



Welcome to Sarasota Suncoast Academy Middle Grades,

This packet is designed to provide you with an overview of important information and, hopefully, answer some questions you may have about the school, our philosophy and our procedures.

## **UPCOMING IMPORTANT DATES**

- **Student Class Schedule Pick-up** - Please enter the middle school gate and walk to the middle school cafeteria.
  - August 7, 9:00-12:00
  - Classrooms will be open to meet and greet the teacher. Drop off Advisory supplies under the tent. Parents should send classroom supplies with students the first week of school.
- **First Day of School** - Monday, August 11. Gates open at 8 AM and students will report directly to their grade level area.
- **Open House** - Wednesday, August 27. 6:00-7:00. Food trucks will be available 5:00-8:00.

## **CELL PHONE POLICY**

We have adopted a cell phone policy for the safety of our students, families and staff. We appreciate your cooperation in **YOUR** restriction of the use of cell phones in the following areas:

- While driving a car in the pick-up / drop-off line
- While driving on campus at any time
- While walking in the parking area
- In the classroom when students are present

For complete understanding to our students, we have a simple cell phone policy.

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**NO CELL PHONES FOR STUDENTS**

- Students may have cell phones in their bags, purses, etc.... They are to remain OFF while on campus or on the bus. Smartwatches and other devices able to receive text messages or phone calls are considered cell phones and must follow the same guidelines as a cell phone. All headphones must be wired.
- Students who have their phones out or whose phone interrupts instruction because they are not silenced will have the phone confiscated and it is the family's responsibility to pick the phone up from school.

**SUNCOAST ACADEMY MIDDLE DRESS CODE**

Students are expected to wear school uniforms daily as outlined below unless otherwise allowed by school administration. The purpose of the school uniform is to bring uniformity and belongingness to the school student body.

**MONDAY - THURSDAY**

Shirts should be black, gray or any color green (lime, forest, heather, emerald, etc...) with a collar.

Pants, shorts, skirts and skorts should be SOLID COLORED khaki tan, black, navy blue or gray. Shorts options include khaki, golf, or athletic, but must be solid colored, at least fingertip in length, and any logo must be half-dollar sized or smaller. Plaid shorts, denim bluejeans, jeggings, yoga pants, clothing made of sweatpant material, and clothing with holes/rips are inappropriate for school.

Students may not wear pajamas to school.

Hoodies are only allowed in school colors: black, gray or green. Screenprints on the front and writing on the sleeve are not permitted. Sweatshirts may have a small logo on the chest area dollar bill size or smaller. A collared shirt must be worn underneath hoodies.

For safety reasons, students must wear sneakers daily. Sneakers are closed toe and closed heel shoes. Students should not wear sandals, flip-flops, boots, Crocs, etc...

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Students may wear crocs if it is actively raining but **must have sneakers to change into if/when the rain stops.**

### **FRIDAYS ONLY**

Students may wear their "School Spirit", athletic team spirit shirt, or Running of the Bulls shirt on Fridays only in place of their polo shirts.

### **SPECIAL EXCEPTIONS**

Throughout the year we will provide students opportunities to wear "other" clothes. This includes Wear What You Want for \$1 (typically the last Friday of the month), Wear What You Want for Canned Good (various days throughout the year) and various Spirit Week dress-up days. You will receive notification about these days via text message and email, and they will be posted on our website calendar. On special dress occasions, students must follow appropriate dress code: at least fingertip length shorts/skirts, closed-toe closed-heel shoes, shirts with sleeves, appropriate messaging on clothing items. The following items are not permitted: clothing with holes/rips, pajama tops or bottoms, flip flops/sandals, baggy sweatpants.

### **LOST CLOTHES**

When children forget clothing / materials, we make them available to students on our lost and found table. If their names are on their belongings it makes it easier to return them. Any unclaimed items will be donated to Mothers Helping Mothers every four weeks.

## **VOLUNTEER POLICY**

Parents are required to perform 10 hours of volunteer time for middle school students. Parents are responsible for logging their own hours at <https://suncoastacademy.org/volunteer-hours/>. Click the "Click Here to Register" button to begin the process. For families with children in middle school and elementary school, the total volunteer hours required is 20.

