

# Sarasota Chinese Academy

## Student Handbook

The Board of Directors, Principal, officers and teaching staff of Sarasota Chinese Academy have developed the following rules and guidelines to facilitate the safe operation of the school and to protect the property of The Sarasota Baptist Church. This facility has entrusted us to be good stewards. We most importantly aim to ensure a safe and orderly learning environment for the students at Sarasota Chinese Academy. Please sign the attached agreement and keep this copy for your records. This handbook may be updated at any time and new updates may be provided throughout the school year.

### Student drop-off and Pick-up

1. Students are expected to arrive at school on time to begin classes promptly at 10:00 am and to be picked up at 12:00 noon.
2. Please be aware that if you choose to drop off your child outside the building there will not be supervision. We recommend you walk your child to class.
3. If you are planning to have a relative or friend pick up your child after school, please make sure you have filled out a "Student Pick-Up Authorization Form". We will only release a child from the classroom to someone who has been authorized. Your relative or friend will be asked to show proof of identification before picking up your child.
4. We must have a cell phone contact number for the parent at all times. Please provide this to the teaching staff.

### B. Student Conduct

1. Students are expected to respect the teaching staff, the administration of the Sarasota Chinese Academy, and visiting personnel from the Sarasota Baptist Church.
2. There shall be zero tolerance for illegal substances, drugs, weapons, or firearms at the school and the school does not tolerate physical violence of any kind.
3. Students must obey instructions given by school staff and administration.
4. Students must show respect for school property and are not permitted to remove any objects or decorations from the classroom. Some things have been covered such as desks to discourage students handling of objects that are not theirs.
5. Students are not allowed to run, shout, climb, or conduct any kind of rough play. During the break time students must abide by rules set out by adult volunteer staff or board members monitoring the hallways.
6. Students shall not leave the building, and are not allowed to play or "hang out" in the stairwell at any time during class, before or after class or on the break.
7. Students are not allowed to chew gum inside the school.
8. Students must not litter.
9. No eating or drinking is permitted during class time except during breaks and for special events at the permission of the teacher.
10. Students are not permitted to leave the classroom without the permission of the teacher.
11. Except for during supervised break times or for bathroom breaks, students are not allowed to leave the classroom until either the parent(s) or authorized individual has arrived in the classroom. During break times students must abide by our current break time policy.

12. Excused absences or late arrival to school must be accompanied by a verbal notification or written notice from the parent or guardian.
13. Early dismissal must be accompanied by a verbal notification or written request to the teacher from the parent or guardian of a minor student.

## C. Tardiness

1. Students are encouraged to attend school on time. Late students serve only to distract the teacher and students from the learning process. A student who is continually tardy will be asked to discuss the matter with his/her parents and teachers, and appropriate action will be taken on a case by case basis.
2. Parents (or guardians) shall pick up their children promptly at 12:00 noon. Please be respectful of the fact that all staff are volunteers and are just as eager to get back to their Sunday routines as you are. Depending upon the individual case, parents with more than one late pick up per semester may be asked to pay a child care fee to the school of \$10 per fifteen minutes late. Emergency situations will be worked out on a case by case basis.

## D. Absences

1. Communication is key. Parents are expected to notify the teacher verbally by email if there are any planned absences. Usually the teacher will be able to email the parent some or all of the missed class material. This will help the student return to the flow of the class.
2. We understand that things come up, especially on Sundays. Keep in mind that the more your student attends the more he/she will get from our program.
3. We request that each student miss no more than 3 classes per semester if possible.
4. Students and parents shall respect the volunteer time put in by each teacher. For this reason excessive absence from school may lead to termination of enrollment at Sarasota Chinese Academy. Unavoidable situations of accident, illness or death of a family member are of course exceptions.

## E. Disciplinary Policies

Disciplinary Policies are in place for the safety of the students and teaching staff as well as the efficient running of our school. If a child fails to follow school rules as listed under **Student Conduct** or displays disruptive behavior that adversely affects the safety of students or staff, and/or the teaching or learning process inside the classroom, the following disciplinary policies will be exercised:

1. First Violation: The offending student will receive a verbal reprimand from the teacher or school official. The school will issue a "behavior incident report" and the parent will be notified immediately.
2. Second Violation: At the discretion of the teacher the student will be issued a time-out for 10 minutes and will not be permitted to participate in any activities for that period of time. More serious behavior may involve contacting the principal. The parent will be notified immediately with a "behavior incident report. On a case by case basis at the discretion of the teacher and/or Principal, the student may be sent to the Principal to discuss his or her behavior challenges. There will also be a meeting between the principal, teacher and parent to discuss the issue.

3. Depending on the severity of the violation, the student could be expelled for a period of time deemed appropriate by the principal, with more severe violations resulting in permanent suspension from SCA. In certain cases the principal may deem it appropriate to consult with the board of directors in such decision making.

## **F. Sick Child Policy**

1. To protect the well-being and health of our students and staff, please do not send your child to school if he/she has a temperature of 99°F or higher or has had a temperature of 99 degrees or higher and/or diarrhea within the last 24 hour period.
2. If your child has a contagious cough, runny nose, vomiting, diarrhea, skin rash or any other obvious symptoms of potential infectious sickness, please be considerate, and refrain from sending your sick child to school on that day.
3. The teacher or principal may dismiss a child for illness symptoms as he/she deems appropriate on a case by case basis.
4. Students are asked to use tissues, cough into their arms and not on each other, and wash hands before snacks.

## **G. Inclement Weather Policy**

If there is a hurricane or tornado warning in effect, school will be cancelled. School may also be cancelled for other inclement weather as deemed appropriate by the principal.

## **H. Property Damage**

The student's parent(s) or guardian(s) are held financially responsible for any repair or replacement costs of damaged school properties.

## **I. Medical Emergency**

A first-aid kit is available for our use in the hall closet and all staff have been shown the kit location. In the case of a medical emergency, the teacher or administrator will immediately notify the emergency contact of the student (as listed in the child's medical emergency form). Please make sure you notify the school if there are any changes in your cell phone number or emergency contact phone numbers

Emergency situations usually require a quick response and the more up-to-date information we have the better. You have been provided with a space on your registration form for pertinent medical information. Please notify us in writing on your registration form or with additional paper of your child's current medications, conditions and allergies.

## **J. Emergency Plan**

Sarasota Chinese Academy will follow the emergency escape plan for the Sarasota Baptist Church. We will have a fire drill near the beginning of each semester. Please take time to show your student (with the exception of very young children) the school exits and how to operate them. Please educate your student about the importance of seeking out a qualified adult or teacher in the event of an emergency.

The School Staff, Principal and Board of Directors of Sarasota Chinese Academy will use the Sarasota County Public Schools Code of Conduct as a basis for our decisions regarding any issue that has not been addressed in detail in this handbook.

Sarasota Chinese Academy

Updated 8/13/2016

## Sarasota Chinese Academy Parent Agreement

I, \_\_\_\_\_, have received a copy of the Sarasota Chinese Academy student handbook. I have reviewed the policies of the academy with my student and agree to abide by the guidelines and rules as set forth in the student handbook.

\_\_\_\_\_ Date: \_\_\_\_\_

Please Sign

