



PARENT GUIDE



Sycamore

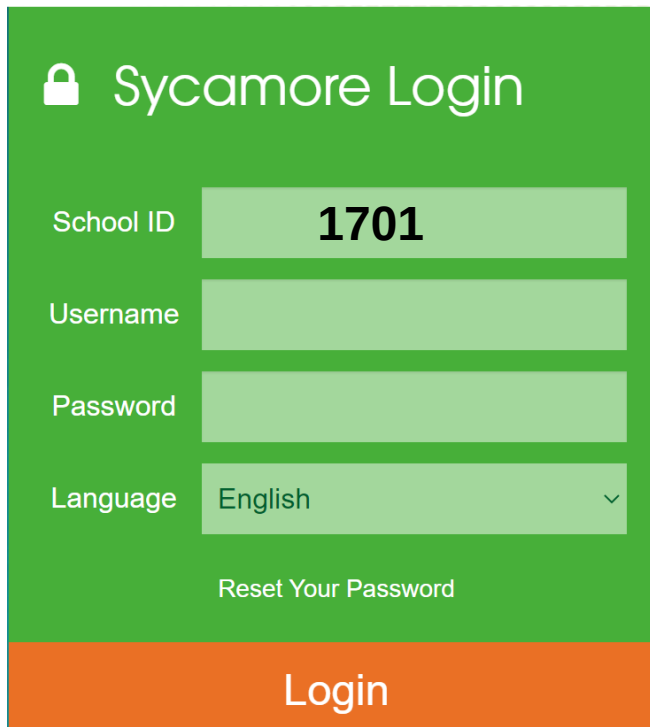
education


This document is intended to help you become familiar with viewing your child's grades and class information using Summit Academy's school management system.

SYCAMORE LOGIN

Here are step-by-step instructions on how to log in to Sycamore:

1. Click on <https://www.sycamoreeducation.com/index.php?schoolid=1701>, or enter it into your web browser.
2. Fill in your username and password and click on **LOGIN**. Please be sure to follow the instructions to enable all pop-up windows on your computer, or you may not be able to access all functions.



 Sycamore Login

School ID

Username

Password

Language ▼

[Reset Your Password](#)


Login

If you have misplaced either of the above, please e-mail
gwilson@summitacademybahamas.net
and another one will be e-mailed to you.


HOMEPAGE

The window that pops up first is the SCHOOL homepage. On this page, you will be able to see an overview of your child's current assignments, missing assignments, and upcoming events.

School Home

 My Student

My Students



Student Name

Summit

Overview

Classes

Classname	Teacher	Room	Period	Start	Stop	N	M	T	W	T	F	S
Classes												

Due

Grade 5

Title

Due

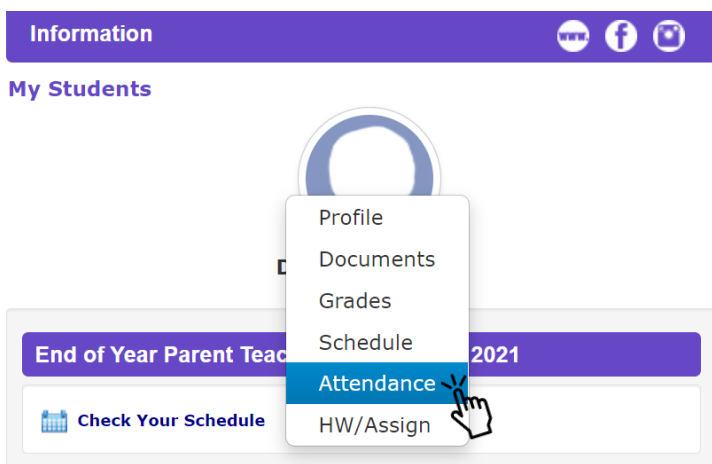
Title

Date

Name

ATTENDANCE

You can view your child's attendance record, including days tardy and absent. Here are step-by-step instructions on how to view your child's attendance record.



1. Log on to Sycamore using your assigned username and password.
2. Once successfully logged in, click on your child's name/icon in the upper right corner of the screen. This will automatically take you to another screen labelled "Student Profile".
3. To see your child's grades, click on the Attendance tab.

