



Satellite Academy High School

Student Handbook

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Preamble

We, the students and staff of Satellite Academy, are committed to a learning community that provides for the academic, emotional, and career growth of community members. In order to maximize these goals, we have created certain structures, policies, and procedures and by accepting admission to this learning community, a person agrees to be bound by these. This handbook is to inform all community members of these structures, policies, and procedures. You are responsible for reviewing this document in its entirety. Furthermore, you are responsible for ensuring that you have complete clarity of its contents and that you understand the process for gaining said clarity.

We the Satellite Academy community welcome you and invite you to join us in your full capacity. We look forward to supporting your every effort and encourage you to allow us to support you when you need it.

Community Responsibilities

I. The rights and responsibilities of all community members:

- A. All community members must complete a “DAILY SCREENING” prior to entering the building. Refusal or failure to complete a health survey will result in you not being allowed into the building or asked to leave the building by security.



- B. All community members have the right to work and study in a safe environment.
- C. All community members have the right to be treated with dignity and respect.
- D. All community members are accountable to each other as individuals and as part of a group.
- E. All community members must understand that their right to free speech does not include the right to defame another person through profane, sexist, racist, or homophobic language, or other forms of expression.
- F. All community members must abide by the policies and procedures set forth in this handbook including all COVID-19 related mandates. They can influence change through Family Group and Change Makers discussions if policies and procedures are judged to be ineffective and/or unfair.
- G. All community members are expected to read this Handbook in its entirety and to request clarity where further clarification may be needed. Follow the inquiry process.
- H. All community members must sign an acknowledgement of receipt of this Handbook and the time that one is handed to you.

II. Student Rights and Responsibilities

- A. Must complete a “Daily Health Screening” prior to entering the building.
- B. All students will adhere to daily health screening which include, Daily temperature taking, Hand Sanitizing, Random Health Checks.
- C. All students have the right to a safe learning environment. Therefore, all students are required by the community to cooperate with staff and other students to promote a safe and COVID-19 free learning environment that supports the wellbeing of the entire Satellite community.
- D. All students are accountable to the community for their safety and their own learning.
- E. All students should think ahead to formulate—with the community’s help—their future goals and take advantage of all the resources made available to them while at Satellite. Students are encouraged to review this document in its entirety and to share the same with their parents, caregivers and advocates in order to obtain complete clarity of the expectations placed on them as active members of the Satellite Community. Students are further encouraged to question and or challenge through a due process any area/s of this handbook that they don’t understand or have a different perspective on. Students may initiate an inquiry process by following these steps,
 - 1. Schedule a time to meet with your advisor
 - 2. Complete an inquiry form. Advisor must review and sign.
 - 3. Schedule a review time with school administration or designee.
 - 4. Obtain final outcome



F. All students are encouraged to participate in the governance of the school. Students will be afforded the opportunity to earn the privilege to actively engage and participate in the following areas:

- Change Makers
- Hiring Committee
- LTW (Internship Opportunities)
- Student Life Committee
- Refreshment Circles

As active Student Ambassadors (Change Makers) in good standing in the following areas:

- Academics
- Behavior
- School Policies

As demonstrated and supported by their advisors recommendations, selected students will contribute to the Satellite Academy family model by suggesting and helping to implement ideas for improvement and innovation.

III. Staff Rights and Responsibilities

- A. Must complete a “Daily Health Screening”. Prior to entering the building. Must use your DOE email to complete the screening online.
- B. All staff members have the right and responsibility to a safe and COVID-19 free work environment.
- C. All staff will adhere to daily health screening which include, Daily temperature taking, Hand Sanitizing, Random Health Checks
- D. All staff members have the right to be treated with respect and to have all their classroom rules and requirements followed by students.
- E. All staff members are accountable to the community for providing an environment that fosters respect and the academic, emotional, and career goals of all students to the best of their ability.
- F. All staff members are accountable to the community for the quality of their teaching, advising, and/or counseling, role-modeling and relationships with community members.

