



2023-2024

## Student/Family HANDBOOK

Mr. John Bailey: Principal

Ms. Ann Warren: Assistant Principal

\*\* All content in this handbook is superseded by any state or district requirements. Changes to the handbook may be made at any time, depending on updated circumstances, changing requirements, or new laws. Policies not listed in this handbook will default to the policies of Sarasota County Public Schools.

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# Mission, Values and Wellness

## **SKY Academy's Mission**

The mission of SKY Academy is to promote pre-adolescent student achievement through a rigorous infusion of wellness and fitness strategies into the learning and mastery of the Florida Career & College Readiness Standards to enable students to live a healthy and productive life.

## **SKY Academy's Values**

SKY Academy is intrinsically associated with the YMCA, which promotes a culture of acceptance and inclusion among peers. Our school is guided by the Y's core values:

- **Caring:** To put others before yourself, to love others, to be sensitive to the well-being of others, to help others.
- **Honesty:** To tell the truth, to act in such a way that you are worthy of trust, to have integrity, to make sure your choices match up with your values.
- **Respect:** To treat others as you would have them treat you, to value the worth of every person, including yourself, to be cordial even if you disagree with someone.
- **Responsibility:** To do what you should, what is right, to be accountable for your behavior and obligations.

## **SKY Academy Wellness**

SKY Academy believes that wellness is an active process that constantly changes and improves. In other words, the more you are exposed to experiences that are positive, healthy, thought-provoking, and challenging, the more you incorporate them into your daily life and the more you accomplish. Wellness is the fuel for lifelong confidence and achievement.

- **Social wellness:** contributing to one's human and physical environment and to the common welfare of one's community
- **Occupational wellness:** preparing for the world of work so it will be personally satisfying and enriching
- **Spiritual wellness:** finding meaning and purpose in life
- **Physical wellness:** improving endurance, flexibility, and physical strength
- **Intellectual wellness:** expanding one's knowledge, mental acuity, creativity
- **Emotional wellness:** becoming aware and accepting one's feelings and respecting the feelings of others
- **Environmental wellness:** valuing nature and those species in it

# **Schedules**

**Doors open at** 7:15 AM

**Student School Day** 8:15 AM – 3:10 PM

## **Bell Schedule**

<b>Period</b>	<b>Time</b>		
Homeroom	8:15-8:25		
1st Period	8:28-9:18		
2nd Period	9:21-10:11		
3rd Period	10:14-11:04		
	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
4th Period /Lunch	11:07-11:33	11:07-12:30	11:07-11:59
	11:36-12:30	11:33-12:01	12:01-12:30
5th Period	12:33-1:23		
6th Period	1:26-2:16		
7th Period	2:19-3:10		
Dismissal	3:10-3:15		
Aftercare	3:15-6:00		

# **Parent/School Agreement**

**As the parents/guardians of a SKY Academy student, I agree and adhere to the following:**

- We have made a personal and informed decision to enroll our child(ren) at SKY Academy in order to provide our child with a unique educational opportunity;
- We have made the decision to enroll our child at SKY Academy, based upon our desire to become active partners in the education of our child; and
- We recognize that SKY Academy is a public charter school of choice not an entitlement.

**As parents of a student at SKY Academy, our commitment is to abide by the following rules and regulations adopted by the Board of Directors:**

- A. To recognize and embrace my role as having primary responsibility for the education of my child.
- B. To attend all conferences scheduled with members of the SKY Academy staff.
- C. To participate in the Parent Volunteer Program, including volunteering 10 hours/year per family, in a capacity that is sensitive to the needs of the School. Families must all register on the Sarasota County volunteer website prior to the school year starting. Any family that does not complete the required 10 hours per year could jeopardize your child's placement next school year.
- D. To provide transportation to and from school for my child. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to attend a school that is more accessible. (If a student is a bus rider and has been suspended from the bus, parents will be responsible to get their child to school.)
- E. To purchase uniforms for my child from the SKY Academy Board approved supplier and ensure my child abides by the Dress Code of SKY Academy.
- F. To supply a healthy lunch and a snack, either brown bagged or purchased from the SKY Academy Cafeteria, each school day for my child. Water is the only drink allowed in classrooms.
- G. To be responsible for timely payment of any fees accrued to my account at SKY Academy.
- H. To encourage my child to abide by Sarasota County School District's Public-School Code of Conduct, supplemented by the SKY Academy Code of Conduct and Honor code. Infractions may result in a discipline referral form, which will be placed in my child's school record.
- I. To ensure my child does not bring any unauthorized/unsafe items, games, toys, or electronic devices from home into the classroom. The teacher will confiscate any unauthorized items that my child may bring to school. The school administration may keep such items until the end of the school year. While the school will make every effort to protect such confiscated items, we cannot be responsible for lost or damaged items.

