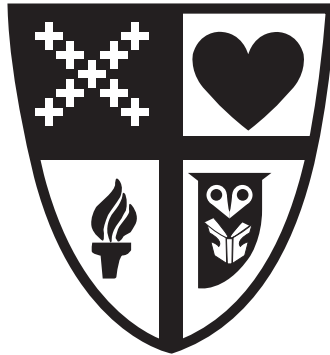


# Sweetwater Episcopal Academy

Property of \_\_\_\_\_



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Longwood, Florida 32779  
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(Fax) 407-788-1714  
[www.sweetwaterepiscopal.org](http://www.sweetwaterepiscopal.org)

## SCHOOL MISSION

The mission of Sweetwater Episcopal Academy is to provide the community with a source of quality education, set in a nurturing and safe environment, surrounded by Christian love, with a strong concern for each student as an individual. Our school's goal is to fully prepare each child for his or her future educational, social, and spiritual life.

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<b>Head of School:</b>	Janet Stroup
<b>Assistant Head of School:</b>	Lynda Delius
<b>Admin Assist/Admissions:</b>	Kim Bailey
<b>Business Manager:</b>	Denice Kost
<b>Director of Development:</b>	Tracy Buzzell
<b>Network Administrator:</b>	Julia Miller

**Board of Trustees**  
**Officers of the Board**  
President: Paul Myers  
Vice President: Mark Lamoriello  
Secretary: Marie Gregory  
Treasurer: Peter Reinert  
**Vestry Representatives**  
Sharon Clark, Steve Cook  
**SEA Parents' Representatives**  
Lori Hudson  
**Members at Large**  
Anke Cirillo, Mike Fogle, Blair Hull,  
Loree Krummenacker, Don Price  
**Ex-Officio:**  
Janet Stroup, Father Paul McQueen

<b>Traditions</b>
<b>School Motto:</b> "Academic excellence in a Christian community."
<b>School Colors:</b> Red, White and Navy

## GENERAL INFORMATION

### Daily Schedule

School hours are:

8:20 a.m. to 3:00 p.m.

8:20 a.m. to 12:30 p.m. PK half day hours

### Admissions Policy

SEA admits qualified students for grades PreK through 5 without regard to race, religion, or national origin. Admission information is available in the school office or on the web page. Enrollment is not limited to members of the Parish or of the Episcopal Church. We believe that diversity serves as an important part of the educational development of our students. All students seeking enrollment at SEA must participate in placement testing, a personal interview, and a school visit if being admitted during the school year. Recent report cards and achievement test results as well as letters of recommendation are also required. Academic expectations are high and a child's ability and past performance are considered as part of the admissions decision.

The school reserves the right to suspend or dismiss any student in instances of prolonged unsatisfactory record in scholarship or citizenship, violation of school rules, parental failure to cooperate with the school, or failure to maintain the agreed schedule of payments for all school costs.

### Registration

Current students reregister in February. Students in grades PreK through 4 who are not making satisfactory progress, based on teacher/Head recommendation, may receive a conditional re-enrollment agreement. **A nonrefundable, nontransferable deposit must be paid by March 1 in order to hold the place for each student.** Once current student registration is completed, the staff will contact new applicants on the wait list to fill the remaining spaces. Siblings of current students have priority status (after screening) for available spots.

### Arrival on Campus

SEA staff arrives at 8:00 a.m. **Supervision of students on campus does not begin until 8:00 a.m.** Students will not be admitted to their classrooms before that time. **Any child arriving**

on campus prior to 8:00 will be sent to Before Care for proper supervision, and parents will be charged applicable fees.

The school day begins promptly at 8:20 a.m. One of our goals at SEA is to encourage responsibility and independence at all grade levels. To facilitate this goal:

- 1) Parents may walk **PreK** students to their classrooms.
- 2) You may drop off your **Kindergarten** children on the front porch where they will be supervised and walked to the classrooms. During the first week of school **ONLY**, you may walk your Kindergarten child to the room each day.
- 3) **Grades 1—5: Say your good-byes in the car and allow all students to go to the classrooms by themselves. This enables teachers to focus on the students as they enter the room each day, and encourages student independence, responsibility, and a good start to their day. Parents may not walk students to class.**
- 4) Older siblings at SEA may walk younger siblings to their classroom.

### Visitors on Campus

For the safety and security of your children, **all parents and visitors to SEA must sign in and out** in the office and **wear a visitor name tag.** Visitors on campus without permission will be asked to leave. Special name tags are provided for Helping Hands and Parents' Club volunteers. Safety is our primary concern!

Sweetwater Episcopal Academy is fully accredited by the Florida Council of Independent Schools (FCIS) and by the Florida Kindergarten Council (FKC).

SEA received reaccreditation in April 2005.

SEA admits qualified students for grades PreK through 5th without regard to race,



SEA is  
"The Kind  
Zone"

volunteer to help. Party dates are set so that the entire school is celebrating on the same day and at approximately the same time.

**Please remember that all party plans or any correspondence sent home to parents must be approved first by the teacher and HOS.** A room coordinator will be assigned as the contact person for the party. All parties are to be the same for both classes in a grade and must be approved by the teachers. Parties are to be kept simple, with activities - not gifts - as their focus. If parents wish to send birthday items (cupcakes, favors, etc.) for a student's birthday, please discuss it with the classroom teacher and be sensitive to the special health/dietary needs of other children.

