

SUNCOAST SCHOOL FOR INNOVATIVE STUDIES

VPK Through 8th Grade

Important Parent Information

2011-2012

Welcome to Suncoast School for Innovative Studies

The staff at Suncoast School for Innovative Studies would like to take this opportunity to say thank you for allowing us the opportunity to work with your children during this academic school year. Suncoast School for Innovative Studies is working hard to become the best performing school in the City of Sarasota and soon to be in the State of Florida. It is for this reason that all families with children in attendance be well informed of our extremely high expectations for all students.

It is equally important to state, that in order for your child to be successful at Suncoast School for Innovative Studies, we are going to need your assistance. Below you will find a list of things that you need to be prepared for and we expect of you:

1. Attend Parent/ Teacher conferences (view school calendar)
2. Assist your child with homework at least three days a week.
3. Establish a set of rules and routines for everyone in the family. Be consistent!
4. Encourage your child to be successful and assist them as needed to reach all goals outlined within our program.
5. Encourage your child to read something each day and, as the parent, read something to them each day.
6. Be attentive to what your child says, does and watches on TV and the Internet.
7. Recognize your child for the goals he/she has accomplished.
8. Be available, or arrange for someone, to help your child when needed.
9. Communicate with the school and your child's teachers on an ongoing basis.
10. As the parent you are responsible for your child's education, not the school!

Stephen T. Evans

Executive Director

Disclaimer:

In no way is the following Parent Information Booklet meant to supersede the Sarasota County Student/Parent Handbook. Suncoast School for Innovative Studies is bound by the rules and regulations of the Sarasota County School District.

Adopted 5/20/10

Suncoast School for Innovative Studies Mission Statement

The mission of Suncoast School for Innovative Studies is to celebrate and recognize each individual child so that all students will achieve their full intellectual and social potential. Family commitment to the learning process, as well as the use of multi-age groupings and multi-modality teaching, will help develop in each child a love of learning, the ability to engage in critical thinking and mastery of comprehensive academics. Families and the larger community will be partners in the achievement of the student.

Suncoast School for Innovative Studies Board Meetings

The Suncoast School for Innovative Studies Board of Directors meets on the second Thursday of each month. The scheduled time for Board Meetings is 6:00 P.M. unless otherwise posted. *Special Note: If, for any reason, such dates are rescheduled, information will be posted in the lobby area and main office of Suncoast School for Innovative Studies.*

Suncoast School for Innovative Studies School Board Charter Statement

SSIS objective is to involve the community, parents and other stakeholders in the life of the students by forming integral partnerships that will assist in the planning, development and implementation of educational programs.

SSIS will explore and facilitate different learning styles (i.e., visual, auditory, hands-on) to meet the needs of every child in attendance.

Teaching and learning at SSIS will be achieved through corporative partnerships established by administration, teachers, parents and students. SSIS school curriculum will emphasize active participation through hands-on learning.

SSIS vision is centered on enriching the lives of each student by not giving the child a tool or skill, but rather nurturing the tools and skills within the child. Students will be more self-sufficient through learning to be responsible for their education and develop leadership skills to improve the quality of their lives for now and in the future.

Student/ Parent Handbook

Parents and students are responsible for the information, policies and procedures outlined within the Student/ Parent Handbook. Lack of knowledge of such policies and procedures will not excuse any violations.

School Calendars

School calendars are posted in the main office and on the school website. Parents and students are responsible for keeping abreast of the information within the school calendar.

School Hours

7:00 – 8:00 Morning Care

8:00 - 8:30 Breakfast

8:15 - 3:15 Class in Session for Grades VPK, KG – 8.

