



DICKENS SANOMI ACADEMY

STUDENT-PARENT HANDBOOK

2026-2027 • Quick-reference edition

Welcome, DSA families

We are excited to welcome your family to Dickens Sanomi Academy. This concise handbook highlights the policies and routines that help us provide a warm, caring, safe, and productive learning environment. Please review it with your student and keep it available throughout the school year.

DROP-OFF BEGINS

7:45 AM

INSTRUCTION BEGINS

8:00 AM

DISMISSAL

2:50-3:20 PM

LATE PICKUP FEE

\$50 after 3:30

OUR SHARED COMMITMENT

Safe. Inclusive. Challenging. Joyful.

Families, students, teachers, therapists, and administrators work as one team. We lead with kindness, communicate honestly, celebrate diversity, take responsibility, and always strive to do our best.

Administration

Principal & CEO Juliet Sanomi	Chief of Staff Mrs. Boghean Operations@dickenssanomiacademy.org
Director of Operations Ms. Nicky Bando nbando@dickenssanomiacademy.org	Director of Admissions Mrs. Sharyn Scott sscott@dickenssanomiacademy.org
Assistant Principal Ms. Nikia Brooks nbrooks@dickenssanomiacademy.org	Director of Therapy Mrs. Tracey Morgan tmorgan@dickenssanomiacademy.org

Arrival, Attendance & Dismissal

The routines that keep our students safe, present, and ready to learn

A

Arrival & tardies

- Drop-off begins at **7:45 AM**.
- Instruction begins promptly at **8:00 AM**.
- After **8:15 AM**, a parent/guardian must sign the student in at the front office.



Attendance counts

- A student must arrive by **11:00 AM** to be counted present.
- Checkout before **12:30 PM** counts as an absence.
- Call the school and provide a note to the office and/or teacher for absences.

ATTENDANCE FOLLOW-UP

3 consecutive unexcused absences
Parent notification

6 and 10 accumulated absences
Excessive-absence reporting

Excessive absences
Validation may be required; scholarship eligibility may be affected

D

Departure & carline

- Dismissal is **2:50-3:20 PM**.
- Use the carline loop and arrive on time.
- Display the student carline sheet clearly.
- Be respectful to staff and other families.



Changes to pickup

- Notify the front office about early release, late pickup, or a different pickup person.
- Alternate pickup persons **must** be on the emergency contact list and show valid ID.
- Students remaining after **3:30 PM** incur a **\$50 daily fee**.

12

Early-release days

DSA schedules approximately **5-6 early-release days** for staff development. Dismissal is at **12:00 PM** on those dates. Families must arrange timely pickup and follow the published school calendar.

Before leaving home

Uniform complete
Lunch and school materials packed
Pickup plan confirmed
Emergency contacts current

Communication & Family Engagement

How to get answers, prepare for conferences, and participate on campus

1 Start with the teacher

For concerns about progress, behavior, grading, peer relationships, or classroom matters, contact your child's teacher first. Use email, scheduled conferences, or telephone calls. Please allow **24-48 hours** for staff responses; teachers cannot hold unscheduled extended conferences during instruction.

C Parent-teacher conferences

- Teachers schedule at least **three conferences** during the year.
- Write your questions in advance.
- Ask your child what they would like discussed.
- Share information that helps the teacher support your child.
- Discuss concerns calmly and thoroughly.
- Ask what you can reinforce at home.
- Schedule in advance.

2 When to contact administration

The administrative team is available for parent questions or concerns. Meetings with the Principal or Assistant Principal must be scheduled.

Normal pathway

Teacher → school administration

Exception

Contact administration directly for an emergency or urgent matter.

! Emergency contacts

Keep the family portal updated with current phone numbers and the names of relatives, neighbors, or friends who may be contacted when you cannot be reached. Update changes promptly.

V Visitors to campus

All visitors—including school and classroom volunteers—must sign in at the front office, wear the visitor pass, and return it before leaving.

+ Parent volunteers

Family involvement matters. Families are encouraged to participate in special events. Anyone assisting in a classroom **must complete Level 2 fingerprinting** before volunteering.

Good communication is timely, specific, respectful, and student-centered.

Share changes that may affect learning, attendance, transportation, health, or emotional well-being.