Community Structure

One of the founding principles of Satellite Academy is that in order for people to be accountable for their own educational destinies, they must be empowered to control their learning. In response to COVID-19, You and your family were afforded the opportunity to choose between a hybrid or a completely remote model. Your schedule has been formulated based on your choice. These structures of Satellite are designed to facilitate this.



I. Student Orientation

All new students are assigned to Orientation classes in English, Math, Science, and Social Studies during their first semester at Satellite Academy High School. In addition to orienting students to each academic discipline, the Orientation program is designed to help students adjust to the Satellite community, improve classroom and interpersonal skills, and reflect on past successes and failures in school. Central to this goal, students will be immersed in Satellite's Habits of Mind and Habits of Work, or thinking routines, to promote their complex and critical thinking skills. The Habits of Mind are: Using Evidence, Considering Viewpoints, Making Connections, Seeking Significance, Asking 'What If?', and Reflecting. Students will also be introduced to study skills that will help them succeed in their course work here at Satellite. These are: revision, taking notes, close reading, working in groups, discussion, presentation, independent work, research, paraphrasing and using technology. Together these skills will enhance student ability not only to succeed in classes here at Satellite, but in future academic and professional roles as well.

II. Family Group

Every student is assigned to a Family Group. Family Group is designed to promote emotional and academic growth in students as well as aid them in future planning. Each Family Group is encouraged to see to the welfare of its members and to the community as a whole. The staff member in the Family Group is the advisor for each student and works with the student until he or she graduates. *Students cannot change advisors.*

III. Performance-Based Assessments (PBAs)

Students at Satellite Academy High School work to complete Project-Based Assessments (PBAs). A PBA is a graduation-level task aligned with Learning Standards that requires students to engage in extensive reading and writing, analysis, critical thinking, and research. Satellite requires PBAs in English (analytic essay), Mathematics (applied problem-solving task), Social Studies (research paper), and Science (extended science project or original experiment). Successful completion of PBAs leads to a Regents Diploma. (NOTE: Students must also pass the English Regents Exam in order to graduate and receive a Diploma).

Major Policies

The following are our seven major policies, violation of which is the most serious offense against our community. These policies remain in effect and will be executed with the same rigor during remote learning. Anyone who endangers the community by breaking any of these



policies will be immediately referred to a committee that may consist of any of the following (Teachers, Guidance, CCC, Admin, students) for appropriate consequences. These consequences can range from a contract to a recommendation to the Principal to find the student a more appropriate learning environment. A violation of some of these policies calls for suspension by the Principal.

1. Violence and Weapons:

In order to keep Satellite a safe place to learn and live, violence and weapons will not be tolerated in the community.

There will be no physical violence allowed at the school between community members and their families or friends at any time. Although efforts will be made to see who initiated a physical conflict, all combatants will be subject to the strictest penalties, including a possible move to a more appropriate learning environment.

Possession of a weapon in school is in violation of Satellite and NYC Department of Education rules. Anyone found in possession of a weapon may be liable to arrest and/or suspension and expulsion. Locker searches for weapons can be conducted randomly, since lockers are the property of the school.

2. Drugs and Alcohol:

Bringing drugs or alcohol to school is absolutely prohibited. Students who are caught selling drugs or alcohol to other students will be transferred to a more appropriate educational setting. Students who come to school under the influence of drugs or alcohol impede their ability to fully engage in classes and in our community and may risk their stay at Satellite.