**Party invitations:** Unless you are inviting all children in your child's class, birthday party invitations may not be sent in to school to be sent home via backpacks. Either mail them or use the telephone. Also, please do not send gifts for a holiday or birthday to the school. **It is our desire to model sensitive, kind, and thoughtful behavior for our children** as well as not distract from an atmosphere conducive to learning.

### Lunches

Students eat lunch in the Gray Hall scheduled by grade level. Students may bring their own lunch in appropriate containers. Please use proper nutritional guidelines in packing children's lunches. No refrigerator facilities are available for lunches.

**Please do not send in lunches that need to be heated. Students are discouraged from having excessive sweets, and we encourage you to send a healthy beverage.**

Students may also purchase prepared hot lunches through the Parents' Club. Sign-up for these lunches is done every 7-8 weeks and are paid for in advance. Order forms for all purchased lunches are sent home in student backpacks or are available online. Please adhere to deadlines for sign-up.

Parents may occasionally eat lunch with their child. Since this is an important social time for students, please limit your visits to special occasions.

### Room Parents

Each classroom has parent volunteers serve as room parents for the year. They help the

teachers organize class parties and special projects as well as coordinate school activities at the classroom level.

**All room parent activities and correspondence must be coordinated with the classroom teacher and be consistent by grade level.**

At "Meet Your Teacher Day" in August, a sign-up board will be available to allow parents to sign-up for help in individual classrooms and for specific fundraising events. We encourage parents to become involved in SEA through volunteering their time in order to feel the community spirit here.

## ACADEMIC PROGRAM

### Grading and Report Cards

**PreK** students receive four progress reports throughout the school year, which track progress on academic readiness, physical and social skills.

**Kindergarten** students receive four report cards indicating progress in academic subjects, enrichment classes, and personal development.

**1st through 5th grade** students receive midterm progress reports and full report cards at the end of each nine-week grading period.

The first progress report is given to parents on Conference Day in the Fall.

#### Grade Scale for 1st

E	=	100 - 90
S+	=	89 - 80
S	=	79 - 70

#### Grade Scale for 2nd through 5th

100—93	A	E (Excellent)
92—85	B	S+ (Good Progress)
84—75	C	S (Satisfactory)
74—70	D	N (Needs Improvement)
69—0	F	

### Academic Awards

Outstanding academic achievement is recognized in grades 4 and 5 at an Awards Assembly on the last day of school.

### Homework

Homework is an integral part of a student's overall education. It involves study time as well as the completion of written assignments. SEA seeks to help its students develop good study

habits early. At SEA, students in grades K-5 receive regular homework assignments.

**It is expected that all work turned in by the students is completely their own.** Cheating and plagiarism will result in failure of the assignment and parent notification.

We recommend these guidelines for time spent on daily homework:

- ⇒ K/first grade 20-30 minutes per day
- ⇒ 2nd grade 30-45 minutes per day
- ⇒ 3rd grade 45-60 minutes per day
- ⇒ 4th-5th grades 45-90 minutes per day

If your child is spending more time than noted above on a regular basis, please tell the teacher so that you can work together to remedy the situation.

### **The Parent's Role in Homework**

- \* Please check **Homework Now** on our website for homework and SEA information ([www.sweetwaterepiscopal.org](http://www.sweetwaterepiscopal.org))
- \* Parents should provide an environment and time conducive for regular study at home in a location free of distractions.
- \* Parents should praise their children for neat work and completed assignments.
- \* If a child asks for help with an assignment, parents may assist by guiding the child to the right solution or answer. **Do not do the work for your children. If your child has difficulty, contact the teacher by e-mail, voice mail, or a written note.**
- \* Homework assignments for each week can be found on each teacher's **Homework Now** page on the SEA website. Pages will be updated by 3:00 p.m. on Mondays for that week. Students and parents can check homework assignments regularly from home.
- \* It is the student's responsibility to turn in homework and keep school materials in an orderly and organized fashion.

### **Extra Credit and Late Assignments**

- \* An extra credit assignment will be given only if it will assist in a child's mastery of the skill and/or subject. Extra credit work will not be given to simply enhance grades.
- \* **Penalties will be assessed for late assignments in order to assist in the development of responsibility.**

### **Make-Up Work**

- \* Students with excused absences from school are expected to contact teachers or website

about missed school and homework due date. No extensions for absences.

- \* For each day of an excused absence, the student will be allowed one extra day for make-up work.
- \* Teachers need at least one day's notice in order to gather make up work.
- \* Long-term assignments that have been given at least 2 weeks in advance are due on the due date.
- \* **Refer to "Homework Now" - SEA website** for assignments when your child is absent.
- \* Absences of five or more days should be worked out with the teacher. Check with your teacher to ascertain that all work has been made up and missed concepts mastered.

### **SEA's Testing/Retesting Policy**

- \* All tests must be signed by parents and returned to the teacher.
- \* **In some situations, retests are allowed for a grade of 70 or below. The retest will be averaged once with the original test counting twice for a final grade.**
- \* Retesting will only be done after school, and after a note has been sent home.