Students arriving after 8:30 are considered tardy (As a special note, parents are asked not to disturb classes until after 3:00 P.M)

Student Registration

All students seeking entry to SSIS must go through the registration process. Pre-applications and registration information may be picked up in the front office or downloaded from the website. *Please be advised that all required paperwork must be completed prior to enrollment.*

A student who has been suspended from any Sarasota County Public School will be temporarily denied admission to SSIS during the period of suspension. A student who is expelled from a Sarasota County Public School will not be allowed to enroll at SSIS. If suspended from any prior Sarasota School, in order to be considered for admission to SSIS, the circumstances of the suspension and any other factors the Executive Director determines to be relevant, will be reviewed.

Scheduling and Assignments

Elementary Level

The Executive Director will assign each student to the appropriate classroom. Any questions or concerns about the assignment should be discussed with the Executive Director.

Middle School

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counseling office. Students may be denied course enrollment due to lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or a schedule change.

Parent Involvement

SSIS parents, through active participation, can become better acquainted with the school, gain valuable insight into the school policies and procedures and can support the school PIE Committee (Partners in Education – Parent Group) activities. The PIE gives parents and guardians vehicles for giving their support to the school and their child's education. We strongly encourage and appreciate parents and guardians who participate in this worthwhile organization. Meeting times for PIE will be announced at the beginning of the school year.

Parent Volunteers

Parents contribute a great deal to the success of many programs at SSIS. An invitation is extended once again for parents and guardians alike to serve as volunteers in any areas of their choosing. If you would like to donate time each week, please contact the school office.

Parent/Guest Visitation

SSIS has an open door policy. Parents and visitors are welcome at any time. It is required that all parents or visitors entering SSIS report to the office to sign-in and to obtain a visitor pass. Please be advised that any parent or visitor found in the building without a visitor pass will be

directed to the office. Parents are asked to observe the policy and be sensitive to classroom instructional time.

Telephone Use

There will be times when parents will find it necessary to call the school. If it is not an emergency the secretary will take a message and have the teacher return your call at their earliest convenience. Please make an effort to minimize classroom disruptions by communicating information with your child prior to the start of the school day.

Student Telephone Use

Students are not allowed to use the phone at any time in their classrooms. Students may not be permitted at any time to contact parents regarding food, homework or any other items. *It is the parent's and student's responsibility to ensure that needed materials are supplied prior to entering school.*

Cafeteria/ Lunch Programs

SSIS sponsors a free, reduced and paid breakfast meal program. In order for students to participate, a lunch form is required by the State of Florida for all students. Lunch forms are available in the in the main office. Students are discouraged from making phone calls to have lunches delivered. Food is not allowed out of the cafeteria, unless it has been prearranged and approved by the office. No exceptions will be made.

Cafeteria Rules

1. Respect the lunchroom directors.
2. Use inside voices and no throwing food
3. Clean up after yourself.
4. Raise your hand before you stand.
5. Keep your hands to yourself.
6. No combing hair.
7. Students may not take food out of the lunchroom
8. Keep all money in your pocket
9. No spitting or hitting
10. Violation of any of the above rules will not be tolerated and can result in behavioral referral and/or suspension.

Fire and Tornado Drills

Fire and tornado drills are required for all public learning environments. All students attending SSIS are required to participate in such drills. Students who refuse to participate or do not take drills seriously will be subject to discipline.

False Fire Alarms

Any student who participates in falsely pulling fire alarm emergency systems on school property is subject to discipline. Please note that such actions are in violation of local, state and federal law and are subject to be prosecuted in a court of law.

Weather and School Closings

From time to time severe weather may occur. The Executive Director checks weather conditions in relation with the Sarasota County School District Superintendent's Office. In the event that

conditions are determined to be unsafe for students, a decision to close school is normally made by 6:00 A.M. and announced on selected radio and television stations.

Should severe conditions occur after classes are in session, our general policy will be to keep students in the building. If a School Closing Emergency situation goes into effect during school hours, the school will release students to parents, guardians, or the contact persons on the emergency contact list.