If a student thinks s/he may have a drug or alcohol addiction or if s/he feels the need to use drugs or alcohol to cope with stress, please speak to your advisor or another staff member who can help. *Students who seek help for habitual use of drugs or alcohol or for addiction will not suffer punitive consequences.*

Students suspected to be under the influence of Drugs or Alcohol may be subject to the following actions,

- Parent or Guardian Contact
- Conferencing with CCC and or School Counselor
- Emergency Medical System evaluation (911)

3. Stealing:



No stealing or possession of stolen goods on the school campus is permitted. This includes property stolen outside of the school. If suspected of stealing or suspected of being in possession of stolen goods, students will be required to undergo an administrative discipline process that may include but not be limited to,

- Contacting the students parents or legal guardian
- Search of the student locker
- Search of student possessions including, School Bag, Hand Bags/ Purse and Pockets
- Involving Law enforcement
- All other processes as outlined and in accordance with the Chancellor's regulations on Student Discipline Procedures including,

- Suspensions

*Chancellor's Regulation A-443

4. Cooperation with Staff Policy:

In order for our community to function at the highest educational level, it is imperative that students abide by the reasonable requests and instructions issued by ALL staff members. A student who ignores a staff member's request will be in violation of Cooperation with Staff Policy. Failure to adhere to school and staff policies may result in adverse consequences including, but not limited to,

- Loss of student earned privileges
- Elevator Pass
- Earned Points
- External Lunch
- Access to special programming, etc.
- Administrative Discipline
- Suspension

5. Vandalism:

No deliberate damage to school, job, or another person's property is permitted. This includes graffiti.

6. Verbal Abuse:

Verbal abuse or harassment will not be condoned nor accepted in this community. All community members are expected to show respect for each other and seek to work out conflicts in a constructive way. Conflicts are resolved through our mediation process. Refer to the following Chancellor's Regulations for additional clarity and guidance:

*Verbal Abuse Chancellor's Regulation A-421

*Harassment Chancellor's Regulation A-831



7. Use of Social Media:

At Satellite Academy High School we pride ourselves in our ability to remain relevant and innovative. We understand and value the use of Social Media as a way of life in our society. We also understand and caution against the possible misuse of Social Media. As an active member of the Satellite Community in person or remote, we encourage you to seek out and utilize every tool available to you and at your disposal. We also advise and caution you against the inappropriate use of Social Media. As an active member of the Satellite Community you are to refrain from using Social Media platforms such as, (Facebook, Twitter, Instagram, Snapchat, Youtube, Text, Facetime, etc) for the following purposes,

- Harassment
- Intimidation
- Bullying
- Gossip
- Threatening
- Sharing of inappropriate contents, i.e, Video, Text, etc.

Utilizing Social Media for any of the purposes mentioned above is a direct violation of school policy and a violation of the following Chancellor's regulation.

- ❖ Chancellor's Regulation A-832, 1-D

Filming or photographing events, staff, or students in school or on school sponsored events is prohibited unless explicitly authorized.

Violation of this policy may result in one or many of the following consequences,

- Loss of school earned privileges
- Parents will be called
- School expulsion
- School and or District suspension
- Legal action

Other Policies

The following are other policies to help everyone function at their best. Violating any of these policies will lead to appropriate consequences.

1. Attendance and Punctuality Policy:

- A. Attendance each day is mandatory including online log-in. If a student must be absent for illness, he or she is to call or email his/her advisor. The telephone number is (646) 674-2800. All staff emails are as follows, First Name@satelliteacademy.org (Example: Wilson@satelliteacademy.org)
- B. A student can have a maximum number of absences per semester, before credit is at risk.

A,B,C & D slots may have a maximum of 10 days.



E, F, & G slots which have a maximum of 3 days.

Expedition Days have a maximum of 1 out of 5 days

Field Study have a maximum of 2 days out of 10 days.

- C. Any documentation related to these absences (doctor's note, parent note, official papers) should then be submitted to the attendance office by email at Lidia@satelliteacademy.org.
- D. **A.M-Lateness:** Students will be expected to arrive or log on on time each day. The school day starts **Mon - Fri 8:30am**, All students must sign-in each day. Lateness to school and class including online classes is unacceptable. The school will call the homes of students who are late to school.
- E. Five consecutive absences without contacting the school will result in a warning letter mailed to the student's home. Twenty consecutive absences may result in a discharge from our rolls in accordance with Department of Education guidelines.
*Refer to Chancellor's Regulation A-210 for guidelines and additional information"
- F. Inappropriate use of language, written or verbal during an online class may cause you to be kicked out of that class resulting in an absence for that class. Additional consequences may apply.