Attendance Procedures

1. All elementary school students who are absent will be marked "unexcused" ("U") until the parent/guardian notifies the school in writing and justifies the absence.
2. Failure to do so within three (3) school days will cause the absence to be recorded as "unexcused". In the case of excessive or extended absences, upon request of the principal or designee, a parent will provide documentation (doctor's statement) of a student's illness.
3. After three (3) unexcused absences the school will contact the home (or workplace) of the parent/guardian to determine the reason for the absence

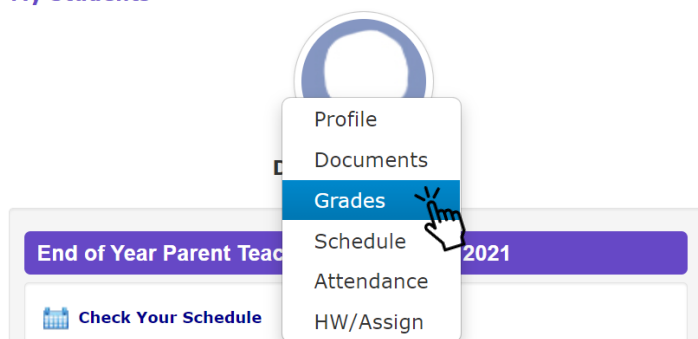
VIEW GRADES

Grades are listed per subject, per term. These will be entered regularly by your child's teachers (Grades 1 – 8).

Here are step-by-step instructions on how to view your child's grades:



My Students



1. Log on to Sycamore using your assigned username and password.
2. Once successfully logged in, click on your child's name/icon in the upper right corner of the screen. This will automatically take you to another screen labelled "Student Profile".
3. To see your child's grades, click on the Grades tab.

Trimester 1						
Numeric Grades						
Class	Posted by	Subject	Posted	Number	Grade	Comments
Grade 5	Teacher	Mathematics	12/14/2020 12:01PM	91	A-	
		Language Arts	12/14/2020 01:37PM			
		Social Studies	12/14/2020 12:07PM			
		Science	12/14/2020 12:08PM			
		Character Education	12/14/2020 11:58AM			
		Music	12/09/2020 12:10PM			
		Physical Education	12/11/2020 10:35PM			
		Spanish	12/11/2020 08:50AM			
		Information Technology	12/14/2020 02:30AM			

For more detailed grade information, click on the blue letter-grade button.

Only elementary and middle school students receive letter grades. Preschool students are graded using a progressive scale of 1-4 with 4 being the highest achievement. A score of 3 indicates that your child is meeting grade level objectives satisfactorily. A grade of 2 means that they are working towards mastering the objective. Lastly, a score of 1 may mean that your child would benefit from more practice and reinforcement in this area.

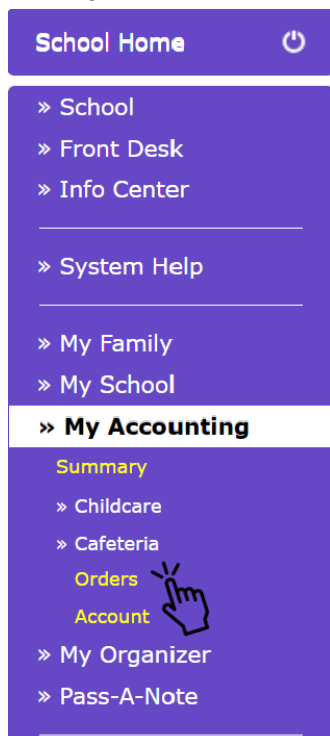
SUMMIT ACADEMY'S GRADING SCALE							
A+	97% - 100%	B+	87%-89%	C+	77% - 79%	D+	67% - 69%
A	93% - 96%	B	83% - 86%	C	73% - 76%	D	63% - 66%
A-	90% - 92%	B-	82% - 80%	C-	70% - 72%	D-	60% - 62%

Fail- 59-0%

LUNCH ORDERS

****Lunch orders MUST be placed by 3:30pm of the day BEFORE the meal is required.****

To create your child's lunch order, please follow these simple steps:



1. Log on to Sycamore using your assigned username and password.
2. Click on >> My Accounting
3. Click on >> Cafeteria
4. Click on >> Orders
5. If you have more than one child at school, all their names will appear here. If you are ordering for more than one child, please ensure that you make menu selections under each child's name. Each date has a drop-down box with the available menu options. Please select which meal you would like to order. Be sure to select the correct size meal (sm or lg).
6. **MOST IMPORTANT!** Press **update**. A confirmation window will pop up. If this does NOT appear, please attempt to update again to ensure the order has been placed.

CANCELLATIONS All cancellations and orders should be made online by parents. *Office staff are not permitted to place lunch orders.* There are no refunds once the food has been prepared, so please remember to cancel your child's order if you know that he/she will be absent. Accounts are charged once the food is delivered.