The following radio stations will carry school closing announcements: **107.9**

Area TV channels will also carry the school closing announcements (i.e., SNN 6, WWSB 7)

If we are not mentioned specifically on the news or radio channels and the Sarasota County School District is closed, then SSIS will also be closed.

Please Note: SSIS has no control over the time closing announcements may be broadcast via these systems.

Early Dismissals

No student will be allowed to leave SSIS prior to dismissal time without a written request signed by the parent/guardian, (a person whose signature is on file) or the parent/guardian coming to the office to request the student's release. No student will be released to a person other than the custodial parent/guardian or without prior approval by the custodial parent/guardian.

(As a special note, parents are requested to refrain from interrupting classroom learning time if at all possible.)

Medications

If it is necessary for your child to take medication during school hours, an authorization form with instructions must be completed and signed by the physician and returned to the office. These forms are available in the school office. Students must not transport medicine to and from school. Parents are requested to bring medications into the office to be logged in. No medications are allowed in the classrooms backpacks, pocketbooks or in student lockers at any time.

Immunizations

Students must be current with all immunizations required by law or have a Religious Exemption waiver from the state from immunization requirements. If a student does not have the necessary shots or waiver, the Health Department will require that the student be removed from school or require compliance within a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the main office.

Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. SSIS professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice by state law.

Personal Possessions - Lost and Found

Clothing, footwear, personal books, backpacks, lunch boxes etc. should be marked with the student's first and last name. This is especially important in the primary grades, as many children have identical clothing. It would also help to have students' names on sack lunches. There is a lost and found area. Please check or ask your child to look there if something is lost. All clothing that is not picked up by the end of the month will be donated to the Salvation Army on the first Monday of the next month. Students are encouraged not to bring items of value to school. SSIS cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Transfer from SSIS

Parents/Guardians must notify the Executive Director or Administrative Assistant about any plans to transfer their student to another school. The transfer will be authorized only after the student has completed the arrangements, returned all of SSIS materials and paid any fees or fines that are due. SSIS records may not be released if the transfer is not properly completed. SSIS officials, when transferring student records, are required to transmit disciplinary records, including suspension and expulsion actions against the student.

School Scheduled Conferences

Parent-Teacher conferences are scheduled two times per school year. All parents are asked to attend the conference to discuss their child's progress. Parents may opt for a separate conference date if the posted dates are not convenient. Due to the number of students in attendance at SSIS, parents are strongly encouraged to participate in conferences that are posted on the school calendar.

Individual Conference Times

Any parents or guardians requesting individual conference times are asked to communicate such needs to the classroom teacher. All teachers have scheduled planning time during the school day and are required to be on campus until 3:30 p.m. Monday through Friday.

Make-up Tests and Other Schoolwork

Students who have an excused absence will have the opportunity to make up tests or schoolwork for the days they missed. A student with unexcused absences will not be allowed to make up work. Classroom teachers will assign a due date for all missed work. Work received after any such due date will not be counted unless accepted by the classroom teacher.

It is ultimately up to the classroom teacher as to what work may be made up based on the classroom grading system and efforts to secure missing work prior to such time.

A suspended student will be able to receive missed work upon returning to school. It is the student's responsibility to obtain any missed work after a suspension from the classroom teacher. Students who have been suspended will be required to turn in missed work with the equal amount of days they were absent. Example: If students are suspended for 5 days, 5 days will be granted to make up work.

Student Planners

It is required that students have a student planner, which may or may not be provided to students by SSIS. It is the responsibility of the student and parent to replace the planner if lost or damaged. The cost to replace a planner if it is provided by SSIS will be \$10.00. Students are requested to maintain ongoing written communications of what requirements are due and at what times.