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**ATTENDANCE INFORMATION**

1. School begins promptly at 8:30 AM; after 8:30 students are tardy. The day begins with Advisory, a critical component of Responsive Classroom. Your child must be in class and ready to begin BEFORE 8:30 daily. If you are late, please follow the procedure below:
  - a. **Park, come inside, and sign your child in.**
  - b. If you are arriving after 8:50AM, please call us if your student needs lunch.
2. If your child eats breakfast here, they must arrive NO LATER than 8:10 so they can finish and get to class on time.
3. Students have **three (3)** days to bring in a note to have their absence excused. Notification by phone is good; however, for audit purposes we still must have a note for their files. You may email Mrs. Weaver at [Dorcas.Weaver@suncoastacademy.org](mailto:Dorcas.Weaver@suncoastacademy.org) with a note.
4. If a student is sick the school will excuse the student for up to three days with a parent note. After three days, a doctor's note is required to excuse absences.
5. Make Up Work - To receive credit for missing work due to absence, a student must turn in assignments upon returning to school within the number of days missed. However, for assignments that had previously determined due dates, those due dates must be observed unless prior arrangements were made with the teacher.
6. EARLY PICK UP - Students may be picked up before 2:50 PM; class ends at 3:02. Please come to the middle school office portable for an early dismissal and we will call for your students when you are present. There is NO NEED to send an early dismissal note.
7. Chronic tardiness to school or class will result in disciplinary action. Three tardies to school or to classes will result in lunch detention. Consequences will increase as tardies accrue. Failure to comply with attendance and tardy policies may result in dismissal from Suncoast Academy.

A student that has 15 unexcused absences within 90 calendar days is habitually truant under state law. The student may be dealt with as a child in need of services under Florida Statute Chapter 39 and potential criminal prosecution under Chapter 232. School Board Policy 5.40 grants authority to the principal to determine excused

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absences. Per the parent contract you signed, excessive tardiness or unexcused absences is grounds for dismissal from Sarasota Suncoast Academy.

### The MATH behind Attendance

4 days absent a quarter = 16 days a year  
16 days a year = 112 class periods missed  
112 class periods missed = 5,040 minutes of class missed  
5,040 minutes of class missed = 84 hours of school missed

## **BREAKFAST / LUNCH INFORMATION**

Food for breakfast and lunch is transported from Skye Academy School on a daily basis. Lunch counts are called in before 9:00 a.m. each day. Please note the following:

- All checks should be payable to “Skye Academy School” and should be placed in an envelope marked with your child’s name (pin number if you know it.) Note: You can put any amount of money in your child’s account. It is not necessary to pay on a daily basis. You may put money in your child’s lunchroom account online through Myschoolbucks.com.
- Middle school breakfast costs \$2.25 and lunch costs \$3.75. (Adult lunches are \$4.00)
- Middle Grade students are allowed to purchase seconds if available (funds must be available in the student’s account)
- Per Sarasota County rules, students are only allowed 5 charges. After this time, they will be fed sandwiches until their account is settled.
- If parents wish to purchase school lunch, they must let the office know first thing in the morning so that Lakeview can be notified to include additional lunches. These must be paid for when they are served. Adult lunches are \$4.00.
- If a student is going to be tardy, PLEASE call before 8:50 a.m. and let the office know if they will need lunch. Otherwise, we may run short on food.

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- Students wishing to eat breakfast must arrive at school NO LATER THAN 8:10 a.m. in order for them to eat and get to class on time.
- Menus are available online at <https://sarasotacountyschools.nutrislice.com/>. Students may eat school lunch or bring their own nutritional bag lunch from home. (No sodas or candy please!)

HELP! We use parent volunteers in the lunchroom on a daily basis in order to provide our teachers with a much needed, thirty minute lunch break. This mainly involves helping students open milk cartons and other items, wiping tables, and helping staff members monitor students. Lunch time runs from 11:00 a.m. until 1:10 p.m. daily. This is a great way to help our staff and get volunteer hours!



MySchoolBucks, a convenient online service that allows you to securely pay for your student's meals online using your credit/debit card or electronic check.

You can:

- Set Up Automatic Recurring Payments
- Track & Review Meal History
- Create Low Balance Alerts
- Make Payments with the Mobile App
- And More...

To Enroll:

- Visit [www.myschoolbucks.com](http://www.myschoolbucks.com)
- Create an account for yourself and your enrolled children. You will need your student's District Student ID# (not their PIN).
- Pay with credit or debit card. A convenience fee of \$1.95 is charged for each transaction.

Mobile App available for both iOS and Android.