- J. To ensure my child maintains a satisfactory Grade Point Average (GPA). The minimum requirement for participation in after school sports and activities in the State of Florida is 2.0. SKY Academy, as part of our Honor Code, will enforce stricter rules. The minimum requirement for participation in sports and activities at SKY Academy is 2.5. Any student who fails to achieve this minimum requirement at the end of any 9-week period will be placed on Academic Probation, and parents will be required to attend an Academic Improvement Plan (AIP) conference. If there is no improvement at the end of the semester, the AIP will be reviewed and further interventions and/or recommendation for alternative placement may be considered. Parents are responsible for the implementation of all aspects of the plan. Students will be required to attend Academic Enrichment Classes per teacher recommendation. (ie. excessive absences/tardiness, low FSA's, failing grades)
- K. To provide my son/daughter with all needed supplies including math calculator, student planner, binder and all supporting materials indicated on school supply list.
- L. To adhere to the SKY Academy and State of Florida Cell Phone Policy. Students are not allowed to have their cell phone on between the hours of 8:15 and 3:10 PM. If a phone is on or in use during the school day, phones will be confiscated and held by Administration for parent pick up at the end of the school day. Repeat offenders will be given detentions and suspensions depending on infraction.

2. To enhance my child's academic growth, I agree to do the following:

- A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for thirty minutes of reading daily.
- D. To limit television and video games during the week and allow more time for reading, studying and family time.
- E. To check my child's homework folder, behavior tracking card, and parent portal daily and to encourage my child to reach his or her academic level with deep commitment and enthusiasm for learning.
- G. I agree to have my child here on time each day. I understand that attendance is mandatory. After an absence, the parent must send a handwritten note, within 3

days of absence, explaining the reason for the child's absence. I will adhere to Florida State student attendance laws and Sarasota County attendance policies. Tardiness will result in detentions, referrals and possibly jeopardize your child's enrollment at SKY Academy.

- H. I agree to pick my child up every day on time. The school reserves the right to apply sanctions to students who are on campus during no-school hours and who do not participate in the before/after school care program, classes, or tutoring programs, or are participating in a school sponsored club or sports activity.
- I. Physical Education classes are a mandatory part of the curriculum and students must participate daily. Excessive absences or non-participation will result in an administrative parent meeting to discuss students' continued enrollment at SKY Academy.

**We understand that by not fulfilling my contractual obligations to the School and to my child, this may result in my child being suspended or withdrawn and referred to a regular Public School or a private school of the parent's choice as approved by the SKY Academy Board of Directors.**

## **Honor Code**

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible adults whose "character counts."

SKY Academy Honor Code expects students to be honest, kind, respectful, patient, proud, and courteous.

SKY Academy Honor Code is a school-wide plan that clearly outlines expectations. Proper behavior is recognized, and consequences are given for breaking the code. As a County Public Charter School, SKY Academy uses the Code of Student Conduct published and distributed by the Sarasota County Public Schools. To ensure a safe and orderly learning environment, SKY Academy is enforcing stricter standards for its students.

Each parent must take an active role in supporting the plan. We want our children to learn to be responsible citizens. It is in the children's best interest that parents and staff work together to ensure a happy, safe and productive learning experience.

Satisfactory Academic Progress: Students need to have a minimum Grade Point Average (GPA) of 2.0 to graduate from high school in the state of Florida. SKY Academy, as part of our Honor Code, will enforce stricter rules. Any student failing to achieve this



minimum requirement at the end of any nine-week period will be placed on Academic Probation and the parents will be required to attend an Academic Improvement Plan (AIP) conference. Parents are responsible for the implementation of all aspects of the plan. If there is proof of non-compliance with the requirements of the AIP, it will be considered a breach of contract between SKY Academy and the parents. The minimum requirement for participation in sports and activities at SKY Academy is 2.5.

The Honor Code at SKY Academy provides for a strong bond of trust among all members of the school community. The Honor Code instills in all students a mutual respect and understanding for the ideal of honorable behavior. Honor is a complex and multidimensional principle—moral aspiration that defies simple characterizations (UVA, Honor System, 2010.). The Honor Code at SKY Academy is a system that defines that students must refrain from lying, cheating and stealing or face severe sanctions by the School and Honor Committee.

The Honor Committee has two basic purposes: first, to increase the students' understanding and awareness of the Honor Code; second, to preserve the integrity of the Honor Code by giving impartial and fair hearings to students suspected of committing an Honor Code violation.

Lying is defined as any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with intention to deceive. Examples of lying include, but are not limited to: making a false statement in an attempt to gain an unfair advantage; giving false excuses and explanations for being absent or tardy; bending the truth or pretending not to understand information that one is expected to know; lying by omission – leaving out pertinent information in order to gain an unfair advantage or to protect others; receiving permission from a teacher to go one place and going someplace else, forgery.