Student Grading System

Kindergarten

S- Satisfactory

P-Progressing

N-Needs Improvement

Grades 1-8

A- 100-90

B- 89-80

C- 79-70

D- 69-60

F- 59 and below

M -Modify (student is not performing at grade level)

Special Needs Education

CR- Credit

NC- No Credit

N- Needs Improvement

M- Modify (student is not performing at grade level)

*** Modified Instruction (M)- Is when a student is not performing at grade level in a given area, they may receive an M marking. This indicates that the student is not academically meeting the grade level expectations and may be in need of additional assistance. Parents are asked to stay informed of how their child is progressing.*

Progress Reports

Students will receive a weekly progress report on Fridays. Each progress report will be hand delivered via the student; **they will not be mailed home.** If you do not receive a progress report weekly, please contact the classroom teacher or the main office as soon as possible.

Report Cards

Report cards will be sent home at the end of each grading period. Please see the detailed school calendar for exact reporting dates. If you do not receive a report card within one week of the posted date, please see the classroom teacher or main office staff as soon as possible.

Homework

SSIS has a mandatory homework policy in place for Tuesday, Wednesday and Thursday. Every student will receive homework on these days. Some teachers may send homework home four or five days a week. It is the parent's responsibility to ensure that homework is returned on a consistent basis. If at any time you have questions concerning homework, please see the classroom teacher in a timely manner.

Summer School

Students failing to meet academic standards outlined by SSIS may be referred for Summer School. Please be advised that there are two categories of Summer School, referred and mandatory. Referred students have the option of attending summer school, but it is highly recommended that they do. Mandatory students must attend summer school or they will be retained. (Please note: SSIS does not participate in social promotion.) **Summer School may or may not be provided by SSIS.**

Testing

All students are required to participate in state and school-wide standardized testing, including the Stanford 9, FCAT and teacher-created tests. Testing schedules may vary from year-to-year. Parents will be notified in a timely manner of the dates and times of tests. The results are published in the school's Annual Report, which is presented each year at the October SSIS Board of Directors Meeting. Parents will be given copies of individual student results. All students as required by the State of Florida will participate in the FCAT. Again, results will be made public and parents will receive individual students' reports.

Human Reproductive Education

Students in grades 4-8 will be exposed to Human Reproductive Education, which will be provided through the Sarasota County Health Department. Please note that SSIS upholds the theory of abstinence, however, we do feel that it is important for our youth to understand such information. Parents and guardians who choose not to allow their child(ren) to participate, have that option. Parents and guardians will be contacted prior to such information being presented to students.

After School Programs

Parents and guardians will be notified of any after-school activities available for students. However, please be aware that our primary focus is academic in nature.

Extra-Curricular Activities

Students who participate in extra-curricular activities may be responsible for the cost to participate. Students involved in such activities are also responsible for upholding all building level procedures and codes. Students who do not observe such policies during participation times are subject to dismissal from such programs without the possibility of refunds. As a special note, students must maintain at least a 2.0 GPA at middle school levels to participate in extra-curricular activities. Students with at least a 2.0 GPA may be released from extra-curricular activities at any time and will be held accountable for the information outlined in the above paragraph.

Field Trips and School Sponsored Events

SSIS sponsors several academic and social awareness field trips throughout the school year. It is our goal to ensure that all students participate in such activities. Parents will be notified in advance of such activities. Forms will be sent home, if they are not returned signed your child will not be allowed to go on that field trip. Please note that there are costs and fees associated with such activities. Parents are asked to be involved and attend field trips whenever possible. Parents will also have to absorb the cost of such activities if they choose to attend. Students who

have disciplinary concerns will not be permitted to attend such activities without parents being in attendance and at the discretion of the teacher.

End of Year Awards Assembly

At the end of each school year the staff of SSIS holds Awards Assemblies for outstanding students. It is our effort to recognize each and every student in attendance. Grade level teachers are responsible for the awards they choose to give at such activities. Parents and students will be informed prior to such assemblies. For students attending the awards program, awards will focus on attendance, academics, special interest groups and community services.

School Photos and Marketing

There may be times when SSIS uses student photos in its marketing plans. Such photos may be found on the SSIS website, flyers, posters and/or brochures. If for any reason you **do not** want your child's photo used for marketing purposes, please contact the Administrative Assistant in writing.

