

# Sarasota School of Arts and Sciences

## Student Agenda Book

**ENGAGE**

**ENLIGHTEN**

**EMPOWER**

Sarasota School of Arts and Sciences  
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Sarasota, FL 34236  
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<http://www.ssas.org>

This Agenda Book Belong To:

Name: \_\_\_\_\_

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

# Sarasota School of Arts and Sciences

## 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.

## SSA+S Bell Schedule

Student drop off is from 7:30 AM until 8:50AM.

**Free morning care is available beginning at 7:30 AM each morning.**

## Bell Schedule

|              |  |
|--------------|--|
| 8:50         | School Starts  |
| 9:00 – 9:50  | 1 <sup>st</sup> period                                     |
| 9:50 – 9:55  | Homeroom   |
| 9:59 – 10:49 | 2 <sup>nd</sup> Period                                     |
| 10:53- 11:43 | 3 <sup>rd</sup> Period                                     |
| 11:47 – 1:06 | 4 <sup>th</sup> period                                     |
|              | 1 <sup>st</sup> Lunch 11:47 – 12:12 -6 <sup>th</sup> grade |
|              | 2 <sup>nd</sup> Lunch 12:14 - 12:39 –7 <sup>th</sup> grade |
|              | 3 <sup>rd</sup> Lunch 12:41 – 1:06 – 8 <sup>th</sup> grade |
| 1:10 – 2:00  | 5 <sup>th</sup> Period                                     |
| 2:04 – 2:54  | 6 <sup>th</sup> Period                                     |
| 2:58 – 3:50  | 7 <sup>th</sup> Period                                     |

**Free Afterschool Care – 4:00 – 5:30 PM  
Monday through Thursday**

**All afterschool clubs are from 4:00 – 5:00 PM.**

## **Important Dates 2018 - 2019**

August 13 – First Day of School

September 3– Labor Day – No Classes

September 11 – School Pictures

October 15 – End of First Grading Period

October 19 – Professional Day – No Classes

November 21-23 – Thanksgiving – No Classes

December 20 – End of 2<sup>nd</sup> Grading Period

December 21 – Professional Day – No Classes

December 24-31 – Winter Break – No Classes

January 1-4-Winter Break – No Classes

January 21– Martin Luther King Day – No Classes

February 18 – President’s Day – No Classes

March 13 – End of 3<sup>rd</sup> Grading Period

March 15 – Professional Day – No Classes

March 18-22 – Spring Break – No Classes

April 19 – Mini Break

May 24 – Last Day for Students!

## Sarasota School of Arts and Sciences Student Contract

**As a student enrolled at Sarasota School of Arts and Sciences, I agree to the following commitments whether on or off campus in all school sponsored locations:**

I will respect and speak courteously to all adults and classmates at all times.

I will remain actively on task and will not disrupt the learning of others in the classroom.

I understand that SSA+S has a zero tolerance policy regarding cheating.

I will support the school's stance on promoting tolerance and acceptance of all people by refraining from making any negative or demeaning comments about others.

I will not participate in any forms of bullying i.e. physical, cyber, or verbal abuse and will report any offense if I witness that behavior by others. This includes messaging and social media.

I will not harm myself or others.

I will not participate in public displays of affection and will keep my hands to myself at all times.

I understand that if I leave campus, after school, I may not return for afterschool clubs or activities.

I understand that any acts of vandalism to school property; including textbooks, furniture and equipment may result in dismissal from SSA+S and a police investigation.

I will not bring materials or objects to school that will be disruptive to the educational process.

I will adhere to the student dress code and have read the "Code of Dress" standards in the Student Agenda Book.

I understand that excessive absences, tardies, detentions or any suspension may result in my dismissal from SSA+S.

I will not share my locker or combination lock with another student.

I will not bring, use, distribute, or have in my possession and/or locker; any alcohol, drugs of any kind, weapons, or materials that could be used as weapons. SSA+S may search lockers at any time. Violating these regulations is an expellable offense and will be reported to the Sarasota School Board and Law Enforcement Officials.

I understand that I must also follow all rules in the Sarasota County Student and Family Handbook <http://www.sarasotacountyschools.net/departments/dop/handbook.aspx>

**I understand that I may be dismissed from SSA+S if this Student Contract is not followed.**

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

\_\_\_\_\_  
Date

## Sarasota School of Arts and Sciences Parent/Guardian Contract

**As a parent/guardian of a child enrolled at Sarasota School of Arts and Sciences, I agree to the following commitments whether on or off campus in all school sponsored locations:**

I will at all times, support the SSA+S program, mission, Administration, Faculty, Staff, and PTSS (Parent-Teacher-Student Society). I will refrain from any verbal and/or physical abuse, threats, hostile, disparaging remarks, or demanding attitude, including cyber and social media.

I will read and review all the rules and procedures from the Student Agenda Book with my child, as well as the Sarasota County School Student and Family Handbook.