## **EXPECTATIONS/RULES**

### **Behavior and Citizenship**

SEA's philosophy emphasizes the worth of each individual within the framework of a strong, caring community. Each member of the school community is expected to conduct him/herself in a manner which is respectful of others and conducive to a loving, learning environment.

**Rainbow Awards** are presented at weekly Chapel services (except on Communion days) to acknowledge students who have demonstrated good citizenship, acts of kindness toward fellow students, or selfless behavior. A ribbon is awarded to each student who wins a Rainbow Award.

### **Counseling and Guidance**

Teachers and staff are always willing and available to talk with parents and students about academic and social issues. Mrs. Stroup and Mrs. Delius work with parents and students on special issues and can make referrals to qualified professionals when necessary. Chaplain Molly Davis, our religion teacher, also serves as a counselor, offering guidance and counseling for SEA students and parents.

## Expectations of Students

SEA sets forth these student expectations that will aid in maintaining a wholesome and challenging learning environment for all students.

### We expect respect in the Kind Zone.

- ⇒ **Respect Teachers.**  
Do not talk while the teacher is talking.  
Pay attention in class.  
Do your homework.
- ⇒ **Respect other students.**  
Treat others the way you want to be treated.  
Use kind and considerate words and actions.  
No name-calling/teasing/put-downs allowed.
- ⇒ **Respect others' property and the campus environment.**  
Treat all property with respect.  
Do not litter.  
Walk, don't run.
- ⇒ **Show respect.**  
Follow SEA Dress Code. (See page 4)

## Bullying

The SEA Board and administration has adopted a **zero tolerance policy** for aggressive behavior, or bullying, on our campus or at school sponsored activities. Please report any incidents to the teacher immediately so it can be addressed.

If a student is sent to the office, the office will notify the parents.

- The Head of School or Assistant Head of School will speak to the child and may assign a consequence (i.e. apology, extra assignment, detention)
- If a note is sent home to the parents, it should be signed and returned the following day.
- At the school's discretion, the parents may be called in for a conference.

In the case of repetitive, minor infractions or a major violation, a parent may be asked to pick the child up during the school day.

Major infractions of school rules - stealing, fighting, disrespect for others, profanity, defacing of property, weapons, and abusive written or verbal communication to classmates and staff will not be tolerated.

**After School time** may be assigned for continued lack of following through on class assignments or as a time to assist a student in

the completion of assigned work.

**Behavior Detentions** may be given for behavior that requires intervention by teachers or that disrupts the class. An after-school or lunch-time detention may be given by Head of School for a disciplinary infraction in the classroom, lunch area, playground or any other area of the school. Infractions that may merit a detention include, but are not limited to: inappropriate language, disrespect for teachers or fellow students, or disregard for school policy and for school property. Students are reminded that if their parents cannot arrange for them to stay for a scheduled detention, a note from the parents must be sent stating the reasons and the parent must call the school to reschedule the detention. Recurring detention assignments will necessitate further disciplinary action including parent/teacher conference, creation of a contract to correct the disciplinary problem and/or suspension.

**Corporal punishment** is never used at SEA! SEA faculty and staff are committed to be positive role models and never handle anger or discipline in a physical way.

**Suspension and/or expulsion** is only imposed if other interventions have failed. The Head of School may suspend or expel a student immediately if a student has committed a breach of conduct which poses an immediate danger to the students or staff, or if the violation is one of physical assault, or has an immediate disruptive effect upon the school. The length of suspension will be determined by the Head of School.

All school work assigned during the time of suspension must be satisfactorily completed. All school fees and tuition remain in effect during the suspension.

**Students must behave so that other students are not distracted from learning and feel safe physically and emotionally. Respect for each other and for personal property, as well as honesty in schoolwork and on-campus behavior, are expected at all times.**

## Distractions

Students may not bring these items to school: Cell phones, radios, electronics, Gameboys/ video games, trading/playing cards, chewing gum, candy, toys, weapons or anything that

could be considered dangerous. **If these items are brought to school, they will be confiscated and returned only to the parents.**

### Class Placement

The school reserves the right to determine the proper placement of each student. Class assignment is determined by many factors. We take into consideration the best makeup of a class, looking for balance academically, socially and emotionally. The faculty and staff work very hard to select the best class and teacher for each child. **Parent requests are discouraged and are not guaranteed.** Reassignments are made only at the request of staff after all other strategies are used.

### Manners

Please help us by expecting, reinforcing, and modeling these at home:

- \* Discuss “Saying of the Month” (found in the monthly calendar).
- \* Ask “May I” for permission. “Can I” denotes ability.
- \* Always be KIND.
- \* Practice self-control. Accept “no” without talking back.
- \* Don’t let your anger get the best of you.
- \* Respect others’ possessions.
- \* Remember that everyone is important.
- \* Use good table manners.
- \* Be protective and kind toward those younger and weaker.
- \* Say “ please, thank you, you’re welcome, excuse me, yes, ma’am” etc.
- \* Grades 3-5 should stand briefly to acknowledge the visit of guests.
- \* Stand for what is right even if it means standing alone.
- \* Show respect for authority.