Graduation Ceremonies

(KG and 8th grade)

All activities associated with graduation/promotions are supported by SSIS, its staff and our PIE Committee members. If for any reason there may be additional graduation activities that require parent funding, advance notice will be given.

Attendance Policy

Many important lessons result from active participation in the classroom and other SSIS activities that cannot be replaced through individual study. It is imperative for students to not miss this significant portion of their education.

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success. One of the most important habits that employers seek in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit that SSIS wants to help students develop as early as possible in their educational careers.

Truancy

Unexcused absence from SSIS (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 15 days of truancy in any grading period, a student will be considered a habitual truant which can lead to the following results:

1. Assignment to an alternative placement, with loss of ability to participate in activities and events of SSIS
2. A poor work-ethic grade, which will become a part of the student's permanent record.
3. A hearing before peers in teen court.
4. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of the student.

Important Notice: Any student found off campus or leaving school grounds without permission is subject to disciplinary action including; long term suspension, community service or after-school detention.

Attendance Notification

It is the responsibility of the parent or guardian to contact the school any time their child will not be in attendance. Failure to do so will result in incorrect student information.

If your child is absent from school, it is the responsibility of the parent/guardian to notify SSIS of such absence. Students who miss more than three consecutive days, must have a written excuse upon return. Students who return without a written excuse will be marked as unexcused.

Please be advised that any student missing more than 15 school days may be at risk for retention, may be required to attend after-school tutorial sessions until academics are current, will be reported to the Sarasota County School Truancy officials and will be referred to the Suncoast School for Innovative Studies Board of Directors for violation of attendance policy and possible retention and/or expulsion.

SSIS will allow a student to make up missed assignments if he/she has an excused absence. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up, but supplemental work may be assigned in its place. It is the responsibility of parents/guardians and/or students to contact teachers for such make-up work.

If the absence is unexcused or unauthorized by the Executive Director or Administrative Assistant, a student will not be given the opportunity to make-up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up class work will be permitted. Students who have been suspended by the school will not be permitted to make up homework assignments they miss.

If a student reaches 15 days of unexcused absences, the student may be released from the program at Suncoast School for Innovative Studies.

Late Arrivals

Students arriving after 8:30 a.m. will be marked tardy for the day. Late arrivals should report to the office to receive a late pass.

Late Arrival Policy

Students who arrive after 8:30 without a written or medical note will be marked tardy for that day. Students who are evaluated as being consistently late may be required to attend a meeting with the Executive Director, Administrative Assistant, classroom teacher and attendance counselor.

Vacations during the school year

Parents are encouraged not to take their child out of school for vacation. When a family vacation must be scheduled during the academic year, the parents should discuss the matter with the Attendance Counselor and classroom teacher to make necessary arrangements. It may be possible for the students to receive certain assignments that are to be completed during the trip.

Student Lockers

SSIS may or may not supply students with lockers to keep their belongings in. Please note, if they are supplied that these may be shared spaces and are on a first-come basis. If students who are assigned lockers they will be required to use them.

Outside Time (Grades VPK, K-5)

Children will have daily outside time unless weather conditions do not permit it.

Restrooms (Middle School)

Students are required to use the restrooms during class change. Please note that students have a three-minute break in between each class. This allows six opportunities for students to use the restroom during the school day. Students will not be permitted to use the restroom during instructional time unless there is an emergency. If at any time this becomes a concern, parents will be contacted. Parents are asked to notify the school in the event of such emergencies.

Technology

SSIS has invested a large sum of money for computer technology in order to expose students to a technology based environment which will enrich your child's learning environment. Any student at SSIS who participates in inappropriate actions, vandalism, or defaces school property may be excluded. Parents/ guardians will be responsible for the cost of replacing the equipment. Parents and students who participate in computer use will also be required to sign our school computer policy. Parents and students who do not sign this policy may be excluded from computer use.