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

I understand that excessive absences, tardies, detentions or any suspension may result in my dismissal from SSA+S.

**I will abide by and follow the traffic pickup/drop off procedures ensuring that my child is on time for school every morning, no later than 8:50 a.m. and will pick up at the end of the school day no earlier than 3:50 p.m. and no later than 5:30 p.m.**

I will support the school stance on tolerance and acceptance of all people. I will not support, defend, or excuse my child for the type of injurious behavior which may include, but is not limited to, physical, cyber, and/or verbal abuse.

I will read and sign my child's agenda book each week. Signing the agenda book confirms that I have read the weekly Team News along with agenda book notes from teachers which may incorporate homework and upcoming projects. Failure to sign the agenda book will result in my child not being eligible to participate in \*Spirit Day. (For Spirit Day guidelines, please refer to Student Dress Code.)

I will go to the main office when on the school campus and register as a visitor upon arrival.

I will send my child to school dressed in the appropriate school uniform.

I will not allow my child to bring any prohibited items to school as outlined in the Student Agenda Book.

I will establish a Parent Portal account and keep all contact information up-to-date.

I understand that my child may only change schools within Sarasota at the end of the semester break (January) or at the end of the school year, as is stated by the Sarasota School Board.

I will attend all PTSS meetings required in accordance with the PTSS Bylaws and agree to volunteer a minimum of 10 hours per school year for a two- parent family. Single parent volunteer commitments shall be a minimum of 5 hours per school year.

I have read and agree with the contents of the Student Contract. I realize that my child's continued attendance, during the school year, or from year to year, at SSA+S, rests upon them abiding by said rules and regulations. If they fail to do this, I understand that we have been accorded Due Process by this instrument, and my child may be dismissed from SSA+S and returned to their districted school. I also understand that my failure to comply with my parent/guardian contract may result in my child being dismissed from SSA+S and returned to their districted school.

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

\_\_\_\_\_  
Date

## Agenda Book Procedures

- The agenda book is an important tool that teaches our students responsibility and reinforces communication between parents/guardians and teachers.
- All pages of the agenda book must remain intact for the entire year.
- Students must keep pages free of inappropriate language. In addition, students may not write notes to other students in agenda books. If an agenda book is used in this way, then the student must replace it within 48 hours.
- The agenda book also serves as the students' hall pass and must be in their possession at all times.
- The students are required to bring their agenda book to all classes and write all homework assignments, tests, and quizzes.
- The agenda will be used not only for assignments, but also as a means for the teacher to write notes to parents/guardians and include important paperwork in the pocket folder.
- Along with our website, [www.ssas.org](http://www.ssas.org), and the parent/student portal, the agenda book promotes effective lines of communication and encourages responsible behavior on the part of each student. SSA+S supports "green" efforts and will update the school website with important information on a regular basis.
- A student/family newsletter will be emailed weekly.
- Parents/Guardians must read and sign their child's agenda planner each week. 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.
- If an agenda book is lost, a new one must be purchased for \$10.00 within 48 hours from the front desk. There will be no exceptions; failure to replace it within 48 hours will result in a detention.
- **It is the responsibility of the students to keep their agenda book with them at all times or they will not be allowed to leave their classrooms without them unless there is an emergency.**

## 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:

- 10 Excused Absences – these are flex days and sick days (w/out Dr.’s Note).
- In order for a tardy to be considered excused, the parent must submit proof of doctor, dental, or other professional appointment.
- After having four unexcused tardies in a quarter, students will receive a detention. Every second tardy thereafter, will result in a detention.
- Extended absence due to family travel or personal leave must be approved by the Principal in advance and apply to the flex days.

### 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 and qualify as an excused absence.
- Anytime that a student misses three consecutive days, parent contact will be made.

**Excused Absence:** an excused absence is one which results from:

- Illness of student to be documented by the parent/guardian.
- A doctor’s note, dentist’s note, with “A Note to School,” form confirming said absence must be received within three days of the absence to guarantee that said absence is excused.
- Illness or death in the student’s immediate family.
- Religious holidays of the specific faith of the student.
- Five flex days.

**Unexcused Absence:** absence that does not meet the “excused absence” criteria.

- When a student accumulates 5 unexcused absences a documented letter will be sent home
- When a student accumulates 10 unexcused absences a mandatory meeting with Administration and Guidance is scheduled
- When a student accumulates 15 unexcused absences DCF is contacted by the school

**Attendance Requirements for a High School Credit:**

- This includes Spanish I, Algebra I Honors, Speech I, Speech II, Global Perspectives, and Geometry Honors.
- Any student whose unexcused absences result 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.

**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.
- We request that students are not dismissed for the last ten minutes before the last bell. Sending in a note to school will have your child waiting for you at pickup time in the office.