### Expectations of Parents

- \* **Always show respect and courtesy to teachers, other parents, and students on or off campus.**
- \* Expect kind, respectful, and mannerly behavior from all students, not just your own.
- \* If you observe behavior inappropriate to SEA expectations while on campus, notify a teacher or administrator.
- \* **School concerns need to be brought to the person in question where they can be remedied or clarified.**

### \* “Chain of command”

1. Classroom concerns— the Teacher
2. Academic concerns — Mrs. Delius
3. Spiritual issues—Chaplain Molly Davis
4. Administrative issues—Mrs. Stroup

### \* *Our teachers are caring professionals and we expect your respect and support for their decisions regarding your child.*

- \* In order to have a scout, athletic team or any other group activity held on the SEA campus:
  - 1) It must be open to all eligible students
  - 2) It must be open to all SEA parents to be accepted as co-leaders, coaches and volunteers.
  - 3) Leaders must be positive role models.
  - 4) Students must follow SEA behavior

## COMMUNICATION

### Conferences

Regular communication between parents and teachers is important to ensure the academic and social development of each student.

**We ask that you NOT use morning drop-off or dismissal time (unless previously scheduled) to confer with a teacher. This could result in a very unsafe situation for the 15-20 other children needing his/her attention. Please show respect for teachers and do not call them at home.**

Please notify the school of any circumstances in the home or in the life of your child which may be causing stress or grief.

If a teacher requests a conference to discuss a student’s progress, it is expected that parents will make every effort to meet with the teacher in a timely fashion.

Each fall, we have one designated conference day. A sign-up sheet will be available during Open House. If desired, the Head of School may be invited to attend. Also, the Head of School will be available by appointment, voice-mail, or e-mail as needed.

**We request that you always communicate any concerns with the teacher first.**

### Written Communication

SEA publishes a weekly newsletter, *Soundings*, which is online each Tuesday and is updated on the web page. We include news from the classrooms, upcoming events, Parents’ Club and general information about the school.

## Lost and Found

Items found around campus are placed in SEA's Lost and Found for one month. If they are not claimed, they are donated to a charitable organization. The Lost and Found items are kept in the cabinet on the side of the administrative building porch. Please check this cabinet periodically. Be sure to write your child's name on all clothing items and lunch boxes. All uniforms look alike.

## School Supplies

Parents are responsible for providing their children with necessary school supplies throughout the year. Individual classroom teachers will provide a complete list of needed items prior to the start of the school year. Students should be responsible for having adequate paper, pencils, etc. It is their responsibility to come to school prepared each day.

## Parent Involvement

SEA welcomes parent involvement. Through the "Helping Hands" program of the Parents' Club, parents can volunteer in classrooms and around campus in a variety of capacities. Parents can also participate as room parents, field trip drivers, library aides, special program assistants, copy helpers, etc. If you have special skills, please share them with SEA. Contact the Parents' Club (#306) or the school office to volunteer your time.

## Dress Code: PreK-Fifth grade

SEA students wear uniforms to school each day. Uniforms must be purchased from the designated school uniform company (see office or web page for information.) The school reserves the right to make all decisions regarding what is appropriate dress, including jewelry, hair length, hair style, etc. Hair is to be neat, not distracting and of acceptable length.

1. **Shirts must be tucked in at all times.**
2. Skirts must reach the end of fingertips when arms are at sides.
3. Slacks and shorts are to be worn at the waist with a belt.
4. **Socks must be worn with shoes.**  
Uniforms or spirit shirts are worn on field trips unless a special note comes home from the teacher and/or the office. When in doubt, please check with the Head of School before assuming something is acceptable.

## Girls in PreK.-Fifth Grade

PreKind./Kind. Navy Logo Polo Dress  
Plaid jumper, shorts or skirt  
Navy or khaki slacks, shorts or skirts  
Belts (worn on items with belt loops)  
Red, white, or navy polo shirt (school logo)  
SEA red or navy sweatshirt

## Boys in PreK.-Fifth Grade

Navy or khaki slacks or shorts  
Belts (worn with items with belt loops)  
Red, white, or navy polo shirt (school logo)

**Cold weather attire for boys and girls:** uniform slacks and SEA sweatshirt.

**NO OTHER SWEATSHIRTS ARE ACCEPTABLE.**

**Shoes:** Black, white, or navy tennis shoes (no hightops, oversized) with white socks.

**Socks must be visible above shoes.**

**Uniform Infractions:** Please make sure your children follow the dress code. The following steps will be taken if a student fails to wear the required school uniform:

- 1) Verbal warning from teacher
- 2) Written notice to parents from administration
- 3) Parent will be called by the office, child will be sent home and not be allowed back in the classroom until child is in uniform.

## PE Clothing

Students will not change clothing for P.E. class except for swimming and canoeing classes. For swimming and canoeing, students wear appropriate bathing suits of their choice. Only one piece suits are permitted.

## Spirit Shirts and Spirit Day

On the last Friday of every month (or the date marked on the school calendar as Spirit Day) students are permitted to wear SEA spirit shirts (sold by the Parents' Club.) The purchase of these shirts is optional. With the SEA spirit shirts, we require students to wear uniform shorts, pants or skirts. If any dress is inappropriate, we will let the student as well as the parent know. Spirit Day is a privilege at SEA and failure to abide by the dress code will result in the loss of the privilege.