Alcohol/Tobacco/Drugs/Weapons

In compliance with local, state and federal laws, any student found in possession of Alcohol, Tobacco, Drugs or Weapons may be expelled from the school. Please be informed that Suncoast School for Innovative Studies will also pursue legal consequences for such actions and the police will be notified.

Drugs are defined as anything that alters an individual's natural state. Weapons are defined as anything used to inflict harm on another person.

Student Referral Policy

SSIS operates under the belief that students need a positive, safe and orderly school environment in which learning can take place without disruption. We strongly believe that there is a direct correlation between good school/classroom behavior and student achievement. Students who do not observe the rules of good conduct in the classroom or on school grounds are interfering with the maximum learning and safety of others, as well as minimizing their own opportunities to learn. Therefore, the staff and administration have established guidelines for student behavior.

All students will be provided with three warnings prior to being referred to detention. Depending on the nature of the referral, the Executive Director will make a recommendation as to that student's disposition. It is not required that parents are notified each time a child is sent to detention, unless deemed necessary by the school officials.

Referral Policy

The following steps will take place if a student receives a disciplinary referral:

1. Teachers will provide students with three warnings for unacceptable behavior. The warning will include an explanation of consequences if the student should continue to exhibit inappropriate behavior. If there is continued noncompliance, the student will receive a referral and be sent to in-school detention where an assignment must be completed before a student can return to class. If a student refused to do an assignment in detention, that student will be sent home for the day until a conference is held with the parent/guardian. If this situation occurs again, the student will receive a two day suspension and will be referred to participate in our community service program.
2. This process will be repeated if a student receives a second referral.
3. A third referral will result in the student being suspended for one day.
4. The student cannot return to class until a conference has been held with the parent/guardian.
5. When a student receives five disciplinary referrals they will be placed on a behavioral contract, at the discretion of the administrator.
6. ANY physical altercations will result in a suspension up to 10 days.
7. A copy of the Discipline Referral will be sent home with the student to be signed by the parent/guardian and returned the next day.

** Any student involved in a physical confrontation will receive no less than a 10 day suspension or may be referred to the SSIS Board for an expulsion hearing. SSIS has a zero tolerance policy on physical aggressiveness towards staff or students. All cases will be reviewed on an individual case-by-case basis.

Aiding or Abetting Violation of School Policies

If a student assists another student in violating any rule of SSIS, both students will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Refusing to Accept Discipline

SSIS staff may use informal discipline to prevent the student from being removed from school. When a student refuses to accept discipline for an infraction the refusal can result in a more severe action, such as suspension or expulsion.

Displays of Affection

The display of affection between people is personal and not meant for public demonstration. These displays include touching, petting or any other physical contact that may be sexual in nature. Such behavior between students may result in suspension from SSIS or possible expulsion.

Disruption of the Educational Process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Harassment/Sexual Harassment/Bullying

Harassment of students is prohibited and will not be tolerated. Harassment is defined as inappropriate conduct that is repeated or serious enough to negatively impact a student's educational, physical or emotional well-being.

Sexual Harassment may be said to have occurred under the following circumstance:

Unwelcome conduct or communication which interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities at school. This may include racial slurs, mocking behavior or other demeaning contents.

Please note that such actions may be subject to long term dismissal. Such actions will be reviewed on a case-by-case basis.

Bullying is intimidation of others by acts, such as the following:

- A. Threatening or actual physical harm
- B. Unwelcome physical contact
- C. Threatening or taunting verbal, written or electronic communications
- D. Damaging or destroying property
- E. Blocking or impeding student movement

Toys/Electronic Devices

Toys and electronic devices can be major disruptions to learning. Please do not bring toys and/or electronic equipment (including Game Boys, cellular/camera phones, CD players, tape players etc.) trading cards or any valuables to school. In the event of a special classroom activity, the teacher will notify you in writing of what is acceptable for your child to bring to school. Students who are found with such items are subject to the discipline code. Items may also be confiscated. In such events, parents will be notified. Please note that SSIS is not responsible for any lost or stolen equipment as outlined above.