Stealing is defined as the taking or attempting to take property, whether physical or intellectual, without right or permission. Examples of stealing include but are not limited to: taking something without permission of the owner even if the intention is to return whatever is taken; borrowing something without permission even if the intention is to return whatever is borrowed; finding something and making little or no effort to locate the rightful owner; unauthorized removal of academic materials from a teacher.

Cheating is defined as using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others. Examples of cheating include, but are not limited to: turning in work that was not entirely done by the student and giving the impression that the work was done by the student; copying homework without the consent or approval of the teacher; using translation sighted off the internet or software in foreign language classes; using workbooks from a previous year with answers already written in; working with others on any assignment which is intended to be an independent effort; dividing up work among group members that was intended to be done together; using a similar assignment from a past class (book report, essay, etc.); allowing one's academic work to be used in place of another's; having notes or textbooks visible during tests or quizzes;

giving or receiving information about a test, quiz, or other assignment prior to starting the assignment; this includes receiving from someone unauthorized specific test questions or information about topics included in the assignment; glancing at someone else's test or quiz; using a calculator when instructed not to use it; not telling your teacher that the score on your test is added wrong; not telling your teacher when a wrong answer was not marked wrong; instead of reading the original book or original literary work, reading a condensed version, seeing the film or video, or using Cliff's notes; reading an English version of a work assigned in a foreign language.

Plagiarism is defined as literary theft, misrepresentation, and falsification. Explanations of plagiarism include, but are not limited to: stealing someone's ideas or thoughts or borrowing dishonestly from another; signing one's name to a daily assignment or major work to declare that work totally one's own; not clearly marking the source of the information, thoughts or ideas; inadvertent documentation mistakes that allow another's words, thoughts, or ideas to be credited as one's own due to improper referencing. Plagiarism is prevented when the proper form of documentation is followed.

A severe clause can be enacted automatically when the student performs one of the violations listed below: Severe Clause Violations – Fighting, Drugs, Weapons, Profanity, Defiance of School Personnel, Assault upon a Staff Member, Continuous Disruptive Behavior. The Parent/Guardian will be called to pick up the students. Any infraction within the Severe Clause will result in immediate Out-Of-School (OSS) Suspension and possible withdrawal from SKY Academy.

## **Visitors & Security**

SKY Academy is a safe and secure school. For the safety of our students, all visitors must press the outside doorbell to be admitted into the school. All visitors must provide a photo I.D. No student may be removed from campus without proper identification.

SKY has a video/surveillance system to strengthen the safety and security of all students and staff. This system will record and be used for internal purposes only.

All requests for video records should be submitted to the front office staff and will be reviewed by the principal. If the video needs to be redacted there will be a fee incurred by the requesting party.

## **Attendance**

Regular and punctual attendance is vitally important to a student's success in school. Florida State Law requires regular school attendance, and it is the responsibility of the

parent to ensure that their child attends and is on time to school daily. It is recognized that there are times when absences are unavoidable.

Attendance is reported by period and a student must be in attendance daily for 200 minutes or 4 periods to be considered present.

When your child is absent from school:

Parents/guardians need to provide a written explanation within 3 days of the absence. Parents/guardians are not required to call in to the school to report a student's absence. Parents may be asked to provide written documentation from a physician when excused absences for illness are excessive.

The School Administrator has the authority, within guidelines of the law, to determine if the absence is excused.

Parents will be notified of excessive unexcused or unexplained absences. If a pattern of non-attendance develops, parents will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated. Students that accumulate 5 or more absences per month or 10 or more within a 90-day period may receive a district letter notifying the parent of the absences. An administrative meeting will be required in order to determine if SKY Academy is the proper school or if the student needs to be returned to their districted school.

**Tardy:** Students must report to the office to obtain a pass. A parent note is required to excuse a late student due to illness, appointment, or urgent family matter.

**Early Dismissal:** If students need to leave early, the parent or guardian must sign the student out at the front desk. Parents cannot call and ask for students to be dismissed prior to their arrival at the main office. No student can be signed out, during school hours, by anyone other than the registering parent or guardian, without a signed note, from the registering parent. The note is required even if the person requesting to sign out the student is on the student's emergency contact list. A parent note is required to excuse an early dismissal due to illness, appointment, or urgent family matter. SKY Academy has strict policies regarding excessive absences, tardiness, and early dismissals. It is in the best academic interest of the student to be in school daily and on time.

## **Backpacks**

Students are not allowed to carry backpacks at SKY Academy. Students are permitted to use drawstring bags with no more than two pockets. Bags are subject to search by school personnel based upon suspicion that the student may be carrying something prohibited on school property.

# **Student Dress Code**

The appearance of the members of the SKY Academy family is of paramount importance. Pride in our appearance is fundamental to good character development and success.