2. **Cutting Policy:**

Cutting is unacceptable. Anyone who cuts a full day, a half-day, or any single class including logging out of class early or without consent from the teacher will have their final grade impacted and will be required to adhere to the following process:

Cutting Intervention Ladder:

First Cut: Advisor holds online or phone conference with students and informs parents of their child's actions within 24 hours, gives initial warning letter outlining potential consequences (Restrictions from participation in school sponsored activities, parent conference, etc). See "Discipline Warning Letter", enters action into FOCUS.

Second Cut: Advisor flags student to meet with CCC. CCC reviews assigned warning letter, calls parents to inform them of infraction and of the assigned consequence as outlined in "Discipline Letter". See "Discipline Letter", updates FOCUS.

Third Cut: Teacher or advisor schedules online conference with Parents, student, CCC to review infraction and determine possible consequences.

3. **Smoking Policy:**

There is no smoking anywhere in the school building or within the vicinity of the school building.



4. Cell Phones/Electronic Devices Policy:

While students are allowed to bring electronic devices to school including (Cell phones, Ipods, Ipads, Laptops, etc), electronic devices may not be utilized during school hours unless otherwise specified as part of a student's identified plan or needs and approved by the administration/supervisor or classroom teacher. Approved electronic devices may ONLY be used for the expressed purpose as outlined by the classroom teacher. It is recommended that all other non approved devices be placed in the lockers located in each classroom. To facilitate this process, the school has made available individual phone lockers with charging ports that will be available for student use. Students are encouraged to utilize the lockers as an additional tool for safeguarding their electronics. To further encourage the use of these lockers, points will be awarded to students who voluntarily make use of the lockers and or who voluntarily surrender their phones to their teachers. Awarded points will be part of the teachers grading system.

**During specific assignments, teachers may allow students the use of headphones for laptop use.*

Ladder of referral in the event of an electronics violation :

Step 1: Teacher will remind and encourage students to put phone away. (Warning)

Step 2: Failure to adhere to teacher warnings may lead to the phone being confiscated from student by staff (teacher, support team member) and returned at the end of the day. Phones that are confiscated by (Admin/Dean) will be returned at the end of the school day. Actions will be logged accordingly in the Student Information System.

Step 3: After 3 recorded electronic violations in any month- a range of consequences exist including,

- Completion of an electronics violations reflection form/assignment
- Loss of phone use privileges
- Loss of points earned through point system
- Loss of access to special programs (i.e, LTW, After School programs, Access to student lounge, etc)
- Students having to drop phone off with admin/dean.

5. Cafeteria/Food Policy: Do to COVID-19 restrictions,

- Students will not be allowed out of the building for lunch



- Breakfast will be provided on a daily basis and must be consumed in the classroom.
- Students must clean up and dispose of all personal garbage
- A cold lunch will be provided on a daily basis as a grab and go
- Microwaves will not be made available for heating up food
- All in person students must fill out a lunch form.
- NO OUTSIDE ORDERS/DELIVERIES will be allowed or accepted in the building
- All meals will take place in the classroom

6. School Telephone Policy:

- A. No calls are to be made on school phones without staff permission.
- B. No personal calls are to be received unless in the case of family emergencies; calls must be made to the school, not to student cell phones. Use this number (646) 674-2800.

7. Flagging Policy:

Satellite Academy is a “gang neutral” school. Therefore, there will be no wearing of any colors/articles of clothing or accessories (i.e. do-rags, scarves, beads, lockets, keychains identifying membership in any “gang” or organization of any kind). Identifying handshakes and signals are similarly prohibited.

8. Trip Policy:

School and class trips are required for the purpose of enriching our educational experience and for developing our sense of community. Due to restrictions as a result of COVID-19, Until further notice ALL class trips will be conducted online in digital format.