**Make-up Work**

- Make-up 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.
- Previously assigned projects, tests, or quizzes will be due/ completed upon the student’s return to school.
- Parents can contact teachers directly via email or voicemail, if they need the office to collect work after three days missed or they may request a homework packet from the Front Desk Coordinator. Parents must contact the office 24 hours prior to pick up.

**Parent/Teacher Concerns**

- If questions or concerns arise regarding a student, the parent/guardian should first contact the teacher directly or meet with them individually.
- Each grade level has a designated Team Leader.
- These faculty members can be found online on our school website.
- Parents may contact the grade appropriate Team Leader to schedule team meetings.
- All student-to-student conflicts should be discussed with the School Counselor or the Assistant Principal.



## **Before & After School Hours**

- Free morning care is available beginning at 7:30 AM each morning. Any student dropped off prior to 7:30 AM will not be supervised.
- Morning care is considered a privilege and all school rules must be followed. Students may not use cell phones or electronics in morning care. These devices must be turned off prior to entering the school building.
- **Free aftercare is now offered in the school cafeteria between the hours of 4:00 PM – 5:30 PM - Monday through Thursday.**
- If your student has not been picked up by 5:30 PM, a detention may be issued to your student. If this becomes excessive and your student is not picked up in a timely manner on repeated occasions, your family may be dismissed from SSA+S and returned to your districted school.

## **Student Drop-off/ Parent/Guardian Pickup**

- **The school day is from 8:50 AM – 3:50 PM.**
- **Student drop off is from 7:30 AM until 8:50 AM.**
- **Pick up is from 3:50 PM – 5:30 PM.**
- **Due to safe and orderly school regulations, parents/guardians may pick up and drop off students only at designated areas during designated times.**
- If this becomes an issue, the parent/guardian will be in violation of the parent/guardian contract, including the pick-up and drop-off procedures, and their child will be subject to immediate dismissal.
- Car tags will be available during schedule pick-up as well as copies of the traffic pattern map. Car tags **must** be used in all vehicles to insure a more streamlined traffic flow. If a replacement tag is needed during the year, please email the Front Desk Coordinator and the school will send home via student. The purpose of using car tags is for your benefit as a parent, as it streamlines the pick-up process.

## Transportation – Sarasota/Manatee

- **Sarasota County 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. Please refer to Sarasota County School Bus Registration Information brochure.  
Courtesy transportation requests will require authorization from the Sarasota County District.
- **Manatee County Bus Transportation:** Parent/guardians that desire bus transportation for their child must complete the SSA+S School Bus Transportation Registration Request Form. This service is limited and operated by SSA+S as a courtesy to eligible families in Manatee County, but is not guaranteed. A monthly fee of \$30.00 (\$300.00 per school year) or a discounted rate of \$270.00 if paid at the beginning of the school year, will be assessed for each family that receives “pocket pick-up” privileges in Manatee County.

## 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. Students without a pass will be sent back to class.
- If the student is ill enough to be sent home, the clinic aide will contact the emergency contact person(s) on file.
- **Students are never permitted to use their cell phones for calls regarding illness or pickup. In addition, students may not use classroom phones if they are ill, they must call from the clinic. Failure to follow this procedure will result in disciplinary action. The Sarasota Health Department requires all illnesses be recorded by the clinic aide.**
- 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 return to school for 24 hours after having a fever of 100 degrees or higher (without the use of a fever-reducing medicine). Their absence will be excused.

### Students may not remain in school with the following conditions:

- temperature above 100 degrees
- vomiting
- unknown rash or ringworm
- head lice

## Administration of Medication

- SSA+S follows all guidelines stated in the Sarasota County Student and Family Handbook.
- 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 must be administered by health room personnel, and have a Medication/ Treatment Authorization Form (M/TAF) signed by a physician and parent/guardian. This form is available on the parent link of the school website. All medication must be stored in the original, sealed, unopened container. This includes non-prescription drugs: such as ibuprofen, 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 completed Medication/Treatment Authorization Form and medication directly to the school health aide so that medications can be accepted and counted. Medication cannot be given without having the proper paperwork on file.**
- If a student is found in possession of a prescription drug or an over-the-counter medication, they may be suspended and could be 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
- All medication that is not picked up by the last day of school will be destroyed.
- In order for a student to receive an elevator pass due to an injury, the parent/guardian must provide a doctor's note.
- Medications for overnight field trips, and their forms, must be turned in at least 48 hours before the trip, to the clinic aide.

## Lost and Found

- Lost and Found is located in the school cafeteria. It is recommended that students write their full name in books, hoodies, and other belongings.
- Items such as jewelry, phones, eye-glasses, etc., will be kept in the front office for security purposes. Students may retrieve these items from the Front Desk Coordinator.
- Items in the lost and found, if not picked up in a timely manner, may be donated to the Salvation Army.