- Bottoms- SKY Logo Khaki shorts, skirts, skorts, slacks purchased from Children's World. You can also wear khaki or black uniform shorts or pants purchased from other stores as long as they are fingertip length and not sagging (no cargo, carpenter, or excessive baggy bottoms).
- Tops- SKY logo polo purchased through Children's World.
- SKY polo black 8<sup>th</sup> grade only\*
- On Fridays, students can wear shirts purchased from the online spirit store.
- PE any SKY logoed Tee shirt.
- PE shorts must be solid black without pockets and be fingertip length, and can be purchased from any store. PE shorts are also available for purchase at Children's World.
- Black, Gray, or White leggings are allowable under PE shorts.
- Black, Gray, or White solid long sleeve under shirt are allowable under PE shirts.
- Students will no longer be allowed to wear hooded sweatshirts. Children's World sells a light zip-up jacket with no hood, which will be acceptable. Students will also be allowed to wear a black or grey zip-up windbreaker-type jacket as long as there is no logo, no hood, and just one color.
- PE SKY sweatpants are available for purchase at Children's World.\*
- Sweatshirts are not allowed to be worn during PE class, unless specifically allowed by PE teachers due to cold weather outside.
- Socks can be any color.
- Closed-toed athletic shoes. Students will only be allowed to wear athletic tennis shoes/sneakers. No vans, boat shoes, Crocs, flip flops, slides, slippers, loafers, boots, sandals, brogues, topsiders, beach shoes, clogs, heels, moccasins, open toes shoes, oxfords, sling-backs, jellies, uggs, flats, wedges, mary janes, etc...
- All uniforms must be cleaned and fit appropriately.
- Limited jewelry- ring, watch, chain.

## **Additional Notes**

Students who have PE 1<sup>st</sup> period can wear their PE uniform to school.

Students who have PE 7<sup>th</sup> period can wear their PE uniform home from school.

\*\*All logoed uniforms must be purchased from approved vendors.

Teachers should do a uniform check daily and remind students of dress code policy. If a student is not complying with this policy after a phone call to parents, disciplinary action will take place, which could result in OSS.

# **Bullying**

NOTE: Any reference to “bullying” in this handbook includes cyberbullying (via computer, tablet, smart phone, or any other electronic device), whether specifically stated.

It is the policy of the SKY Academy in accordance with the Sarasota County School District that all its students will have an educational setting that is safe, secure, and free from harassment or bullying of any kind. SKY Academy will not tolerate bullying or harassment of any type. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted **and repeated** written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that places a student in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

Conduct that constitutes bullying or harassment, as defined herein, is prohibited. SKY Academy upholds that bullying or harassment of any student is prohibited as follows:

- During any education program or activity conducted by SKY Academy educational institution:
- During any school-related or school-sponsored program or activity:
- On a SKY Academy school bus; or
- Using data or computer software that is accessed through a computer, computer system, or computer network of SKY Academy during the school day. (7:40 AM – 2:40 PM)

Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct as decided by SKY Academy Administration.

# **Discipline**

## 300.9 - Discipline Policies and Procedures

Violations of the Code of Student Conduct occur in varying degrees of severity. These behaviors are aligned with the district's discipline policy, from least severe (Level 1) to most severe (Level 4). Consequences are decided by SKY Administration.

# **Prohibited Items**

These items are prohibited on school campus: weapons, drugs/paraphernalia, tobacco/vaping products, pornographic, vulgar and violent material. This includes any other items deemed dangerous or inappropriate by school Administration.

# **Bus Policy**

Any student riding the bus must always adhere to the following rules.

- Body parts must remain inside
- Seated facing forward
- Seatbelts on
- Must have headphone/earbuds while using phones or devices
- Maintain an appropriate volume of their voice; no screaming or yelling
- School appropriate language only
- Be respectful to the driver and other students
- **No eating on the bus/ water only**
- No fighting (verbal or physical)
- Nothing is to be thrown out of the bus windows

## **The Consequences of not following the rules are as follows:**

Level One: Verbal warning and parent phone call

Level Two: First bus writeup: lunch detention and parent phone call; possible administrative meeting if necessary

Level Three: Second bus write up: suspension from bus for 3 days

Level Four: Third bus write up: suspension from the bus for 5 days

Level Five: Fourth bus write up: suspension from riding the bus indefinitely and administrative meeting.



# **Acceptable Use of Technology Policy**

We are excited about all the 21<sup>st</sup> Century skilled opportunities available to our students and staff members. We also know how important it is to provide safe and secure access to these opportunities. This permission form describes the tools and student expectations for using technology at The SKY Academy. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of SKY Academy's online presence in Google Apps for Education:

- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office that will allow teachers and students the opportunity to collaboratively create, edit and share files for the school related project listed below.
- Sites - an easy way to create web pages for classroom projects in a secure environment.
- Google Classroom – Teachers can create an online Learning Management System for students to turn in assignments and access classwork.

## **Student Expectations for Acceptable Use**

The teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning community. All participants will respect the teachers' time and professionalism by supporting the same positive approach.