9. Elevator Policy:

As a result of COVID-19 restrictions and in an effort to further assure the well being of our school community the following policy is effect regarding the use of the elevator;

- Students are forbidden from using the elevator unless they have an extreme medically approved circumstance that prevents them from using the stairs.
- A Maximum of 2 person in the elevator at a time

10. Children Policy:

The New York City Department of Education does not provide insurance to cover children under the age of 14 years old. Therefore, children are not allowed on school premises.

11. Bathroom Policy:



Out of an abundance of caution and during the COVID-19 restriction period, the school Bathroom policy is as follows,

- Student Bathrooms will be located on the 5th and 6th floors only,
- Student will be escorted to the bathroom
- One person in the bathroom at a time
- Students should be mindful to use the bathroom as quickly as possible since other students may need to use it. It might take a student 6 minutes -

12. External Lunch Policy:

STUDENTS WILL NOT BE ALLOWED OUT FOR LUNCH

Food is not to be brought into the classrooms. Students needing to have food or snacks on them for medical reasons must bring in a doctor's note clearly stipulating the need.

Arrangements will be made on a case by case basis for students with such needs.

NO FOOD DELIVERIES: Due to security and medical reasons food may not be delivered to the school.

Processes and Procedures

A. Registration:

One of the privileges and obligations of Satellite students is the choosing of classes at the beginning of each semester. It is the responsibility of the student to meet with her or his advisor at the appointed time. Any student who misses his or her registration appointment will be registered for courses according to the advisor's choosing. This can result in being closed out of classes that are needed for graduation.

B. Minimum Academic Standards Policy:

All students must earn more credit than they fail to remain as a student in good academic standing. Any student who earns less than this will need to meet with a Minimum Academic Standards Committee (MASC) and is placed on academic contract. If the student continues to be unsuccessful, Satellite will assist him or her in locating a more appropriate learning environment.

C. Grading Policy

- Synchronous and/or asynchronous discussion component – 20%
- Weekly Regular Participation grade (live session and /or assignment completion) – 30%
- Students demonstrate progress towards mastery of essential standards – 50%
- Standards aligned daily task and/or weekly projects

D. Outside Credits:

There are other ways in which a student may earn credit outside of Satellite:

1. PM School
2. Summer School



Any student may go to PM School or Summer School and receive credit. However, priority is given to seniors for acceptance in these programs.

E. Student metrocards:

1. Students will be issued student metrocards at the beginning of each semester.
2. Students must fill out transportation forms in the main office in order to qualify.
3. Lost metrocards must be reported to the main office immediately in order to allow time for the processing of a new card. Requests for new cards must be submitted in advance.
4. After 5 consecutive unexcused absences student metrocards will be turned off. Metro cards will be reactivated upon the student's return to school and an attendance intervention meeting is completed.

F. Books:

Students are responsible for books that are issued in a class or borrowed from the school.

G. Official letters:

Any student who requires an official letter should go to the main office. Office staff members are available only before school, after school and during lunch. Official Letters must be requested at least 48 hours in advance. Official Letters may not be made available on the same day of request.

H. Lost and Found:

Any item found in the school should be turned into the CCC office in room 213 where it can be reclaimed by the owner.

I. Leaving School Early:

No student may leave before his or her last period class unless:

1. She or he gets permission from the Principal, Assistant Principal or Dean and has his or her advisor's recommendation.
2. A call to the student's home is made to obtain a parent's permission to send the student home.
3. He or she agrees to make up all missed work.
4. Students must be met at the school lobby. No one will be allowed upstairs

J. Graduation Requirements in Each Subject Area:

1. English:
 - 8 credits required
 - Students must pass the English Language Arts Regents
 - Students must complete an English Performance Based Assessment



2. Mathematics:

6 credits required

- Minimum 2 credits in Geometry
- Minimum 2 credits in Algebra
- Students must complete a math Performance Based Assessment

3. Social Studies:

8 credits required

- Classes must be taken to fulfill the following credit areas: 1 government/civics credit, 1 economics credit, 2 US history credits and 4 global studies credits.
- Students must complete a social studies Performance Based Assessment.

