Identification Number (PIN) to be entered into the lunchroom computer for quick identification. This number is used for prepaying lunches and/or purchasing lunches, desserts, milk, etc. Each student should memorize his/her number as quickly as possible and should not share their number with any other student. The parent/guardian may also set up and maintain their child's lunch account online at www.mylunchmoney.com. The information necessary to access this account will be located on the front page of the student's agenda book.

Free and Reduced Priced Lunch

Application forms for free/reduced priced lunches are mailed home during the summer by Food and Nutrition. Additional forms are available in the office. If you have any questions regarding free and reduced lunch/breakfast, please contact Food and Nutrition at 486-2199.

School Activities

Interscholastic Sports Program and Extracurricular Activities

SSA+S students may compete in a variety of afterschool sports including soccer, basketball, girls' volleyball, cheerleading, golf, tennis, and skateboarding. To participate in sports or extracurricular activities, students must have a "C" average or ESE equivalent. These grades are based on the previous quarter's report card. Students who do not maintain a satisfactory academic standing, will be on probation or will be denied the privilege of participating. Students that are not picked up promptly after practice or games may also be denied the privilege of participating in the subsequent games or activities.

Dances

Two school-wide dances will be scheduled by the Student Council and/or other organizations. Dances are a privilege; students on suspension or who are on Activity Restriction because of disciplinary action, excessive tardiness or unexcused absences, will not be permitted to attend. Inappropriate dancing such as slam dancing and suggestive or intimate dancing is not allowed. All students must be picked up no later than 10:15 p.m., or the student will not be allowed to attend the next dance without a parent/guardian as a chaperone. It is the parents responsibility to provide timely transportation home, after the dance.



Student Procedures

- Students go to lockers at scheduled times. Student locker times will be posted in the hallways.
- Students come to class with materials: at least two sharpened pencils, two pens, and sufficient paper for the day.
- Students enter classrooms and immediately select a book if applicable, take their assigned seat, as per seating chart established by teacher, open their agenda book for any notes or homework assignments that must be recorded and begin assigned bell work before tardy bell rings.
- To reiterate, when students enter a classroom, they must read the board, follow directions for the class, and write assignments and/or notes in their agenda book.
- Students quietly listen to announcements during homeroom.
- Students who have been absent will check appropriate classroom wall bins for missed work and submit work from absences into wall bins.
- Students head papers with first and last name, date, and class period in upper right hand corner.
- Students will be assigned rotating tasks such as “Paper Passer-Outer,” on a monthly basis.
- Students will not speak when another person is speaking, during classroom discussions or presentations.
- **Students must respond immediately to the “give me five” hand signal with silence and focus attention on the teacher.**
- Students must ask permission to leave classrooms and must have their agenda book hall pass filled out in full with destination, date, and time, to be signed by their teacher.
- Students must sign out of rooms on a sheet posted by the door when they leave a classroom.

- **At the end of each class period, students must wait for the teacher to dismiss them from class; a one-minute warning by the teacher will be given prior to a quiet dismissal. The bell does not dismiss the student, the teacher does.**
- Students must leave their workspaces and rooms clean and free of clutter, especially the elective classes, i.e. art, performing arts, band, and so forth.
- Students must receive a pass from the current teacher or administrator, via the agenda process when they will be tardy to the next scheduled class unless an entire class has been dismissed late. If this occurs, that teacher will let all subsequent classes know that these students will be tardy, via the school email system.
- Students will respond to emergency codes with silence.

Use of School Phone

Telephones are available for students in the office. **It is imperative that you make family plans and schedules before coming to school.** Only emergencies will warrant taking messages, etc. Calls will be limited to emergency calls to family members, and will be monitored by school staff. The front desk coordinator, or other office personnel, must grant permission prior to use. The phone may be used at lunchtime only. Under no circumstances will long distance or toll calls be allowed. Discipline action may be taken if a student calls or texts home during the school day by using their cell phone.

Lost and Found

Students must write their full name in books and other belongings. The front desk coordinator is the supervisor of “Lost and Found”. Should students lose anything, they should check the “lost and found” area. Students will look for their belongings before or after school and during their lunch period. Items in the lost and found, if not picked up, may be donated to the Salvation Army, every Friday.