- All participants will be respectful in their postings and comments. Inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will not be tolerated.
- No student, or other participant, may include any information on the site that could compromise the safety of him/herself or other class members. Participants should avoid specific comments about school location or schedules.
- All participants must protect their log-in and password information, as well as class passwords (if any). If participants suspect that a password has been compromised, they must notify the teacher immediately.
- No participant may share his/her log-in information or protected information about the site with anyone who is not a participant.
- Student use must follow all other expectations as listed in the SKY Academy Student Handbook.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or any wherewith Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times; keeping in mind we have implemented security monitoring services operating 24/7 to track, flag, and monitor all student technology use.

Student safety is our highest priority.

**Chromebooks or other school owned technology that is damaged due to student negligence will be evaluated and a fine assessed to replace or repair.**

#### **Acceptable Use** (Privacy and Safety)

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

**Privacy** - Students have no expectation of privacy on the Apps system.

**Limited personal use** - Students may use Apps tools for personal projects but may not use them for:

Unlawful activities

Commercial purposes (running a business or trying to make money)

Personal financial gain (running a web site to sell things)

Inappropriate sexual or other offensive content

Threatening another person



Misrepresentation of SKY Academy, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

### **Safety**

Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers. Students agree not to meet with someone they have met online without their parent's approval and participation. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

### **Access Restriction - Due Process**

Access to Google Apps for Education is considered a privilege accorded at the discretion of SKY Academy. SKY Academy maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or SKY Academy policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the State of Florida also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

### **Consumer Safety** (Advice for Students and Parents):

**Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.

**Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

### **Digital Citizenship** (Advice for All)

Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself. Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

**Students have First Amendment rights to free speech.** Your rights can be limited in school, though. If you post something via email or on a school webpage that disturbs

the learning environment in your school, your right of speech may be limited. School websites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online:

### **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

The school will not publish confidential education records (grades, student ID#, etc...) for public viewing on the Internet.

The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

Parents may request that photos, names and general directory information about their children not be published.

Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

## **Personal Electronic Device Policy**

In addition to the school's Acceptable Use of Technology policy, SKY Academy has the following policy regarding cell phones.

**Cell phones may not be turned on inside of the school building at any time.** Cell phones must be switched off and left in the student's book bag. Turning the cell phone to "silent" or "vibrate" is not acceptable. Cell phones may only be used outside of school buildings and only outside of school hours. Smart watches should always be in airplane mode. Cell phones and smart watches have the potential to distract from the learning environment.

During inclement weather students will be permitted to use their phones to contact parents from the main office areas only.

**Any student who is found to be in violation of this policy will have their cell phone confiscated.** Cell phones will only be returned to parents after 3:15 p.m. At this time a parent/student conference will be required. Repeat violations of this policy will result in further sanctions. Any phones not claimed by the beginning of the following school year will be disposed of. Parents will be required to acknowledge that they received their child's confiscated phone by signing it out. SKY Academy is not responsible for any confiscated phones and/or electronic devices.

Any student found to be using any phone or other device to take photographic images, record sound, or to communicate with other students within the building without prior permission from the administration will be subject to administrative proceedings and possible referral to law enforcement. Any student who uses an electronic device to threaten or intimidate another student or staff member through email, social network posting, or other electronic message will be subject to disciplinary action as determined by school administration and possible referral to law enforcement.

*Students are not to bring cameras/phones to any school activity or extension thereof for the purpose of video recording/pictures.*

SKY Academy is not responsible for lost, stolen, or damaged personal property.

## **Field Trips**

Students must return completed and signed forms to school prior to the field trip day. Verbal permission is NOT acceptable. The school sets student behavior and academic expectations for field trip participation. Field trip fees are non-refundable. All field trip chaperones **must be** approved through the Sarasota County Volunteers Count Program. Field trips are an extension of the school day; therefore, the same SKY policies and Honor Code should be followed.

# **Grading**

Grade reports are issued every nine weeks. Midterm progress reports are issued each quarter at 4½ weeks. Both can be accessed online via the Family Portal. We encourage you to track your students' progress through the Family Portal all year. You can access your child's current grade in each class, check for missing assignments, and review attendance history online. If you have any questions about your child's progress at any time, please contact your student's teachers for a conference.

To register go to: <https://parentsportal.sarasotacountyschools.net>

The Family portal website also provides step by step instructions on how to access the portal. Parents will need their students N-number, which will be provided by the school.

# **Health Room**

All over-the-counter and prescription medication must be taken to the health room by a parent, accompanied by a completed Medication Release Form, signed by a doctor and parent. This medication must be a new, unopened bottle/package. Tylenol and Ibuprofen are provided by the clinic and parents must sign an authorization form to allow the clinic to dispense medication to their student. All medication will be kept in and dispensed through the health room. Students may not have any medication with them in class unless there is a doctor's form that states there is approval to do so. This includes over the counter medications. This can be an Expellable Offense.

