



SKY Academy Venice

2023-2024

Student/Family HANDBOOK

Interim Principal- Ann Warren

Dean of Students- Mary Sasse

** All content in this handbook is superseded by any state or district requirements.

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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 7:00 AM

Student School Day 7:40 AM – 2:40 PM

Bell Schedule

Period	Time
Arrival	7:00 - 7:35
1st Period	7:40 - 8:29
2nd Period	8:32 - 9:21
3rd Period	9:24 - 10:13
4th Period	10:16 - 11:09
5th Period	11:12 - 12:05
6th Period	12:08 - 12:56
7th Period	12:59 - 1:48
8th Period	1:51 - 2:40
Dismissal	2:40-2:50
YMCA Aftercare	2:45 - 5:45

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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.
- 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, either brown bagged or purchased from the SKY Academy Cafe, 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 recommendations 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 Cell Phone Policy. Students are not allowed to have their cell phone on between the hours of 7:30 and 2:40 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 the 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 nightly, 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/typed 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

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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

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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 10

homework without the consent or approval of the teacher; using translation sited 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.

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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. Video requests may have a fee attached according to

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. Administrative meeting will be called to determine failure to follow the parent contract for attendance.

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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 may carry a backpack to school. Backpacks are subject to search by school personnel based upon suspicion that the student may be carrying something prohibited on school property. We prefer that students use string backpacks but it is optional for the 23-24 school year. We will be moving to string backpacks only for the 24-25 school year.

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- Proper fitting uniform Style Black or Khaki shorts, skirts, skorts, or slacks. Cargo shorts/pants are not allowed. Shorts or skorts must be fingertip length.
- Tops- SKY logo polo purchased through Children's World.
WWW.childrensworlduniform.com
- PE any SKY logoed Tee shirt.
- PE shorts must be solid black without pockets, logo free, fingertip length. 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 shirts are allowable under PE shirts.

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- Approved SKY Academy **non-hooded** sweatshirts* or solid gray or black non logoed sweatshirts. **Hooded sweatshirts and any other other hooded garment will not be allowed.**
- PE SKY sweatpants are available for purchase at Children's World. • Closed toed athletic shoes with laces are required. **Hey Dudes, Croc's, Slides, Slipper type shoes, and sandals are not acceptable.**
- All uniforms must be clean and fit properly.

Additional Notes

Students who have PE 1st period can wear their PE uniform to school.

Students who have PE 7th period can wear their PE uniform home from school.

**All uniforms must be purchased from approved vendors.

Teachers will do a uniform check daily and remind students of dress code policy.

Bullying

NOTE: Any reference to "bullying" in this handbook includes cyberbullying (via computer, tablet, smartphone 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: 14
- 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.

Red Folders and Tracking Cards

Students at SKY Academy Venice carry red folders with them daily. This home/school folder contains the students behavior tracking card and bathroom pass record, as well as all documents that need to be reviewed by the parents. Teachers will use the tracking card to communicate minor classroom infractions.

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 the 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
- No moving seats unless given permission by the driver
- 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

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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 21st 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.

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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 anywhere with 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. 17

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

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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)

RPA 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>

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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 2:40 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. 20

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

Quarterly Grade reports are issued every nine weeks. Daily assignments, grades and scores 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.

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Lockers/Locks

Students are provided a SKY lock for their PE locker. 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 locks cost \$5.00 to replace. **Stolen items will not be investigated. Students must be diligent in locking their personal items up in the provided lockers.**

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.

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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. Please refer back to Honor Code for clarification on the GPA. Excessive absences, tardiness and disciplinary infractions could impact student eligibility.

SKY SAC

The SKY SAC is a decision-making group composed of parents, students, teachers, administrators, support staff, business, and community members. SKY SAC meets regularly 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.

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PBS / Safe and Orderly School

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 maintain a positive attitude
- Clean up work areas
- Take care of school property

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
- Communicate with teachers through various platforms fitting their lifestyle (telephone, email, notes, etc)
- 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

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At SKY Academy we strive off the following **three** core components:

Safety - through self regulation, enhances adults and children's ability to recognize and manage physiological and emotional upset.

Connection - through creating a compassionate School Family culture, motivates adults' and children's willingness to engage in healthy relationships, help each other be

successful and change perceptions about conflict.

Problem Solving - through changing our response to conflict and upgrading social-emotional skills, boosts adult's and children's ability to adapt to changing situations (resiliency).