## Lunch

- Sarasota County Schools, via Sarasota High School, provides SSA+S with a modified lunch program.
- Menus are posted in the cafeteria and online at [www.ssas.org](http://www.ssas.org), however, menus are subject to change without notice.
- Students may either pay daily or have money deposited into their account.
- Energy booster/energy drinks, and glass containers are not allowed at school.
- Parents/guardians may come on campus to have lunch with their children; however, students may not leave campus for lunch. **The parent/guardian must stay with the student in the cafeteria if bringing in food to share.**
- 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.
- 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.myschoolbucks.com](http://www.myschoolbucks.com) . Information needed such as the student ID number to set up account can be requested from the Front Desk Coordinator.
- **Application forms for free/reduced priced lunches are online at <https://scsfr.sarasota.k12.fl.us/fma/> and can be completed during the summer.**
- **If you have any questions regarding free and reduced lunch/breakfast, please contact Food and Nutrition at 486-2199.**

## 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.
- Volunteers must be registered in the Team Up system.
- Contractors must be fingerprinted by Sarasota County Schools.

## Academic Standards

### Report Cards

- Report cards are issued after each nine-week grading period.
- All report cards and FSA reports are mailed home.
- Notification of Progress Reports will be emailed to the parent/guardian with a link to the parent portal.
- The parent/guardian should contact the Registrar if they do not receive a report card.

### Honor Roll

- Honor roll award celebrations take place to reward student achievements.
- Students achieving a 3.5 GPA make the honor roll. They will receive an honor roll certificate and will be invited to the Honor Roll Social.

## 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 referral. (Parents will be notified).
  - ❖ **Third offense:** Automatic suspension (Parents will be notified).

## Schedule Changes

- Changes due to issues with proper placement in academic core classes will be open for request during the first two weeks of school. Please contact a school counselor regarding any questions or changes.
- Parents are not permitted to request one teacher over another.

## Course Recovery

- Students who fail a core class (Math, Language Arts, Science, and History) after any quarter will be required to attend at least one Saturday School at SSA+S.

In an effort to make up that grade, Saturday School is held from 8:00 AM to 12:00 PM on the SSA+S campus, typically once a month. During Saturday School, these students will have the ability to make up the failing grade (up to 70%) with study materials and unit tests for the class that was originally failed. Students and their parent/guardian will be notified of the need for the student to attend Saturday School with a letter and/or an email home after quarter grades have been posted.

## Textbooks

- **Textbook links can be found on the school website. All students have been instructed on how to log in correctly.**
- Students and their parent/guardian are financially responsible for lost, stolen, or damaged textbooks.

## Computer and Internet Use Policy

- The network is designed to achieve and support instructional goals.
- SSA+S 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 for parents and guardians.
- 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.
  - Do not "surf" the Internet without permission.
  - Do not use the computers to take pictures or videos of your friends.
- 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.
- Inappropriate photos/images will not be tolerated.

## Character Development & Health

Below you will find the Character Development & Health topics that most, if not all will be presented to students at SSA+S at some point during the first semester of the school year during school hours. Specific dates will be provided at some point in the beginning of each school year. These lessons are provided through the Physical Education department or through the School Counseling department.

### 6<sup>th</sup> Grade

- Stress Management & Hygiene
- Attitudes Toward Differences
- Exposing Gender Stereotypes
- Gender Role Collages
- Goal Setting
- Self Confidence & Self Talk
- Disagreeing Respectfully
- Waves of Life: Examining “Highs” and “Lows” in life
- Nutrition
- Setting Expectations and Pursuing Dreams
- Bullying
- Online Safety/Online Reputation and Making Good Decisions presented by The Child Protection Center of Sarasota

### 7<sup>th</sup> & 8<sup>th</sup> Grade

- Drug Awareness
- Bullying
- Alcohol Awareness -MADD presentation
- Tobacco Awareness
- Eating Disorders
- Self-Harm & Depression-presented by school counselors
- Healthy Relationships presented by SPARCC of Sarasota:
- Sex Education:
  - Keynote speaker: Michael Kehoe – STI’s – 8<sup>th</sup> grade
  - Human biology and reproduction will occur for 7<sup>th</sup> graders in their life science classes in May. (Dr. Gehndyu and Mrs. Calderon)
- Online Safety/Online Reputation and Making Good Decisions presented by The Child Protection Center of Sarasota
- Empathy & Communication

If for any reason you would like for your child to opt out of any of these lessons, please contact Mr. Mapes or Ms. Kozlowski directly at [mikemapes@ssas.org](mailto:mikemapes@ssas.org); [cathykozlowski@ssas.org](mailto:cathykozlowski@ssas.org) or call at: 330-1855 ext. 1452 or 1465.

## Student Procedures

- Students must come to class with all of their supplies.
- Students should enter classroom, take their assigned seat, open their agenda book for any notes or homework assignments that must be recorded and begin assigned bell work before tardy bell rings.
- Students must 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 should head papers with first and last name, date, and class period in upper right hand corner.
- 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. Only one student may leave the room at a time.
- 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.
- 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 must respond to emergency codes with silence.