4. Science:

6 credits required

- Minimum 2 credits in life science
- Minimum 2 credits in physical science
- Students must complete a science Performance Based Assessment

5. Health:

1 credit required

6. Foreign Language

2 credits required

7. Arts

2 credits required

8. Elective

These are classes that students will take after they have completed all necessary requirements.

Students are required to complete a total of 44 credits: 40 academic credits and 4 gym credits.

NOTE: Many students will graduate with more than 40 academic credits. Still, credits must be applied to the right areas.

K. Tutoring:

Tutoring is available Monday - Thursday 3:20pm to 4:20pm

L. Safety Procedures



During emergency procedures students must:

1. Fire Drills

- A. Stop whatever they are doing and follow all directions provided by the teacher.
- B. Follow all social distancing procedures as outlined and indicated throughout the building
- C. Maintain a minimum of 6 feet from other students while in line and while walking.
- D. Leave belongings behind and follow the teacher in an orderly fashion out of the building. Walk quickly and quietly to the designated fire safety location
- E. The use of cellphones and electronic devices during an emergency procedure is strictly forbidden.
- F. Wear facial covering at all times

2. Evacuation

- A. Stop whatever they are doing and follow all directions provided by the teacher.
- B. Leave belongings behind and follow the teacher in an orderly fashion out of the building. Walk quickly and quietly to the designated fire safety location
- C. Exit the building via the designated exit
- D. The use of cellphones and electronic devices during an emergency procedure is strictly forbidden.
- E. Do not use the elevator
- F. Wear facial covering at all times

3. Lockdowns

- A. Stop whatever they are doing and follow all directions provided by the teacher.
- B. Move out of sight and maintain silence
- C. Maintain social distancing when possible
- D. Remain inside the building
- E. Wear facial covering at all times

L. COVID-19 Safety Procedures/Policies (New)

a. Health Screening/Temperature

All community members and visitors **MUST** complete a Health Screening Survey prior to entering the building. Teachers may complete the health screening online utilizing their DOE email. Results of the screening must be shown to security upon arrival at the building. Students and Visitors must complete a Health Screening Survey and have their temperature take.

b. Daily Health Screen Check

Must be completed by all prior to entering the building. **NO EXCEPTIONS**

c. Failure or Refusal to complete Daily Health Screening Survey



- Failure to comply with the daily Health Screening process will result in security not allowing you in the building or requesting that you exit the building.
- d. Windows in Classroom
All classrooms designated for teaching must have windows or vent systems in working order.
 - e. Exhausters in working order/Filters Checked or replaced
The building's Exhaust system must be in working order and filters replaced on a regular basis.
 - f. Masks for Adults and Children
PPE equipment must include facial covering for appropriate age (Adults and Children if applicable)
 - g. N95 Mask for Nurse
The nurse must be equipped with N95 mask
 - h. Face Shields
PPE equipment must include Face shields. Teachers, Nurse and office staff must wear Face shields when addressing students and 6 feet distancing is not possible.
 - i. Staff cafe/Lounge
Staff eating areas must have enough space for multiple people and be equipped with working windows or functioning exhaust systems.
 - j. Entry Protocol for community members
All community members and visitors must gain access to the building through its main entrance (Exit A)
 - k. Visitor protocol
All visitors must check in at the security desk, complete a health screen survey and if provided access to the building be escorted to the 2nd floor.
 - l. Dismissal Protocol
At dismissal ALL students must exit the building through stairway B (Exit B)
 - m. BRT
The buildings BRT Leader will oversee and coordinate all emergency procedures
 - n. Nurse
The building nurse will be stationed in the designated "Nurses' Office" room 209. The nurse will conduct all health related evaluations and be assigned as a member of the BRT Team.
 - o. Protocol for taking students to nurse
 - A. Students or staff with a temperature of 100+ will not be allowed in the building.
 - B. In the event that a student is in need of medical assistance, the teacher will communicate with the assigned floor support person who in turn will pick up the student from the classroom and bring them to the nurse.
 - p. Plexiglass partitions



Plexiglass partitions will be placed on the security desk and on the 2nd floor reception area.

q. Main office ventilation

The main floor is ventilated by a combination of Exhaust and various office windows.