## Class Parties and Birthday Parties

Classroom parties and school wide celebrations are held on special occasions. Parents are welcome to attend these events and may be asked to donate food, paper goods, etc. or to

Other information from the school will be sent home on Take-home Tuesdays, so please check backpacks regularly. SEA uses e-mail regularly to communicate with parents. Please provide us with any/all e-mail addresses you would like to be included in the distribution list.

### **Notes and Messages**

Parents bringing items for a student must leave them in the school office, not the classroom. Parents may communicate with teachers through written messages, email, or voice mail. **All staff have voice mail and e-mail.**

### **Emergency Contacts**

All students are required to have an emergency contact form on file in the school office. This form contains emergency phone numbers of parents or other guardians that the school can contact if there is an emergency with a student. **It is imperative that parents take the responsibility to keep this contact list updated and accurate.**

### **Records/Confidential Reports**

Please send all requests through the school office. **Records are mailed directly to the designated school, physician or counselor.**

### **Withdrawal from School**

Parents must inform the school office at least one week before withdrawing from SEA. At this time, a checklist will be provided of items that need to be cleared. Records will be forwarded when all textbooks are returned, tuition, fees and fines are paid, including Extended Daycare charges.

## **STUDENT SAFETY/HEALTH**

### **Fire/Tornado Drills and Weather**

Campus-wide fire drills are held on a regular basis on recommendation from local fire safety officials. Students are instructed in safety procedures throughout the year. **Please call SEA for recorded messages regarding school closings. In case of emergency, we will notify parents through voice mail - either home or cell.**

### **Important Required Forms**

- \* **We must have your child's birth certificate and completed Emergency Medical form before the school year begins.**
- \* A student entering PreK or Kindergarten or a student entering a Florida school for the first time must provide the school with a medical examination form and record of

immunizations (HRS 680). Most doctors have the medical history forms (blue health card) required by the schools in Florida.

**By state law, your child will not be permitted to attend school until these forms are in the school office.**

### **Medications**

Medications prescribed by a physician may be administered by the school, under these state mandated guidelines:

- If a student must take a prescription during the school day, the parent must bring the medication to the school office in a resealable plastic bag clearly marked with the child's name and a note with dosage instructions, name of drug, time of day to be taken, physician's name and telephone number.
- The medication must come in the original bottle/container.
- A designated Authorization for Medication form must be completed for any medication to be given by the school. This is mandated by state law.
- Medications may only be given by a staff member. Medications are usually given in the school office.
- Nonprescription medications (Tylenol, cough drops, etc.) may be given only if the parent fills out the appropriate form.

SEA complies with all state laws regarding child abuse in accordance with **F.S. 39.201**. All staff and faculty receive training in child abuse prevention and reporting. Any concerns should be addressed with the Head of School.

### **Playground Safety Rules**

**Children (students and siblings) are not allowed to play on the playground from 2:45 until 5 pm in order to facilitate a smooth and safe dismissal and allow for aftercare use.**

Aftercare uses the playground from 3:30 to 5 p.m. SEA students not enrolled in Aftercare may use the Kindergarten playground (at the back of the campus by the lake.) They are expected to follow the rules and be under adult supervision at all times.

**Whether the child is with a teacher or a parent he/she must follow these rules:**

- \* Only one child at a time on slide. Go up the stairs and down the slides! When going down the slide, sit upright and go down feet first! No standing on slides.

- \* No eating or drinking on the playground eat and drink only at picnic tables. Pick up litter.
- \* When on swings, sit straight and do not twist chains. Only one child may be on a swing at a time.
- \* No standing on the railings on the playground equipment. No sitting on top of the monkey bars.
- \* The basketball court is reserved during afterschool basketball programs.
- \* No throwing mulch, sand, stones or sticks. No playing with sticks.

### **Accident Insurance**

In order to protect both students and the school, every SEA student is required to participate in the school's accident insurance program. The fee for this insurance is included in the miscellaneous fees for each child. This insurance is for school-time accident coverage which is in effect during school hours and on school-sanctioned activities. This insurance supplements your private insurance.

## **ATTENDANCE**

### **Absences**

**Regular attendance is required by law and is critical to the academic success of every student. Students are expected to attend school unless they are ill.** A student may not attend school if he/she has a fever or contagious illness.

In some instances, students may miss an extended number of school days due to a family emergency or trip. In these cases, parents must complete a form (available in the school office) and inform the student's teacher and school office prior to the missed days of school. It is the joint responsibility of the parent, student and teacher to make arrangements for makeup work, assignments, etc. Students who have been absent one or two days are asked to call a friend for the following day's assignments. Please refer to "Homework Now" on our SEA website.

**Parents must call the school when a child is absent or leave a message on the teacher's voice mail the evening before or the morning of the absence, always stating the child's name and the reason for the absence.** We may contact you in case of an undocumented absence.

**Students must be present for a half day in order to attend after school activities on campus.**

Classes are scheduled until 3:00 p.m. Please do not pick up your child early unless it is absolutely necessary.

### **Tardy Policy**

**Parents are responsible for getting their child(ren) to school on time. Students are considered tardy if they arrive on campus after 8:20 a.m. Classes begin at 8:20 and students who are tardy miss valuable teaching time.**

Upon arrival, students who are tardy must come with a parent into the office to sign in. A tardy slip will be issued which will be given to the homeroom teacher for admission to class.