## SSA+S 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 be marked “present” and sent to the “Intervention Classroom” to complete their classwork until the proper clothing is received from the parent/guardian.**

### **STUDENTS HAVE A RESPONSIBILITY TO COMPLY WITH THE SCHOOL DRESS CODE**

**Children’s World Uniform Supply:** Children’s World provides all of the uniform clothing, including polo shirts, sweatshirts, hoodies, and PE shirts and shorts, (with the exception of dance attire, which will be discussed in that elective class.) The uniform pieces must be purchased at:

**Children’s World Uniform Supply  
4525 Bee Ridge Road – 941/955-6999 - or may be ordered online at  
[www.childrensworlduniform.com](http://www.childrensworlduniform.com)**

### **Shirts**

- Polo-style shirts with **school logo** in solid red, grey, or dri-fit black, are required and **may only be purchased at Children’s World. A long sleeve polo is also available for sale in limited colors.** These uniform shirts will reflect the new SSA+S logo, however, it is acceptable to also continue to wear the blue uniform shirts.
- Only the school logo is permitted, no other embroidery, such as the student name is permitted.
- Shirts may be worn outside or tucked into uniform bottoms.
- Solid colored long sleeve undershirts worn under the school polo are permitted during cold weather.
- For sanitary reasons, 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 when arms are raised, or student is bending over or leaning forward.
- Students may not tie their polo or spirit shirts.
- A school uniform polo shirt **MUST** be worn under the school uniform sweatshirt or school uniform hoodie at all times.

### **Shorts/Pants/Skirts**

- School uniform bottoms must at least reach the top of the knee for modesty reasons.
- Acceptable solid colors for shorts, skirts, skorts, capris, cargo and corduroy pants are **navy blue, khaki tan, grey, and black. No other colors are permitted.**
- PE uniform shorts may only be worn during PE class.
- Please note- Plaid, multi-color, white, and brightly colored bottoms are not acceptable uniform clothing. Examples include, neon, red, electric blue, yellow, orange, purple, etc. If in doubt, check with an Administrator prior to wearing the items.
- Miniskirts, ruffle style, skirts with slits, sweatpants and cutoffs are not permitted.
- **No** pants, shorts, or skirts that are distressed, frayed, worn-out, or with holes are permitted.
- Excessively tight or fitted clothing may not be worn due to modesty reasons. Please note- oversized or low riding pants are not permitted, all uniform bottoms are to be hemmed and ride on or above the hipbones.
- No denim shorts, skirts, skorts, or jeans of any kind may be worn except on Spirit Days and designated dress down days.
- Ultra thin, see through or clingy fabrics may not be worn. **NO “jeggings” or “leggings” allowed.**

## **Outerwear**

- School hoodies and zippered sweatshirts may only be purchased at Children’s World. During extreme cold weather, a coat/jacket may be worn to school, but must be kept in locker during the school day.

## **Physical Education Uniform**

- The entire physical education uniform, with the exception of 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.
- Gym shorts cannot be rolled up or hemmed to make them shorter or tighter.
- PE shorts or dance attire may not be worn except during PE classes.
- Dance does NOT use PE shorts – students may wear dark, solid colored yoga pants or leggings instead.
- For sanitary reasons, PE uniforms may not be worn under the school uniform.
- Students must “dress out” and dress back into school uniform each day.

## **Accessories**

### **Backpacks/Purses:**

- **Only clear backpacks are permitted** and are not permitted in the classroom. Students must keep any large bags in their lockers during the school day.
- Students may carry appropriately sized purses (12x12) and/ or small drawstring bags. SSA+S will provide the students with a heavy duty drawstring bag at schedule pick up.
- Drawstring bags may be altered with student’s names.
- All items may be fit into a drawstring bag

### **Footwear:**

- Due to safety reasons, students must wear sneakers or flat heeled dress shoes or boots. No heels are allowed.
- All footwear must be closed at the toes and heel and both shoes must match.
- Sandals, slippers, or heeled shoes are not acceptable for safety reasons.

## **Hair & Accessories**

- No hats may be worn in the school buildings, but may be worn during PE.
- Flat headbands and ribbons only.
- Any hair embellishment that may cause a distraction may be subject to administrative approval.

## **Jewelry**

- No facial piercings are permitted.
- No tattoos
- No Smart Watches/Fit Bits
- No spikes, inappropriate or offensive subject matter may be worn
- Jewelry should not be excessive. Only earring studs are permitted, no large hoops, gauges, industrial spikes, etc. may be worn.
- Students wearing any accessories deemed excessive or distracting will be asked to remove these items.
- It is highly suggested that all valuables be left at home.