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### **HEALTH INFORMATION**

The following information will help us to properly take care of your child while they are at school:

- 1) If your child has allergies, asthma, or any other major health issues, please be sure you complete school paperwork so that we can take care of them properly. (A county health nurse may be contacting you to get further instructions on their care.)
- 2) It is illegal for us to have **ANY** medication on school grounds without a written authorization from their doctor. This includes all over the counter medications. Forms are available from Mrs. Weaver in the middle school office. **Please note: Students may NOT TRANSPORT any medications. It is illegal! You must come to the front desk and sign in/out all medications.**
- 3) Students may not come to school if they have a rash of any kind until the rash is gone or we have written permission from the doctor. There is a form that must be completed by their doctor before they can return to school.
- 4) Students may not come to school if they have conjunctivitis (pink eye).
- 5) Students will be sent home if they have active head lice. Please notify the office as soon as possible if you have found lice on your child. It happens and there is no need to be embarrassed. Good ways to minimize your child's risk of getting lice is: a) Keep girls' hair in ponytails, b) Use conditioners/gels on their hair, and c) Use blow dryers to dry their hair. If your child has lice, they must be treated and nits (eggs) must be removed. We need to check them in the office before they return to class. We make every effort to keep the school clear.
- 6) Any student that has a fever of 100 degrees or higher or that vomits will be required to go home. Please make sure there are enough emergency numbers on their card in case they become ill.

It is school policy, as outlined in the Parent Contract, that you keep students home if they are running a fever or have other symptoms that could infect their classmates. They **may not return to school until they have been fever/vomit free for 24 hours.** You may not give fever reducing medication and send them to school. This infects their classmates and our staff. We understand it is difficult for working parents to keep their children home; however, it could actually result in less sick days if everyone follows these guidelines.

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## **COMMUNICATION METHODS**

The school's primary means of communication is our website, email & text messages - **NOT FACEBOOK**. Facebook provides an opportunity for you to connect with other families and some staff; however, issues of concern should be sent directly to Mr. Kamlade or the staff.

All families are encouraged to download the Sarasota County Schools app for their iOS or Android device. This app, when configured, will allow you to receive messages from the school and district, check your child's cafeteria balance and lunch menu, and peek in on your child's academic and attendance information.

If you have a question about your child's progress in class, please communicate with the teacher. Should a teacher not respond to your communication within 24 hours, please let me know so I can assist.

Teacher communication via personal cell phones is not encouraged. This creates a blurred boundary of personal vs. business. Should you have a teacher's cell phone, or they share it with you, please respect their work calendar when communicating; don't expect returned text messages at night or during the weekend - we don't pay that well.

## **STUDENT HANDBOOK**

The Sarasota County School Board is encouraging parents to use the online version of the Student and Family Handbook instead of hard copies. You can find this PDF in all languages on their website: <http://www.sarasotacountyschools.net/>

Click "Families" in the top menu bar. The handbook is listed under "Other Resources" heading in the middle of the page.

Parents are responsible for reviewing the handbook and all students are bound by the rules noted in this document and School Board policy.

A hard copy of the handbook will be made available on request.



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## **DROP OFF AND DISMISSAL PROCEDURES**

### **DROP OFF**

1. Drop off begins at 8 AM. Gates will remain locked until then. Do not allow your student out of the car until an adult is at drop off. Gates will close at 8:28.
2. Students will report directly to their grade level area (8th grade - next to Mrs. Giguere's room, 7th grade - next to Mrs. Decker's room, 6th grade - under the tent).
3. Students needing breakfast should arrive before 8:10 and be dropped off at the main building.

### **PICK UP**

1. Dismissal begins at 3:02 PM - no earlier.
2. Students should be allowed to finish the day - avoid early pickups except for appointments / unavoidable situations. Please remember, students leaving early must be picked by 2:50 PM.
3. It is the **STUDENT'S RESPONSIBILITY** to look for you in the car line.

### **BUS RIDERS**

1. Students are responsible for knowing which bus they ride - please review this information with your child. Bus information can be found at [https://suncoastacademy.org/wp-content/uploads/2023/07/23.24-Routes\\_23\\_24.pdf](https://suncoastacademy.org/wp-content/uploads/2023/07/23.24-Routes_23_24.pdf)
2. Bus riders must get off at the same stop every day they ride the bus.
3. Students may not ride the bus home with their friends.

**Late Pick Up - After 3:30** - After the first two weeks of school, students that are not picked up before 3:30 will be brought to the middle school office. Habitual late pick up will result in dismissal from Suncoast Academy.