**Parents will be notified after the accumulation of three (3) unexcused tardy per quarter.**

**After the fourth (4) unexcused tardy, parents will be required to meet with the HOS to rectify the situation.**

**Excessive tardiness and leaving school early affect learning and grades. Students are responsible for making up missed work.**

### **Field Trips**

SEA students at all grade levels participate in educational and cultural field trips throughout the year. These field trips are planned as an enhancement to the curriculum. We expect all students to participate; if finances are a concern, please let us know. As recommended by FCIS, **field trips which are located out of the Orlando area require transportation by bus.**

**For safety reasons, students and staff are to ride on the bus.** Additional parent chaperones may carpool behind the bus if necessary. Proper behavior, manners, and adherence to all school rules are expected at all times.

### **Guidelines for all field trips:**

- \* All students must have **signed permission forms** returned to school before they can participate in the field trip.
- \* Students and parents who are attending the field trip must **prepay** their fee.
- \* **Students must ride on bus** when provided.

### Carpool Guidelines:

- \* Parent chaperones must provide copies of current driver's license and insurance coverage to the SEA office in order to drive other children on a field trip.
- \* Seat belts must be worn at all times with only one child per seat belt. Riding in the front seat is prohibited because of airbag safety concerns.
- \* Siblings or friends are not allowed on field trips.
- \* Please refrain from using cell phones or smoking while transporting children on field trips.
- \* For safety reasons, everyone will travel as a group. Please do not leave campus until dismissed by the instructor and do not stop en route to or from the destination.
- \* Students must return in the same vehicle in which they traveled to the field trip site.
- \* Each child may ride with his/her own parent. All other carpool assignments will be designated by the teacher. Parents may not request specific students for their group.

## FINANCIAL INFORMATION

### Tuition

Student tuition payments unless paid in full are due each month to the SMART tuition plan. Tuition payments are considered late on the last day of each month. Tuition consists of a **nonrefundable, nontransferable** registration fee and ten equal monthly payments made May to February.

The Finance Committee of the SEA Board of Trustees has established the following procedures for handling delinquent tuition payments:

- 1 When a payment is delinquent 30 days, a reminder will be sent to the student's home.
- 2 When a payment becomes 45 days delinquent, the Business Manager or Head of School may call to arrange a meeting with the parents.
- 3 If a payment is 60 days past due, the student's progress report and/or report card will be withheld until the tuition account is current.

- 4 The school reserves the right to require the withdrawal of the student if tuition payments remain delinquent.

*Note: Registration fees will be applied to any unpaid balance prior to being applied to next year's registration fee. The **nonrefundable, nontransferable** registration fee must be paid in full to assure the student a place for the next school year.*

If circumstances develop which will make it difficult to meet the payment schedule, schedule an appointment with the Head of School immediately. It is easier to work out a modified tuition payment in advance than after payments are late.

**Some scholarship aide is available.** Please see Mrs. Stroup or Mrs. Kost for more information

### Miscellaneous Fees

Miscellaneous fees (which vary by grade level) include workbooks, textbook use, technology fee, and the cost of other classroom materials, as well as the SEA Yearbook, and accident insurance. The fee is paid by July 15.

### Tuition Deduction

There is a 3% discount if yearly tuition is paid in full by July 15.

### Penalties

A \$40 late fee will be charged to an account that is 10 days past due. Any unpaid late or returned check fees as well as any other outstanding accounts due must be paid before the final report card will be sent, records released, or a place held for the next year. A \$40 fee will be charged for every returned check. SEA will hold all records until all financial obligations, including tuition, lunches, library books, before/aftercare, Spring Fling, etc. have been met.

### Tuition Insurance

A private tuition insurance plan is optional for all families at SEA. Tuition insurance covers partial tuition obligations if a student must withdraw because of a move out of the area or other reasons after attending school for a minimum of 14 days. Information is available in the school office and is provided in the tuition and registration packet.

## DEVELOPMENT Section

Kelli Sebastian, Director of Development, can be reached at extension 139 and is looking forward to meeting all of you to discuss the exciting new projects that our school has planned for this year and the many ways in which you can contribute to the excellence of Sweetwater Episcopal Academy.

Last year, we conducted the Capital Campaign to raise funds for Gray Hall-- our new multi-purpose building--which houses an indoor gymnasium, cafeteria, kitchen, music room, and four classrooms. This impressive addition to our campus was completed around Thanksgiving of 2007; and we are infinitely grateful for the support of parent volunteers, who coordinated the fundraising and social events that enabled us to establish this valuable resource for our children, parish, and community.

To continue to support Gray Hall and other SEA projects, our Annual Fund Campaign will commence early this fall. Look for your letter regarding the crucial role that you can take in making your child's education the very best that it can be. Among our activities this year will be a Golf Tournament and our fabulous Spring Fling dinner and auction. We also look forward to launching a Brick Campaign that will enable your family to become a permanent part of the SEA legacy!

GIVING is what the *Kind Zone* is all about! We all have gifts to offer...time, talent, or treasure...and yours are appreciated beyond measure as we strive to serve our community's children and families.