M. Off Campus Lunch Permission Slips

Does not apply during COVID-19 restrictions



New School-Wide Safety Protocols

STAY HOME IF YOU

- Are sick OR experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days
- Have been in close contact with someone who has tested positive for COVID-19 has symptoms for covid-19
- Tested positive through a diagnostic test for COVID-19 in the past 14 days
- Traveled internationally or from a state with widespread community transmission of COVID-19 in the past 14 days.

You should receive a negative COVID-19 test before you return to school

ATTEND SCHOOL ONLY ON YOUR DAY

If a you shows up to school on a day that you are not scheduled you will have to be **sent home**



COVID-19 RELATED ABSENCES

- Reach out to your teachers and advisors
- You will not receive a lower grade for these absences.
- Keep in mind in-person absences are different from lack of school engagement.
- If you are in quarantine and not experiencing symptoms, you should be able to complete remote work and other assignments.
- Masks Required at all times
- Social distancing at scanning (6 ft apart)
- Temperature Checks
- Grab and go breakfasts are available
- Hand sanitizer or wash hands
- Go directly to your class
- One classroom all day
- Restricted movement
- One person to the bathroom at a time and ONLY on your floor
- No use of elevators
- No external lunch/No deliveries
- Grab and go lunch at dismissal

SHARED SPACES:

- Bathrooms are on 5th & 6th floors
- Bathrooms are unisex
- Bathrooms are used one student at a time and ONLY on your floor when there is nobody else on the line.
- Clean after yourself and wash your hands thoroughly

Personal/Classroom Space

- There are Hand Sanitizer stations in every classroom.



- Desks are 6ft. apart.
- Do Not get up and walk around the classroom to respect everyone’s personal space.
- Do not share writing utensils or supplies unless properly sanitized.
- Students will use their assigned headphones OR ones that have been sanitized.
- Students should sanitize computers at the start and end of each day.

School Year 20-21/Hybrid Learning Model

Day	Cohort
Monday	A in person
Tuesday	B in person
Wednesday	C in person
Thursday	D in person
Friday	E in person

School Year 20-21 | Bell Schedule

8:30-9:45	A-slot	30 mins live with teacher & 45 minutes to complete assignment and live help from teacher
9:45-11:00	B-slot	30 mins live with teacher & 45 minutes to complete assignment and live help from teacher
11:00-11:30	Family Group	30 minutes live
11:30-12:45	C-slot	30 mins live with teacher & 45 minutes to complete assignment and live help from teacher
12:45-2:00	D-slot	30 mins live with teacher & 45 minutes to complete assignment and live help from teacher



School Year 20-21 | Year Schedule

1 week Satellite Seminar for 0.5 Credits

- September 21-25

10-11 Week trimesters (4.5 credits x 3)

- September 29- December
- January -March
- April-June

Mini-mesters (1 cr x 2)

- Between trimester 1-2 & 2-3

16 credits per year



Satellite Academy High School

Student Handbook

Statement of Understanding/Acknowledgement of receipt

Please read sign and return to your Advisor

I have received, read, and agree to abide by the SAHS Student Handbook. I understand the policies and procedures set forth in the Handbook. I agree to follow the rules as outlined in the Handbook. I agree to adhere to all of the schools policies and procedures as outlined in the handbook. I understand that any violations of the rules and policies and procedures may result in consequences adverse to my success at Satellite Academy. I also understand that said violations may lead to potential recourse including parent engagement, loss of privileges, suspension and ultimately expulsion.

By signing below, you acknowledge complete understanding of the student Handbook as provided to you.

Student Name

Date

Student Signature

Parent Name

Date

Parent Signature

Received By: _____
Print Name

Date