# **Lockers/Locks**

Students are required to rent a SKY lock for their PE locker. The cost is \$5.00 per lock. At all times, students are expected to keep all belongings in their lockers and to close their locks. They are not to share locker combinations.

# **Lost and Found**

Articles found at school are to be turned in to the PE Office where owners may claim their property with proper ID. At the end of each month, articles not claimed will be donated to benefit others.

# **Textbooks and Instructional Materials**

- Materials are to be used for student learning and are to be returned in the condition in which they were loaned.
- At the start of the school year, students will be provided with a set of textbooks, and/or online textbook access. These materials will be checked out through the classroom teacher.
- Students are to put non-stick book covers on ALL textbooks that they take home.
- As per Florida School Law, damage to textbooks and materials is evaluated and a fine is assessed.
- Each parent and student to whom textbooks and materials have been issued is liable for any loss or destruction.
- District policy states that the fine may be levied based upon the condition of the book and materials.
- Chromebooks or other school owned technology that are damaged due to student negligence will be evaluated and a fine assessed to replace or repair.

## **Parking**

Visitor parking is in front of the building in authorized spots. There is no parking permitted in front of the school entrance for safety and security reasons.

## **Personal Items**

Please leave personal items at home. SKY Academy is not responsible for lost, stolen, or damaged personal items. No aerosol cans or heavy perfumes allowed.

## **Physical Education**

In PE, students must wear PE uniforms and closed toed athletic shoes. If a student wears SKY approved sweatpants to PE, it is required to change out to the school uniform for hygiene purposes. If students have PE last period, they will be allowed to leave in PE gear.

## **Extracurricular Sports**

For a student to be eligible to participate in interscholastic extracurricular activities, he/she must meet all the requirements established by the Florida High School Athletic Association (FHSAA) and maintain satisfactory conduct, as defined by the School Code of Student Conduct. A GPA of 2.5, as well as no failing classes, must be maintained. Excessive absences, tardiness and disciplinary infractions could impact student eligibility.

## **SKY Boosters**

The SKY Boosters is a decision-making group comprised of parents, students, teachers, administrators, support staff, business, and community members. SKY Boosters meets monthly and assists in developing, implementing, and evaluating school events and activities. Meetings are open to the public, and all are invited to attend and participate. Contact the school office for meeting dates and information.

## **SKY Board**

SKY Board meetings are held on a regular basis and posted on the school calendar. Notice will be posted at school and at the YMCA. Board information and meeting dates can also be found on our website, [www.skyatthey.com](http://www.skyatthey.com).

## **Safe and Orderly School/Positive Behavior Support**

SKY takes pride in being a safe and orderly school. Our staff has high expectations for student behavior. The philosophy of our behavior management plan is that students and adults have the right and responsibility to:

- Do their best work

- Be successful
- Always Feel safe
- Cooperate and help one another
- Make choices and decisions and be accountable for them.
- Be treated with dignity and respect.

## **School Expectations**

Students are expected to:

- Contribute to improve performance
- Maximize time on task
- Communicate respectfully
- Consistently follow school and team expectations
- Communicate all school-related information to parents
- Keep hands/feet to self
- Keep items not allowed at school at home.
- Follow SKY policies and procedures
- Be on time and prepared
- Follow all school, team, and classroom expectations
- Be prepared with materials, supplies, and positive attitude.
- Clean up work area
- Take care of school property
- Use student planner

A variety of interventions and informal/formal disciplinary action will be used by school personnel as decided by Administration.

Parents are expected to:

- Reinforce school and team expectations
- Use the student planner, telephone, or email to communicate with teachers
- Contribute to improve student performance
- Sign in and out at the front office, be willing to show ID, and wear an ID name tag while on campus.
- Volunteer 10 hours a year and be registered with Sarasota county's volunteer program.

# Cafeteria

- Students are encouraged to participate in the SKY breakfast & lunch program. Cost of lunch is \$3.50, and breakfast is \$1.00. Free and reduced lunch applications are available at the front desk.
- **Parents/students are not allowed to have any fast food meals brought in for lunch or breakfast. (McDonalds/Burger King/Taco Bell, etc.).**
- Students should bring a healthy drink to lunch that includes water, 100% vegetable juice, or milk. (Starbucks/ Dunkin Donuts/soda, etc. are not allowed.)
- Remember there are 4 main components to a healthy lunch.
  - #1 & #2 Sturdy Anchor: Protein paired with a high fiber grain.
  - Aim for 2-3 ounces of protein and 1-2 ounces of whole grain.
  - #3 Sides with a substance, void of processed sugar- Lunch is a key meal to help meet the recommended 5 servings of fruit and vegetables daily. Aim to pack at least one fruit and one vegetable daily.
- We hope that these guidelines assist you in packing a perfect lunch.
- (Students can carry a water bottle during the school day with water only.)