## FUNDRAISERS

Separate from the campaigns conducted through the Development Office are the Fundraisers conducted by the Parents' Club each year. These very important

fundraisers are organized and coordinated by volunteers through the Parents' Club. The Sally Foster Gift Wrap Sale and Entertainment Book Sale are held each September and the Fall Festival each October. Additional fundraisers may be held throughout the year.

The Parents' Club encourages SEA teachers to present "Wish Lists" throughout the year for funding those additional items and projects not covered within the SEA program budget. These invaluable fundraisers enable the Parents' Club to make a huge impact in each classroom at SEA.

Proceeds from all fundraisers held by the Parents' Club are held in a separate Parents' Club account, with the Parents' Club making the decision, in coordination with the SEA administration, as to how those funds will be allocated to various program and project needs at SEA identified by the administration or staff at SEA.

In addition, the fifth grade students raise money for their annual trip to Williamsburg, VA.

The YES Team funds outreach programs through donations of both contributions and in-kind gifts. Several outreach initiatives are held annually such as the Pumpkin Patch, Loaves and Fishes, Christmas Angels, Pop tabs for Ronald McDonald House and Homeroom Outreach Programs. We encourage you to have your child earn YES team donations. Please choose the fundraisers to support. We do not expect everyone to participate in everything offered, but we would like to provide you with opportunities for choice.

## **Parking/Carpool**

### **Parking**

Parking at SEA is limited. **Do not park in the handicapped or reserved parking or the designated Fire Lanes.** Parking in front of the school is prohibited by the police and fire departments and impedes the safe flow of traffic. When using parking areas during drop-off and dismissal, please use extreme caution. Please do not block the driveways. **Do not leave unattended cars with engines running.** Staff members have been asked to turn off the engine in this case.

### **Carpool Information Sheet**

Carpool information sheets will be available, giving families the opportunity to contact others in order to set up a carpool. Even if a parent only drives his/her own child, it is necessary to display a family name in the window.

### **Drop-Off Procedures**

Kindergarten through 5th grade students must be dropped off in the circular drive area in front of the school no earlier than 8:00 a.m. Parents of PreK students may park and walk students to their classrooms or have older siblings walk them to class. Teachers are present to provide assistance at drop-off. Kindergarten children are escorted to their classes. All other students go directly to their classrooms. ***Please remain in your car in order to facilitate a safe drop off as well as an orderly start to the day. (See Arrival p. 3)***

### **Dismissal**

**Please do not arrive before 3:00 p.m.** for K-5 or you may be asked to park and get back in line. The family's last name should be printed boldly along with the grade level. **All cars picking up children must have an official SEA decal displayed on the right side of the front window.** Without the decal, you may be required to show photo ID. Names of drivers who are authorized to pick up children must appear on the emergency form in the office. If a driver is unfamiliar to staff, photo ID must be presented.

**PreK students may be picked up in front of the Gray Hall at 2:45 p.m. K ~ 5 students are dismissed in front of the Gray Hall at 3:00 p.m. Drivers must remain in cars.**

Parents may not walk up to the dismissal area to pick up. Students go directly to the dismissal area under the supervision of their homeroom teacher.

**Each student must be escorted to their car by a teacher and may not walk past the sidewalk, toward a car, or across the traffic area alone. The dismissal policy is mandatory for safety and must be complied with.** On the advice of our safety consultant and our accrediting organization there will be no exceptions to the dismissal procedure for the safety of all the children. Thank you for your cooperation.

Students should leave campus by 3:20 unless they are involved in an after-school activity. If they stay past 3:20 without being involved in any after-school activity, they will be sent to

### **Early Pickup**

If it is necessary to pick up your child before the regular dismissal time, please send a note or call the teacher that morning. When you arrive at school to pick up your child, please come to the school office. **For their safety and security, students must be picked up only in the office.**

### **Extended Day Program**

Extended day hours run from 7 until 8:00 a.m. in the mornings and from 3 until 6 p.m. after school. The cost is \$55 per week for mornings and afternoon, \$15 per week for mornings only, \$50 per week for afternoon only. There is a \$5 per hour charge for student drop-in care.

**Weekly payments are due each Friday.**

Late payments will be assessed \$10 per each week past due and report cards will be held for overdue accounts. The charge after 6 p.m. is \$5 for every 15 minutes.

## **OTHER IMPORTANT PROGRAMS**

### **Chapel**

SEA students in grades K-5 attend a weekly Chapel service in the sanctuary of the Episcopal Church of the Resurrection. PreK attends chapel once a month prior to January and twice a month thereafter. The 8:30 a.m. Wednesday service is a multi-denominational worship service usually led by the church Rector, School Chaplain, or monthly by the fifth grade students. Students participate actively in these services by singing, reading

and praying. Special music is provided by the Vocal Group and individual classes.

A communion service (Eucharist) is observed once every month. Parents will be required to sign a form giving their child permission to receive the sacraments, go to the altar for a blessing, or remain seated. Parents are also welcome to attend.

Chapel time is also used as a whole school assembly time for announcements and special recognition of students and their accomplishments at SEA.

Chapel services are an integral part of the total educational environment at SEA and all students are required to attend. Parents are welcome to join their child in Chapel. If younger siblings come along, their behavior must be supervised and not disruptive.