Search and Seizure

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Directors of SSIS, if there is a reasonable suspicion that the student is in violation of law or SSIS' rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Additional Disciplinary Information

Students sixth grade and higher will be subject to the disciplinary codes outlines within the School Board of Education's Policies and the State of Florida School Code Master.

Parent/Student/Teacher Contract

Parents/Guardians are requested to read the handbook with their child and discuss it with them to ensure they understand the rules of the school. **Parents: after reading and discussing the handbook, please sign and return this sheet to let us know that the student understands and will follow the rules of SSIS.**

Thank you for your cooperation,

School for Innovative Studies Staff

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Finish my schoolwork and participate in classroom activities.
- Attend school regularly and arrive on time
- Come to school with all the materials needed for learning
- Show respect for myself, my school other students and their properties.
- Do my part in keeping our school safe and clean.
- Set aside time each night to complete all homework assignments.
- Treat all members of the school family and community with respect.
- I will honor my teacher by showing a positive attitude and respect towards adults at school and at school functions.
- Believe that I can learn and I will learn.

Individual Needs/Personal

Goals: _____

Student's Signature _____ Date _____

Professional Educator Agreement

It is important that students achieve. Therefore I/ we shall strive to do the following:

- Serve as a positive role model.
- Maintain open lines of communication with students and parents
- Support students in all their activities
- Provide teaching and leadership.
- Demonstrate care and concern for each student.
- Make efficient use of all academic learning time.
- Have high expectations for myself and my students by using methods and techniques that work for my classroom.

- Provide a positive learning environment.
- Encourage students and parents by providing ongoing information about academic progress.

Individual Needs/ Personal

Goals _____

Educator's Signature _____ Date _____

Parent/Guardian Agreement

It is important for my/our child to achieve. Therefore I/we will encourage my/our child by doing the following:

- See that my/our child is punctual and attends school on a daily basis.
- Support the school in its effort to maintain proper discipline.
- Encourage my/our child to be the best that he/she can be and maintain a positive attitude.
- Maintain ongoing communication with the school and my/our child's teacher(s).
- Attend parent/teacher conferences and other functions.
- Establish a time for sharing daily school experience and completing homework.
- Read with my/our child several times during the school week
- Volunteer in the classroom
- Encourage my/our child to respect others and their property.

Individual Needs/Personal

Goals: _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Principal Agreement

I support this form of parental involvement. Therefore I will:

- Provide a positive atmosphere for learning
- Provide an environment that allows for communication among the teachers, parents and student.
- Support and attend school functions.

Principal's Signature _____ Date _____

EDUCATIONAL RECORDS NOTICE

STUDENT RECORDS MAINTAINED BY THE SUNCOAST SCHOOL FOR INNOVATIVE STUDIES

WHAT ARE EDUCATIONAL RECORDS:

Educational records are records maintained by the school and are directly related to a student. Educational records of students are sometimes maintained at several locations. The Executive Director has a list of all the types and locations of educational records maintained by the school system and the titles and addresses of the school officials responsible for these records. Parents, guardians, and eligible students over the age of eighteen may inspect and review that list upon oral or written request.

WHY MAINTAIN STUDENT RECORDS?

Florida law mandates that each school maintain a permanent cumulative record for each student enrolled in a public school. Such record shall be maintained as prescribed by regulations of the State Board of Education. Student records are used for planning instructional programs, for guidance of students, for preparation of State and Federal reports, and for research.

WHAT INFORMATION IS IN A STUDENT'S RECORD?

Educational records are maintained in accordance with policies of the School Board of Sarasota County and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports, and anecdotal records of professional staff. The Executive Director may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s) and record of disciplinary action(s) taken. These records are updated annually and information no longer pertinent is removed.