**Sunglasses are not permitted to be worn in the school buildings, unless ordered by a doctor, with a note from the physician**

## **Spirit Days: Spirit Days are normally scheduled on the last day of the school week.**

- This event allows children to wear appropriate jeans with a school spirit shirt that reflects an SSA+S club, team, etc.
- Jeans must be one solid color. No prints/patterns please.
- Jeans **may not** have rips or holes- this includes factory alterations.
- Excessively tight or fitted clothing may not be worn. “Jeggings”, “leggings” and spandex materials are not allowed. Please note- oversized or low riding pants are also not 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 each week. Failure to do so will result in consequences.**

## **Dress Down and \*Project Day Attire:**

- All dress code and modesty rules apply. Off the shoulder, strapless, tank top, low cut, revealing, inappropriately short shorts, biker shorts/spandex shorts, spaghetti strap or exposed midriff styles, and/or pajamas may not be worn to school for dress down days.
- Footwear must be closed at toe and heel.  
(No bedroom/bath slippers or flip flops allowed.)
- Project day wear is specified by the assigning class teacher but \*shawls, jackets or a change of clothes will be required for any project day wear that does not follow these guidelines for the rest of the school day.
- No short skirts, skorts or shorts (all bottoms must reach top of knee), no torn or ripped clothing, no see through or sheer clothing, etc.
- Pajamas are never allowed.

## **Additional Information:**

- **It is strongly encouraged that all students have a change of uniform clothing in their locker for emergency situations.**
- Students may not wear items or markings which are offensive, suggestive, indecent, or associated with gangs, encourage use of drugs, tobacco, alcohol, violence / weapons, or support discrimination on the basis of color, disability, national origin, marital status, race, religion, gender, or sexual orientation.
- Students must keep uniforms in original condition and not alter in anyway. Students are not permitted to write, draw, or embellish on their skin or clothing.  
(*Paint, duct tape, glitter pens, names embroidered, etc.*)

**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**

## School Activities

### Interscholastic Sports Program

SSA+S students may compete in a variety of afterschool sports including soccer, basketball, girls' volleyball, cheerleading, cross country, golf, tennis, and flag football.

- Student Athletic Packet must be on file prior to tryouts.
- To participate in sports or extracurricular activities, students must have a "C" average. These grades are based on the previous quarter's report card. Students who do not maintain a satisfactory academic standing, will be denied the privilege of participating.
- Students who have disciplinary or attendance issues may not be eligible to play or may be "benched" due to unsatisfactory behavior at the discretion of coaches and administration.
- 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.
- Student athletes may miss seventh period on game days. If this occurs, students must attain their missed classwork/homework before leaving for the game that day. They may attend their 7<sup>th</sup> period class during their P.E. class time.

**Students may stay afterschool to watch home games in our gymnasium. If students do so, they must report directly to the gymnasium by 4:00, in school uniform, and stay there until their parent/guardian picks them up. All school rules apply. Students are not permitted to leave campus prior to attending the game.**

### Dances

- Dances are a privilege; students on suspension or who are on Activity Restriction because of disciplinary action will not be permitted to attend.
- Only current SSA+S students will be permitted to attend.
- Inappropriate dancing such as slam dancing and suggestive or intimate dancing is not allowed.
- PDA or any inappropriate contact between students is prohibited and may result in student disciplinary consequences.
- All students must be picked up within 15 minutes of the end time or the student will not be allowed to attend the next dance without a parent/guardian as a chaperone. **Due to the late hour, students are not permitted to walk home from the dance.**

## Discipline

### Student Behavior Guidelines

- 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.**
- 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.
- Students with disciplinary issues may lose the privilege to participate in school activities, including field trips.

## Bullying

**SSA+S defines bullying as repeated, intimidating behaviors, via superior strength or influence, to intentionally harm a student, either mentally or physically. Bullying is not tolerated at SSA+S and is considered a violation under state law.**

- Bullying can take several forms and can be both verbal and nonverbal.
- Bullying may be reported by anyone and can be done by completing a bullying form from the main office, via email to any staff member, and/or phone call to an Administrator.
- Bullying reports may be done anonymously.
- All reports of bullying will be investigated by Administration to determine validity.
- Investigations are always done confidentially.

**Any student that has been found to be part of bullying on the SSA+S campus will be subject to strong disciplinary action and the incident will be documented in the student's file.**

## **SSA+S Discipline Plan**

*First Offense      Visual (The Look) or Verbal Warning*

*Second Offense    Write classroom rules three times*

*Third Offense      Behavior Essay with an email to the parent/guardian*

*Fourth Offense    Detention with an email to the parent/guardian*

*Fifth Offense      County Referral*

*\*For major infractions, Steps 1-4 may be skipped at the staff member's discretion.*

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### **Step Two: Rules**

**This is a redirection for student behavior and will be completed immediately upon receipt, in the classroom. Parent signature and / or contact is not required.**

#### **Directions:**

1. Take out a piece of notebook paper and label it with your name, class period, and the date.
2. Title the paper "Rules"
3. Copy the rules below three times
4. Turn your paper and this sheet back to your teacher when you are finished
  - Show respect to teachers, students, and other's property.
  - Follow directions the FIRST time they are given.
  - Raise your hand to be called on.
  - Be prepared to learn every day.