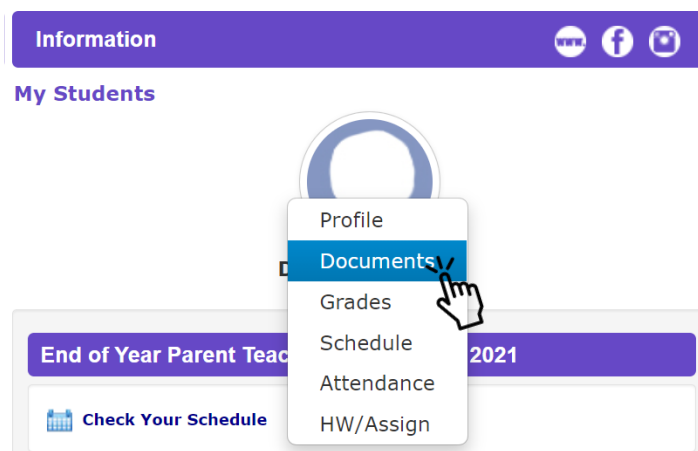
TO CANCEL AN ORDER:

- 1) Log on to Sycamore using your assigned username and password
- 2) Click on My Accounting
- 3) Click on Cafeteria, then on Orders
- 4) Find the date that you wish to cancel lunch on. Click on the drop-down menu for that day and simply select the "blank" option and **press update**.

This should be done no later than 3:30 p.m. the day before the lunch is to be delivered, otherwise it will still be prepared and charged to your account.

REPORTS

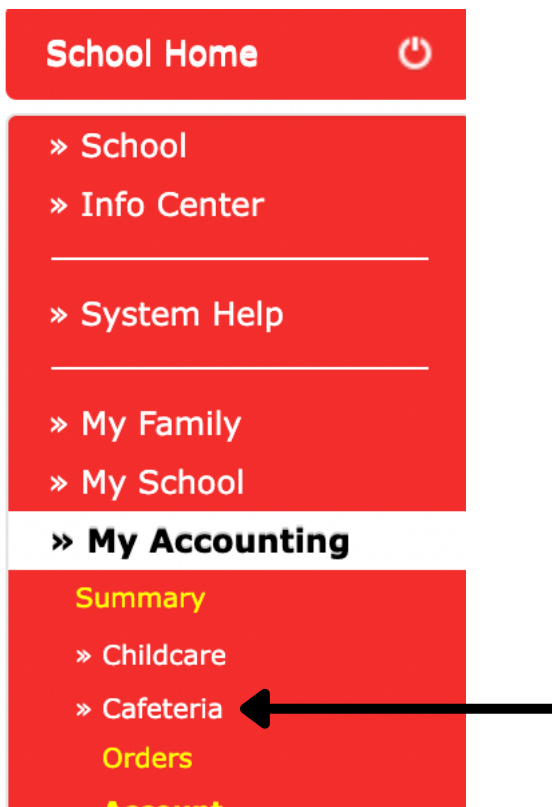
Progress and final report cards are uploaded every semester to Sycamore. Reports are available for immediate download; however, an electronic signature is required. This allows the school to keep track of which parents have opened report cards. Here are step-by-step instructions on how to view your child's report card Sycamore:



1. Log on to Sycamore using your assigned username and password.
2. Once successfully logged in, click on your child's name/icon in the upper right corner of the screen. This will automatically take you to another screen labelled "Student Profile".
3. You will see five tabs on the page labelled General, Documents, Grades, Schedule and Attendance.
4. To see your child's final report card and any other future or past report cards, click on the Documents tab. Double click the PDF icon to open the file or click the blue name of the file.

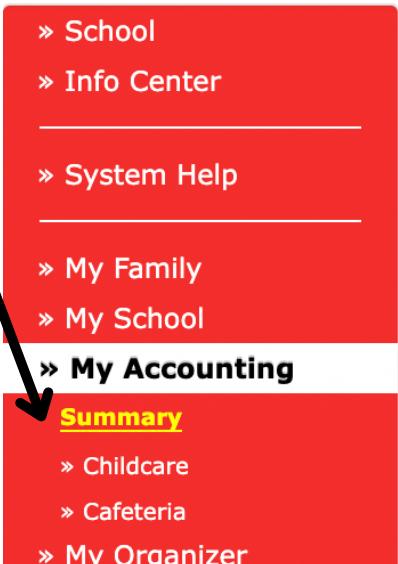
FAMILY ACCOUNTS

To check your family's **cafeteria account balance**, go to **My Account|Cafeteria|Account**. This also provides a detailed listing of all charges applied to your cafeteria account. A negative balance indicates that your child's lunch account is overdrawn and money needs to be deposited to the cafeteria account.



FAMILY ACCOUNTS

To check your family's **Activity Account balance**, go to **My Accounting|Summary**. A negative balance means that you have a CREDIT on your account. For example, if your account summary shows that you have -526.50 on your account, it means that you have a credit of \$526.50 (you have \$526.50 to spend). On the other hand, if your account showed 526.50, it would mean that your activity account is overdrawn by that amount.



Summary			Invoices	Billing	Payment Methods
Accounts					
Account	Description				Balance
Activity Account	Activity Account				-526.50
					-526.50

To see all of the charges applied to your student activity account, please click on the blue "Activity Account" link for an expanded view.