# End of Day Procedures

Students are expected to:

- Know how they are getting home before the end of the school day.
- Follow the expected route home.
- Go immediately to the bus, parent pick up or Aftercare from the last class.
- Be off campus at 3:15 unless at a pre-arranged SKY Activity.

Parents are expected to:

- Make sure each day the students know their route home before coming to school
- Any changes in a student's transportation home, must be called in to the school, by 2:00 pm.
- No student dismissals will be permitted after 2:35 p.m.



# **Bike Riders**

- In Florida, bike riders under 16 years of age must wear a properly fitted helmet, fastened with a strap. Violations of safety and behavior guidelines will result in revoking of bike riding privileges. The school is not responsible for lost, damaged, or stolen bikes.

# **School Emergencies**

## **Evacuation Procedures:**

Students are expected to:

- Know exit procedures
- Listen for instructions
- Remain quiet and orderly

**Limited Lockdown Procedures:** Students are expected to:

- Know classroom safety procedures
- Listen for instructions
- Remain quiet and orderly
- If outside, go to the nearest classroom for teacher help and remain inside.

**Full Lockdown procedures:** Students are expected to:

- Know classroom safety procedures
- Listen for instructions
- Remain quiet and orderly
- If outside, go to the nearest classroom for teacher help and remain inside.

# **Search Policy**

Florida School Law, 2003, statute 1006.09, subsection (9) states: a student's locker or other storage area is subject to search upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within. This subsection allows the use of metal detectors or specially trained animals in the search for illegally possessed substances or objects.

•School personnel have the authority to search a student's backpack, purse, or wallet, upon reasonable suspicion, if the student refuses to reveal the contents inside.

- School lockers are the property of the school and are subject to periodic searches without prior notice and without reasonable suspicion of a violation of the law.

# **Aftercare Program Policy**

## **Aftercare operating Hours**

Aftercare is open Monday through Friday from 3:15 – 6:00 and is not offered on school holidays or teacher professional development days. In the event of a schedule change or if Aftercare must be canceled, you will be notified immediately via email.

## **Aftercare Communication**

Communication is vital to keeping the program innovative, safe and fun. If you need to contact your student during aftercare hours, please call the site phone (941)685-3150. If you have any questions or concerns, please feel free to speak with the Program Director. The best way to communicate with the Program Director is by email, lgrant@ymcaswfl.org, or calling (941) 475-1234 to schedule a meeting outside of regular aftercare program hours.

## **Payment Procedure**

**The fee for Aftercare is \$90.00 per month and must be paid in full regardless of how many days your student attends.** Aftercare is paid on a monthly basis. **If payment is not received the student cannot attend Aftercare until full payment is made.** Payment is made via auto withdrawal. It is the parent's responsibility to provide the Englewood YMCA with billing information throughout the term of the program. Should any payment not be honored by the parent's bank, for any reason, the parent is still responsible for the payment, plus any applicable service charge assessed by the Englewood YMCA. Financial Assistance may be available for those who qualify. Payments received late may jeopardize your student's enrollment in the program and will be subject to additional fees. Students may not register for any other sports, clubs, organizations, or programs until the Aftercare Program outstanding balances are paid. Additionally, students may not attend field trips or SKY Academy Englewood school functions if a debt remains unpaid.

*We reserve the right to discontinue service to families who are repeatedly delinquent on their payments or who have an outstanding balance.*

## **Withdrawal**

Withdrawal of your student(s) from our Aftercare program requires written notification by the 15<sup>th</sup> of the month signed by a documented parent or caregiver. We do not issue refunds for the current month.

## **Late Pick-up**

If you are late picking up your student after school and are not enrolled in the Aftercare program, your student will wait for you in the front office, not in Aftercare. **Aftercare is**

**not a holding area for late pick-ups.** If you prefer your student to wait in Aftercare you may pay the monthly flat fee of \$90.00 or you may pay on an as needed basis at \$10.00 per day.

Please notify us immediately if you will be late picking up your student from Aftercare by calling (941) 685-3150. **A late fee of \$1 per minute, per child after 6:00pm will be assessed. Parents are held accountable for these additional fees and must be paid directly to the staff upon arrival.** Payment with cash or checks are accepted. The check can be made out to Englewood Family YMCA with your child's name and the memo "AC Late Fee" with the date. If you are unable to pay at late pick-up, you will be given a grace period until the next morning; however, you **MUST** pay the fee the following school morning. If a late fee remains unpaid after the one-day grace period, a strike will be recorded for the student and parent.

To avoid having to pay a late fee, we strongly urge you to authorize multiple individuals to pick your student up from Aftercare. Please remind any authorized signer that a valid photo ID is required to sign your student out of the program. Excessive tardiness may result in the dismissal of your student from the program. ***Please be respectful of our Aftercare employees' time.***

### **Academic Support**

Homework support is offered Monday through Thursday for at least 30 minutes per day. While we make every effort to give your student appropriate time and support to complete his/her homework, please realize it is not the responsibility of the staff to be sure it is correct and complete. We strongly encourage parents to follow up on their student's homework.