Discipline

Student Behavior Policy/Sarasota County Student and Family Handbook

Discipline is essential to a safe environment conducive to learning. The SSA+S discipline policies and procedures are designed to make all students aware of the rules and responsibilities for their behavior. **Student discipline is a joint responsibility that must be shared by home and school.** A good working relationship is fostered if there is mutual understanding as to what is required behavior. Students and parents/guardians are required to sign contracts when applying for enrollment and are responsible for learning and abiding by the SSA+S discipline policies and procedures. There is to be no running or playing in the classroom, hallways, or any other areas open to the public and students. Students misbehaving on a school field trip will result in at least a one day suspension from school. Finally, students are also required to follow all policies and rules as outlined in the Sarasota County Student and Family Handbook which is handed out during the first week of school and available online at the Sarasota School Board website.

Detentions

If a detention is issued by a teacher, said detention must be served on the assigned date and time. **We do not reschedule detentions for the convenience of the parent/guardian or student. If the student is absent on the detention day, the student must serve the detention the day they return to school.**

The parent/guardian will receive a phone call from Connect Ed notifying you that your child has earned a detention. It is the parent/guardian's responsibility to make sure that the school has the correct phone number on file. Any misbehavior in the detention room will result in the student being sent immediately to the office and a suspension will be assessed. If the student is more than five minutes late for their detention, this will mean that the student has missed their

detention. **If a student receives four detentions in a quarter, that student will receive a one-day suspension from school.** The date the detention is served will be used to determine the fourth detention/suspension.

Prohibited Articles

It is prohibited to have:

- Weapons (facsimile or real)
- Laser pointers
- Chains
- Chewing gum
- Collectibles
- Toys
- CD players
- Cameras
- Video cameras
- iPods
- any other items deemed detrimental to the educational environment.

Any prohibited items or cell phones not used according to regulations will be confiscated, a detention given, and the parent/guardian will be notified to pick up the item at a time convenient for Administration. (All confiscated items not picked up by June 30th will be donated to a local charity.)

The school is under no obligation to search for lost or stolen property, especially stolen prohibited articles.

Cell Phones

Cell phones may be brought to school, but must be stored in lockers and turned off. Cell phones may not be used during school hours. There are no exceptions to this rule.

Student Contract/Administrative Review

Students with continuing attendance and/or discipline problems will be in violation of the SSA+S student contract and may be dismissed.

Computer and Internet Use Policy

SSA+S strongly believes in the value of electronic information services and recognizes their potential to support curriculum and student learning. The network is designed to achieve and support instructional goals. We will make every effort to protect students and teachers from any misuses and abuses as a result of experiences with an electronic information service, however there is some material on the global network that students, parents, and/or staff may consider inappropriate. It is the user's responsibility not to initiate access to such material.

It is possible, **although against school policy**, for students to purchase goods and services via the Internet, and these purchases could potentially result in unwanted financial obligations. There is a behavior code located in the Sarasota County's Student and Family Handbook that details appropriate school behavior, outlines the rights of, and sets expectations for students. Because the school's resources are used as part of a school activity, the school's discipline policy applies to Internet activities as well. The computer system and network use policy is an extension of the school's behavior code.

Academic Integrity

SSA+S has a zero tolerance policy regarding cheating. Those behaviors include talking during a test, plagiarism, copying answers or being in possession of answers for assignments, or giving answers for assignments to another student (this is not all-inclusive).

- First offense: A zero on the assessment and a detention. (Parents will be notified).
- Second offense: A zero on the assessment and a suspension. (Parents will be notified).

Bullying – Zero Tolerance

Bullying will not be tolerated at SSA+S and is now considered a violation under state law. Bullying is a form of aggression that occurs when a person willfully subjects another person (victim) to an intentional, unwanted, and unprovoked hurtful verbal or physical action. Bullying may also occur as various forms of hazing, including initiation rites, perpetrated against a new student or a new member of a team. Bullying may be limited to a single incident. However, in most cases, the bullying is characterized by repeated harmful actions on the part of the bully (ies). SSA+S treats bullying as a serious breach of the Code of Student Conduct. Students who choose to engage in such conduct shall be subject to a range of punishment to include verbal or written reprimand, an out-of-school suspension, a change of placement, and/or expulsion.

How to Report a Bullying Incident

1. Teachers, parents, and/or students may fill out a bullying incident report located in the Main office. Reports can also be made verbally or via email. Any witness may choose to remain anonymous.
2. All reports will be investigated by Administration.
3. Investigations will be conducted confidentially and individually, ensuring that no victims are in the same room with the alleged bully.
4. Administration will document all reports of bullying, to determine whether bullying was actually occurring or not. Any reports found to be true, will result in disciplinary action, and documentation of said case will be placed in the offender's file.
5. **Reporting is the #1 way to prevent Bullying!**