***Because of space limitations, we ask that all parents of children grades 1-5 sit in the balcony or front transepts.*** On chapel days if a child is at the altar for a reading or part of the ceremony, dress code must be strictly adhered to.

**PLEASE NO FOOD OR DRINKS IN THE CHAPEL.**

**YES Team**

The mission of the YES (Youth Encouraging Service and Spirit) Team is to strengthen and encourage leadership while increasing the SEA students' awareness of and participation in service to the school, the community, and the world beyond. Two representatives from each class in grades K-5 are elected. They must 1) have a B average overall, 2) be a positive role model for peers and 3) have only S's or E's in citizenship. All students of SEA are members of the YES Team. Elected representatives meet monthly after school under the supervision of Mrs. Tracy Rick.

**After School Enrichment**

After school enrichment classes are offered as an optional program after the end of the academic school day. A diversified program includes classes for different age levels and different student interests. These areas include physical, social, and artistic outlets. The programs provide enrichment or an alternative to aftercare. They range from

5-9 weeks in length. Registration forms are sent home via backpacks, available in the front office, or through our website.

**Technology**

SEA incorporates technology in all aspects of campus life. Students use computers in the computer lab, library media center, classrooms, and a portable lab. Students incorporate computer skills across the curriculum. We employ safe search engines on the Internet, and require that all students sign an Acceptable Use Policy and Publication permission form. Our web page is a resource for school information and news, and links to teacher pages and copies of forms. Please check our website at [www.sweetwaterepiscopal.org](http://www.sweetwaterepiscopal.org) for information about our school. We frequently communicate more through e-mail, so please include your e-mail address with your emergency treatment form.

**Parents' Club**

SEA is fortunate to have a very active Parents' Club that is involved in all aspects of the school. All SEA parents are members of the Parents' Club. Dues of \$10 per parent or \$20 per family are paid at the start of each academic year. Opportunities abound for you to meet other dedicated moms and dads and be proactive in your child's education through your participation in the parents' Club. We encourage you to join and be active.

Officers are elected each spring and meetings are held several times each year. Parents' Club also runs the "Helping Hands" program which coordinates the recruiting and placement of parent volunteers in the classrooms and other jobs on campus.

As a service to parents, Parents' Club also coordinates the hot lunch program. Schedules and lunch menus are sent home quarterly. Please remember that these programs are run by volunteers who give their time to add services for SEA. Please thank them verbally and with your cooperation.

**Parents' Club Officers**

**2008 - 2009**

**President: Lori Hudson**

**Vice-President: Marie Gregory**

**Secretary: Lynda Cheros**

**Treasurer: Merry Jochum**

**Member At Large: Brenda Kouwenhoven**

## SEA's EDUCATIONAL PHILOSOPHY

1. We strive to make Sweetwater Episcopal Academy - a "kind zone" - A learning and loving environment where along with the 3 R's, we teach respect and responsibility.
2. Sweetwater Episcopal Academy is a Christian school, which teaches respect and acceptance of the religious and cultural diversity in our community.
3. We encourage our students to achieve excellence in both scholarship and character.
4. Sweetwater Episcopal Academy seeks to build a caring community of responsible citizens.
5. We encourage all students to develop self-discipline, integrity, compassion, good manners, and friendship in their work and activities.
6. It is our objective to fulfill the intellectual, physical, social, and emotional potential of every child by instilling a sense of worth that comes with purpose, direction, commitment, and success.
7. We believe it is our responsibility to provide a positive learning environment in which all feel physically and emotionally secure.
8. We provide a challenging school environment that allows students to meet their potential.
9. We strive to teach children to think and solve problems, to write and speak effectively, to learn and to work cooperatively with others.
10. We believe that an effective and excellent education for youth is the best investment in the future.
11. It is our common goal to use a positive approach to educate the whole child.
12. Our teachers accept responsibility as role models and give, as well as receive, respect. We believe in encouraging respect for self, teachers, and others. We seek to lead by example.
13. We are positive in our attitudes and behaviors in order to encourage all children and staff members to reach for high levels of accomplishment.
14. We believe that hands-on, inquiry-based instruction is a successful teaching strategy, and that exploration, dialogue, and discussion promote understanding of concepts.
15. We believe in **setting high standards** of appropriate behaviors, which will guarantee every student an education free of infringement by others.
16. We encourage viewing mistakes as learning opportunities and recognizing improvement and growth as a process while continuing to maintain high expectations.
17. Parents are our partners in this mission, and it is our goal to cooperate and communicate with them, welcoming their involvement in their child's education.
18. If a student seriously interferes with the school's accomplishment of its educational mission and philosophy, Sweetwater Episcopal Academy reserves the right to terminate or not renew a student's contract.

### Standards for Written Work

These standards should be used for all written work in grades 1-5:

- \* Write your name and date.
- \* Always use neatest handwriting.
- \* Use standard 8.5 by 11" lined paper. Do not use paper ripped from a spiral or notebook.
- \* Write on one side of paper for formal compositions.
- \* Use one inch margins on all sides of paper.
- \* Place the heading in the upper right hand corner, unless the teacher requests otherwise.
- \* Use pencil or erasable ink to correct mistakes.
- \* Write all final compositions (grades 4-5) in blue or black ink.
- \* Some work may be typewritten in grades 4-5.