### Step Three: Behavior Essay

- Copy very neatly on your own paper (handwritten; no exceptions)
- Sign and date your paper
- Turn in to your teacher the following school day

*Failure to complete the behavior essay as directed by the due date given by the teacher will result in a detention.*

**I understand that school is a place for learning. I understand that I choose how to use this time. I can get an education and learn more about myself and the world around me.**

I understand that my teacher is responsible for many things. When I behave disruptively, I am making it hard for my teacher to do their job. This isn't fair and I don't have the right to do this.

I understand that the other students in my class have a right to the best education possible. When I behave disruptively, I not only keep the teacher from doing their job, I am also keeping students from getting the best education possible. This is not fair and I don't have the right to do this.

I am copying this essay because of inappropriate classroom behavior. My inappropriate behavior was

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I understand that my behavior has caused me to miss out on valuable learning time. I understand that I made a decision to behave unacceptably in class and the consequence for this was being given this behavior essay. I understand that I have the power to make good decisions or bad decisions. When I make good decisions, I am rewarded. In school, this means getting a good education and feeling good about myself as a student. I understand that I deserve a good education and I have the power and responsibility to make this happen.

In the future, I will correct my behavior by making better choices. These are two steps that I will take to correct my behavior.

1. \_\_\_\_\_
2. \_\_\_\_\_

## **Interventions**

In an effort to handle behavior or mental health concerns in an expediate manner, the student may be sent to Administration or the Intervention Specialist to decide if a cool down period, immediate consequence, or referral to the school counselor or administration is needed.

## **Prohibited Articles**

It is prohibited to have:

- Weapons (facsimile or real)
- Tobacco products
- Smart watches/ Smart Fit Bits
- Laser pointers
- Chains
- Chewing gum
- Collectibles
- Electronic devices, cameras and video cameras
- Energy Drinks or any items with caffeine
- Glass containers or non-translucent water bottles
- Toys/Balloons/Flowers (If students are brought gifts at school, they may not carry them to classes, but may leave them in the office or store them in their lockers until the end of the school day.)
- Any other items deemed detrimental to the educational environment.
- Students are not allowed to sell items on campus unless pre-approved by administration.

## **Electronic Devices**

If we hear or see your cell phone during school hours, we will confiscate it and issue a consequence (7:30 AM - 3:50 PM).

Any prohibited items or electronic devices not used according to regulations will be confiscated and a consequence given. A second offense may result in a suspension with repeated offenses leading to possible dismissal from SSA+S. (All confiscated items not picked up by June 30<sup>th</sup> will be donated to a local charity.)

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

## **Student Contract/Administrative Review**

Students with continuing attendance and/or discipline problems will be in violation of the SSA+S Student Contract which results in probation and/or possible dismissal.

## **Parent/Guardian Procedures**

**Change of Address, Phone Number, and Email-**It is the responsibility of the custodial parent/guardian to notify the office of any changes of address, phone number, email, or proof of custody status.

- The parent/guardian must provide the Registrar 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.
- Parent/Guardian should verify the Parent Portal for correct information and make updates as needed.

## **Parent Teacher Student Society (PTSS) Obligations**

**Membership Meetings-** The PTSS will hold mandatory general membership meetings on selected dates throughout the school year.

- A parent/guardian **must** be in attendance at these scheduled meetings as stipulated in the Parent/Guardian Contract. PTSS meeting dates will be posted in the Team News and/or on the website.
- If a parent/guardian does not attend said meetings and fails to submit a documented excuse regarding their absence, in writing to the PTSS Leadership team via the Front Desk Coordinator; your family may be found in violation of their Parent/Guardian Contract.

**Volunteer Hours-** 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.

**Withdrawal Process-**For a student 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 24 hours prior to the student's last day.
- The school will provide a withdrawal form for the student that the parent must fill out in person with the Registrar.
- All books must be turned in and all fees or fines satisfied, the office will then complete the withdrawal process.
- According to Sarasota School Board District Policy, a student may only transfer to another district school at semester break in January, or at the end of the year, unless they are moving out of the county. No exceptions will be made to this rule.

# Just Call For Help



**EMERGENCY: 911**

**REFERRAL LINE**  
**UNITED WAY 2-1-1 OF**  
**MANASOTA, INC.**  
**DIAL 2-1-1**  
**FROM CELL 308-4357**

## MY IMPORTANT NUMBERS

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**For more information and help,  
 see your guidance counselor.**

Brought to you by:

Carlie Brucia Memorial Fund  
 of  
 The Community Foundation of  
 Sarasota County, Inc.