Illness, Medication & Emergencies

Simple rules for protecting every member of our school community

H

Keep your child home

- Fever
- Diarrhea
- Nausea or vomiting
- Red/watery eyes, with or without drainage
- Severe headache
- Rash

24

Return after fever

A child must remain home until **fever-free for 24 hours**.

When reporting an absence, call the school and provide the required note. Excessive absence may require supporting documentation such as a doctor's note.

Medication may be administered only when all requirements are met.

The school nurse/authorized administrative staff are responsible for dispensing medication at school.

1

1. Doctor's form

Submit the medical form stating the medication, dosage, and administration time.

2

2. Original prescription bottle

A parent must bring the prescribed medication to the school office.

3

3. Authorized administration

The student reports to the office; staff record the date, time, and signature.

!

Over-the-counter medication

Students may not take—and staff may not give—over-the-counter medicine without a signed medical form. This includes aspirin, cough drops, acetaminophen, and similar products. When possible, parents should dispense medication before or after school.

E

Inclement weather & other emergencies

School may close, open late, or dismiss early when storms, hurricanes, or other conditions threaten safety. Check email and local news for updates. Do not arrive before an announced delayed-opening time. If conditions change during the day, DSA will notify families. Please avoid calling about closings so phone lines remain available for urgent communication.

Always keep reliable emergency phone numbers current.

Student Life & Expectations

Clear, consistent expectations support academic and social success

U Uniform

- Khaki or navy pants/skirt
- DSA-logo polo
- Sneakers
- Clothing must be neat and tidy
- No ripped jeans/shirts, sweatpants, Crocs, slippers, or jackets with large logos

P Cell phones

Kindergarten-8: Phones must remain at home—not in book bags or classrooms.
Grades 9-12: Phones may come to school but must be checked in with the teacher each morning and collected at dismissal. Refusal to comply results in a parent conference and possible discipline.

! Bullying

DSA does not tolerate bullying on campus, in school transportation, or at school-sponsored functions. Bullying includes repeated verbal, physical, or psychological harassment that makes another person feel hurt, afraid, or uncomfortable, including conduct based on protected or personal characteristics.

✓ Discipline & character

We expect honesty with kindness and compassion, responsibility for actions, respect for self/others/property, teamwork, and best effort. Families are contacted when behavior repeatedly interferes with learning—and positive conduct is celebrated.

B Curriculum

DSA follows Florida's B.E.S.T. Standards. Students in grades K-12 participate in English language arts, mathematics, science, social studies, and at least two electives, subject to availability. Academic learning is paired with social development.

F Field trips

Trips extend learning into the community and require school approval. Transportation is by bus, including coach buses when applicable. A **signed permission slip is required**; verbal permission is not accepted. Some trips may extend beyond regular school hours.

L Lunch

Students are encouraged to bring healthy lunches or may purchase hot lunch from available vendors. Middle and high school students may use the building microwave for up to **one minute**. Students must use it responsibly; DSA is not liable for injuries caused by overheating food.

OUR FIVE DAILY COMMITMENTS

BE KIND

BE RESPONSIBLE

BE RESPECTFUL

WORK AS ONE TEAM

DO YOUR BEST

DSA School Contract & Acknowledgment

Review together, sign, and return this page to your child's teacher

The DSA School Contract reinforces the shared responsibilities that support our mission and vision. Students learn about the contract during the first weeks of school before signing.

TEACHER AGREEMENT

- Give my best effort every day.
- Build a physically and emotionally safe, inclusive, high-expectation community.
- Respect and celebrate diversity.
- Communicate regularly, clearly, honestly, and individually with families.
- Provide relevant, challenging, hands-on, standards-aligned learning.
- Model clear expectations for learning and behavior.

PARENT/GUARDIAN AGREEMENT

- Encourage my child to give their best effort.
- Communicate openly, honestly, and promptly with the teacher.
- Support homework completion and review school experiences with my child.
- Ensure punctual, regular attendance.
- Share changes or circumstances that may affect learning.

STUDENT AGREEMENT

- Give my best effort in class and homework.
- Work with my teacher so I remain appropriately challenged.
- Use kind and respectful words.
- Be friendly and helpful to everyone.
- Follow directions and ask a trusted adult for help with schoolwork, feelings, or peers.

Signatures

Teacher signature

Date

Parent/guardian signature

Date

Student signature

Date

THIS PAGE MUST BE SIGNED AND RETURNED TO YOUR CHILD'S TEACHER.