WHO HAS ACCESS TO STUDENT RECORDS?

The following persons can access a student's records: parent, eligible student over the age of eighteen, school officials, any party with the written permission of the parent or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party.

Note: Court may order nondisclosure of a subpoena or information provided in response to a subpoena. **Footnote:** A release of information without parent or student (over the age of eighteen) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional responsibility. A school official is a person employed by SSIS, such as an administrator, teacher or support staff (including health and medical staff), a person serving on the SSIS Board, a person or company with whom the school has contracted to perform a certain task (such as an attorney, auditor, consultant, or therapist), or a parent or student on an official committee, such as disciplinary or grievance committee, or another school official performing his/her professional responsibility.

WHAT ARE THE RIGHTS OF A PARENT?

Parents or eligible students over the age of eighteen have the right to inspect and review all education records. A parent's or eligible student's request to inspect and review a student's education records must be in writing. The request shall be granted within a reasonable period of time, not to exceed thirty days. The inspection and review of records shall be held in the presence of an official of the school system. A parent or eligible student has the right to a response to reasonable requests for explanations and interpretations of the records. A parent or eligible student has the right to obtain copies of the education records of a student. The schedule of fees for copies is on file with the Executive Director. No fee for copying may be charged to any parent if it would effectively prevent that parent from exercising his/her right to inspect and review the records.

A parent or eligible student who believes that information contained in the education records of a student is inaccurate, misleading, or violating the privacy or the rights of the student, may request in writing an informal conference with the Executive Director for the purpose of amending the records. The Executive Director shall decide whether to amend the education records within a reasonable period of time. If the Executive Director refuses to amend the records, he or she shall inform the parent or eligible student of that refusal, and advise the parent or eligible student of the right to file a grievance (refer to Grievance Procedure).

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the school to comply with the requirements of **FERPA**. (See address below.) Whatever rights are vested in the parent shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of post-secondary education. (Parents shall have access to their dependent children's records regardless of age and shall have the right of signing for the release of dependent children's records.

WHAT INFORMATION IS RELEASED WITHOUT PARENT PERMISSION?

Copies of a student record may be sent to a school outside the Sarasota County Public School System upon receipt of a written official school request. Parents or eligible students are to be

notified of such transfers. Requests for records from all other sources require written permission of the parent or eligible student. Schools reserve the right to release “directory information” without prior permission of the parent or eligible student for school publications, yearbooks, programs for school events, handbills, rosters, and news releases. Such information shall be limited to name, grade level, age, participation in school sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received. **Parents objecting to this use of directory information must notify the Executive Director no later than ten days after receipt of this Handbook.**

Schools shall furnish data to state agencies when an agreement between the said agency and the school existed prior to November 19, 1974. Such information may include “directory information” plus address, telephone number, date and place of birth, dates of attendance, and former schools attended.

In the preparation of cases for prosecution under the Compulsory School Attendance Child Welfare Law, the school is authorized to release pertinent school data in interpretative form to the State Attorney’s Office, to the Office of Youth Services, and to the Circuit Court, Juvenile Division, without parent consent. It is not necessary for parents and students (over the age of eighteen) to be notified if information from the student record is requested by subpoena from a federal grand jury. In addition, if a court or other agency with the power to issue a subpoena does so for law enforcement purposes and orders the school not to disclose the existence or the contents of the subpoena, the school is not required to notify the parent or student before compliance with the subpoena.

In cases of child abuse, school officials are authorized and mandated by Florida Statute to report the same to the Department of Children and Families and to provide them with the necessary information to pursue such complaints.

WHERE CAN COPIES OF POLICY BE OBTAINED?

Parents of students or eligible students may obtain copies of SSIS Board policies at the SSIS school office.

ADDRESS:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue

Washington, D.C. 20202-4605