### **Structured Activities**

- Afterschool Clubs including but not limited to: cooking, STEM, art, book clubs, coding, music, and gaming.
- Homework Assistance: Students are given 30 minutes a day for homework help and quiet study.
- Free Choice/Independent & Quiet Time: The student has the option of choosing from among several activities.
- Small/Large Group: The activities available are designed for either small groups or large group participation.
- Structured Sports Time: Time is set-aside for students to engage in team sports.

### **Discipline Policy**

If a student is unable to comply with the behavior expectations, the student will be given an initial warning and his or her parents/guardians will be notified. If a student's behavior continues to be disruptive, he or she will be removed from the aftercare group/activity and parents will be notified. The third offense will receive a written reprimand (strike) and parents will be notified and consulted concerning the student's behavior. Once the student receives three **(3)** strikes for any infraction, the student will be suspended from the Aftercare program. Infractions include, but are not limited to:

- Cell phone use
- Unauthorized area

- Touching another student or staff member
- Throwing food
- Unacceptable language
- Disruptive horseplay
- Willful disrespect to school official
- Willful damage to school or personal property of others
- Willful refusal to follow directions or instructions
- Disruption in classroom during homework/quiet time
- Late pick up after 6:00pm
- Other misconduct/infracti on as documented by staff

### **SKY Academy Sports**

Aftercare is not a holding area for students when sports practice or games end. Please make necessary arrangements for your student to be picked up immediately at the conclusion of sporting events or enroll them in Aftercare.

### **AFTER SCHOOL TEACHER-STUDENT APPOINTMENTS**

If a student-teacher conference, tutoring, or additional work for a class is required after school, the student must receive a pass during class from that teacher to be allowed to leave Aftercare. Students will not be permitted to leave Aftercare without a pass from a teacher, **there are no exceptions.**

### **SKY ACADEMY HOME GAMES**

Our Aftercare program policy on home games during sports seasons is as follows: **Students enrolled in Aftercare that wish to stay on campus to watch home games must be accompanied by their documented parent/caregiver after 6:00pm.** Aftercare operating hours are from 3:15 – 6:00 and Aftercare staff does not stay on campus after 6:00pm.

### **EXTRACURRICULAR ACTIVITIES AT SKY**

Students enrolled in the Aftercare program and SKY Academy Englewood sports, clubs, or organizations must check in with their Aftercare group leader by 3:15 and then report to their coach, mentor, or activity sponsor at the assigned meeting time and location. **Aftercare is only for those registered in the Aftercare program and is not a holding area for students waiting for their activity to begin.** If your student's activity does not begin immediately after school, please make the necessary arrangements for your student to be picked up or enroll them in Aftercare.

### **AEP AND COURSE RECOVERY**

Students attending AEP and Course Recovery after school that are enrolled in the Aftercare program must sign into Aftercare first then report to their AEP and Course Recovery teachers by 3:15.

### **PERSONAL BELONGINGS**

SKY Academy Englewood and the Englewood YMCA are not responsible for lost or stolen personal items. Please label all personal belongings with a

permanent marker for identification purposes. If an item is missing, you can check the Lost and Found. We understand that students bring their cellphones to school; however, cell phone use is not permitted during Aftercare. Our cell phone policy is "Off and Away" and SKY Academy Englewood and Aftercare programs will not be held responsible for lost or damaged phones.

### **ROLES AND RESPONSIBILITIES OF THE PARENT**

Parents and guardians are responsible for the following:

- Timely payment of all program fees
- Timely pick-up no later than 6:00 pm each day
- Treat Englewood YMCA Aftercare Program staff with respect and dignity
- Complete/Update the Englewood YMCA Registration Form

*A student may be dismissed from the program if a parent does not meet the above responsibilities on a consistent basis.*

## **SKY Academy Dismissal Procedure**

The following information represents the school guidelines for student dismissal. **"Please note that all SESIR incidents can result in immediate dismissal."**

1. Parent(s)/Guardian(s) will be notified of the student issue. Verbal or written communication is acceptable and will be documented.
2. Student issues will be discussed at the monthly SWST (School Wide Support Team) meeting for recommendations and interventions. Interventions can include academic, behavioral, and attendance issues.
3. Parent Conference with all student teachers and an administrator and documented by Team Leader. Students can be monitored on a weekly basis if necessary at this time.
4. If student issue persists, student will be placed on documented and dated student behavioral contract with requirements listed. Parent(s)/Guardian(s), student, and administrator signatures are required.

5. If student does not satisfactorily complete student probation, parent contact will be made by administrator notifying that the student will be rescinded to his/her district school.

**[Click here to sign the Parent Handbook](#)**