Schools Expectations based upon core values

3 Tiered Support of Student Behaviors:

Tier 1:

School-wide positive expectations and behaviors are taught
Established classroom expectations aligned with school-wide expectations
A continuum of procedures for encouraging expected behavior

A continuum of procedures for discouraging problem behavior
Procedures for encouraging school-family partnership
Classroom management (proximity to student, verbal reminders/redirection, seating arrangement)

Tier 2:

Increased instruction and practice with self-regulation and social skills
Increased adult supervision

- Increased opportunities for positive reinforcement
- Increased pre-corrections
- Increased focus on possible function of problem behaviors
- Increased access to academic supports
- Use of an alternative location to complete assignments

Tier 3:

- Function-based assessments
- Wraparound supports
- Cultural and contextual fit

Incentives:

We implemented Live School where students have the opportunity to earn points based upon our mission here at SKY:

Caring

- Being courteous to others
- Get staff member if concerned
- Helping others

Honesty

- Being truthful
- Ownership of actions

Respect

- Respecting class time
- Respecting others
- Respecting school environment
- Respecting self

Responsibility

- Appropriate school uniform
- Being on time
- Being prepared for class
- Clean tracking card
- Management of time
- Outstanding participation
- Task completion

Each week the student's tracking card will be checked and students will receive points toward LIVE SCHOOL, they can cash in these points every Friday at our SKY School Store. They have the choice to accumulate their points for a bigger reward.

Tracking Card:

This is a communication log that allows us the opportunity to track, manage and communicate minor classroom infractions between school and family. This communication log can be found in the students red folder. **Tracking cards will be issued ONE time per year.**

Green Card Level 1 Behavior:

Prior to marking cards, teachers have given students a verbal warning. The tracking card is carried with students at all times. If a teacher requests a tracking card and the student does not have it, a lunch detention is served. If lost, a level two card will be provided.

If a student receives a mark on the card, a parent or guardian must sign and date by Friday.

A lunch detention is served if there are 5 marks on a student's card.
Three lunch detentions will be served for the 10th mark.
A parent conference and a county referral will be given after the 15th mark and a Level 2 Behavior Card will be issued.
If students have a clean card for the week, they will be given 5 Live School Points every Friday.

Yellow Card Level 2 Behavior:

This card must be carried with you at all times. If a teacher requests your tracking card and you don't have it, a lunch detention will be served.
If a student receives a mark on the card, a parent or guardian must sign and date in the corresponding space provided by Friday.
One day of In-School Suspension with a county referral is served when 5 marks are earned.
Two days of In-School Suspension will be served for the 10th mark. An administrator conference will be held after the 15th mark and a Level 3 Behavior Card will be issued.

Red Card Level 3 Behavior:

This card must be carried with you at all times. If a teacher requests your tracking card and you don't have it, a lunch detention will be served.
If a student receives a mark on the card, a parent or guardian must sign and date in the corresponding space provided by Friday.
One day of Out-of-School Suspension with a county referral is served when 5 marks are earned.
Two days of Out-of-School Suspension will be served for the 10th mark. When a student reaches the 15th mark, an administrative conference will be held to discuss the student's possible dismissal from Sky Academy.

Cafeteria

- Students are encouraged to participate in the SKY breakfast & lunch program. As of the start of the 2023-2024 school year, the cost for breakfast and lunch is \$3.00, and breakfast is \$1.00. Free and reduced lunch applications are available at the front desk.
- **Parents/students are not allowed to have any restaurant meals brought in for lunch or breakfast.**
- Students should bring a healthy drink to lunch that includes water, 100% vegetable juice, or milk. **(Starbucks/ Dunkin Donuts/soda, etc. are not allowed.)**
- 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 2:50 unless at a pre-arranged SKY Activity** • Appropriate language and behavior is expected at all YMCA facilities after school hours. Students should not have to be disciplined for inappropriate behavior at the YMCA. Students may lose field trip privileges if behavior is not appropriate in the public setting of the YMCA.

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.

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.

SKY Academy Dismissal Procedure

The following information represents the school guidelines for student 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 weekly SWST (School Wide Support Team) meeting for recommendations and interventions. Interventions can include academic, behavioral, and attendance issues.
3. A parent conference with all the student's teachers and administrators and documented by Team Leader. Students can be monitored on a weekly basis if necessary at this time.
4. If student issues persist, the student will be placed on documented and dated student behavioral contracts with requirements listed. Parent(s)/Guardian(s), student, and administrator signatures are required.
5. If a student does not satisfactorily complete student probation, parent contact will

be made by an administrator notifying the parent that the student will be dismissed to his/her districted school.