**SAFE & DRUG FREE SCHOOLS**  
**SARASOTA COUNTY**

### **CRISIS LINES**

24/7 Crisis Line ..... 1-800-999-9999  
 Student Crisis Line ..... 1-800-226-7733  
 Coastal Crisis Line ..... 364-9355  
 National Suicide Crisis Line ..... 1-800-273-TALK

### **CHILD ABUSE & NEGLECT**

Florida Abuse Hotline (24 hrs) ..... 1-800-962-2873  
 Child Protection Center ..... Sarasota: 365-1277

### **SUBSTANCE ABUSE**

Drug Abuse Treatment Referral ..... 1-800-821-4357  
 Alcohol Hotline ..... 1-800-252-6465 Opt.5  
 Tobacco Quitline ..... 1-877-U-CAN-NOW  
**ALA-TEEN**

North County ..... [www.al-anon12.org](http://www.al-anon12.org)  
 South County ..... [www.southfloridaal-anon.org](http://www.southfloridaal-anon.org)  
 Coastal Behavioral Health Care .. Sarasota: 953-0000  
 ..... Venice: 492-4300  
 First Step Addiction Treatment .... Sarasota: 552-2075  
 ..... Venice: 497-7742  
 Sarasota Coalition on Substance Abuse ..... 377-7736  
**Web Resources**

Drug Abuse ..... [www.abovetheinfluence.com](http://www.abovetheinfluence.com)  
 Prescription Drugs ..... [www.painfullyobvious.com](http://www.painfullyobvious.com)  
 Tobacco ..... [www.tobaccofreeflorida.com](http://www.tobaccofreeflorida.com)

### **RUNAWAY**

Runaway Hotline ..... 1-800-RUN-A-WAY  
 YMCA Youth Shelter ..... 955-5596  
 School House Link ..... 923-6100

### **COUNSELING**

Coastal Behavioral Health Care ..... Sarasota: 953-0000  
 ..... Venice: 492-4300  
 Charlotte Behavioral Health Care ..... 1-941-639-8300  
 Bayside Center Crisis Line @ SMH (24 hrs) ..... 917-7760  
 Family Emergency Treatment Center  
 Crisis Stabilization Unit ..... 953-0000  
 Florida Center for Child & Family Development ..... 371-8820  
 YMCA Family Services ..... 952-1644  
 Jewish Family & Children's Service of Sarasota  
 & Manatee ..... 366-2224

### **SEXUALITY**

**Assault & Rape**  
 Safe Place & Rape Crisis Center ..... Sarasota: 365-1976  
 (SPARCC) ..... Venice: 492-3752

### **Pregnancy**

Cyesis Program ..... 361-6240  
 Planned Parenthood ..... 365-3913  
 Pregnancy Solutions ..... 408-7100  
 Sarasota County Health Department ..... 861-2900

### **Gay & Lesbian**

ALSO Out Youth/HIV Testing ..... 951-2576  
 ALSO Helpline ..... 544-7016

### **HIV/AIDS/STDs**

Community AIDS Network ..... 366-0134  
 Florida HIV/AIDS Hotline ..... 1-800-352-2437  
 Health Department, STD Clinic ..... Sarasota: 861-2855  
 ..... North Port: 861-3820

### **EATING DISORDERS**

Eating Disorder Hotline ..... 1-800-931-2237  
 Web Resource ..... [www.myneda.org](http://www.myneda.org)

### **SCHOOL SAFETY**

Hotline (REPORTING) ..... 1-877-7BE-BRAVE  
 School Safety & Security (24 hrs) ..... 966-SAFE  
 School Resource Officers ..... 927-4190  
 Web Resources: Cyber Safety .... [www.netsmartz.org](http://www.netsmartz.org)  
 Bullying Info ..... [www.stopbullyingnow.org](http://www.stopbullyingnow.org)  
 To Report Cyber Abuse ..... [www.wiredsafety.org](http://www.wiredsafety.org)

### **HOSPITAL/MEDICAL**

Doctors Hospital ..... 342-1100  
 Sarasota Memorial ..... 917-9000  
 Venice Regional Medical Center ..... 485-7711  
 Genesis Health Ctr (medical/dental services) ... 957-1970

### **YOUTH ACTIVITIES**

Community Youth Development ..... 922-5126  
 Teen Line (Listing of Activities) ..... 926-TEEN  
 Web Resource ..... [www.thelookup941.org](http://www.thelookup941.org)

### **LEGAL/FINANCIAL/HOUSING ASSISTANCE**

Gulfcoast Legal Services ..... 366-1746  
 Family Law Connection ..... 952-9899  
 Children & Family Services ..... Sarasota: 316-6000  
 ..... Venice: 483-5922  
 Schoolhouse Link ..... 923-6100

### **ADDITIONAL ONLINE RESOURCES**

[www.nineline.org](http://www.nineline.org) [www.sarasotacountyschools.net](http://www.sarasotacountyschools.net)