

Sweetwater Episcopal Academy

Student Handbook

2011-2012

The Kind Zone

SEA Student Handbook

Table of Contents

<u>GENERAL INFORMATION</u>		<u>STUDENT SAFETY/HEALTH</u>	
Daily Schedule	2	Fire/Tornado Drills and Weather	11
Admissions Policy	2	Required Health Forms	11
Registration	2	Medications	11
Arrival on Campus	2-3	Playground Rules	11-12
Visitors on Campus	3	Accident Insurance	12
Lost and Found	3		
Dress Code	3-4	<u>ATTENDANCE</u>	
Class Parties	4	Absences	12
Birthday Parties	4	Tardy Policy	12
Lunches	4-5	Field Trips	13
School Supplies	5		
Room Parents	5	<u>FINANCIAL INFORMATION</u>	
Parent Involvement	5	Tuition	13-14
		Misc. Fees	14
<u>ACADEMIC PROGRAM</u>		Tuition Deduction	14
Grading and Report Cards	5- 6	Penalties	14
Homework	6	Tuition Insurance	14
Parent's Role	6	Development	15
Make-Up Work	6-7	Fundraising	15
<u>EXPECTATIONS/RULES</u>		<u>PARKING /CARPOOL</u>	
Behavior and Citizenship	7	Parking	16
Counseling and Guidance	7	Carpool Information Sheet	16
Expectations of Students	7	Dismissal	16
Bullying	7- 8	Early Pickup	17
Discipline Policy	8	Extended Day Program	17
Distractions	8		
Class Placement	9	<u>OTHER IMPORTANT PROGRAMS</u>	
Manners	9	Chapel	17
Expectations of Parents	9	YES Team	17
		Technology	18
<u>COMMUNICATION</u>		After School Enrichment	18
Conferences	10	Parents' Club	19
Written Communication	10	Educational Philosophy	20
Notes and Messages	10	Standards for Written Work	21
Emergency Contacts	10		
Sending Records	10		
Withdrawal	10		

GENERAL INFORMATION

Daily Schedule

School hours are:

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

Half day hours

8:20 a.m. to 12:30 p.m.

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 our website. 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 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. Drop off your Kindergarten children at the front office 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.

Arrival on Campus, con't

3. Teachers & safety patrol students are present to provide assistance during arrival
4. 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.
5. Older siblings at SEA may walk younger siblings to their classroom.

Volunteering & Visiting on Campus

All volunteers must complete the following: Background Check, Finger printing & Safe Guarding God's Children program provided by ECR. 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. The front doors of Gray Hall are locked from 8:20am-6:00pm. Lunch Helping Hands may sign in at Gray Hall. All volunteer hours must be recorded in the front office. Visitors on campus without permission will be asked to leave. Child Safety is our primary concern!

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 porch on the side of the administrative building. All uniforms look alike be sure to write your child's name on all clothing items and lunch boxes so they can be returned.

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. Boy's hair is to be neat & above shirt collar.

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)

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/jacket. No other sweatshirts are acceptable.

Shoes: Tennis shoes are worn for safety in PE and recess. No sandals or flip flops are permitted.

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 to ensure compliance with dress code.

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 or tankinis 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 item 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 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 child'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 home via backpacks. 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 Gray Hall during their assigned lunch period. Healthy, nutritious meals are prepared daily in our kitchen. Students, staff, and visiting parents may participate in the lunch program. You may enroll your child in the lunch program by visiting the Hot Lunch page on our website.

Lunches, con't

Go to the SEA website to set up your account. Students may also bring a lunch from home in an appropriate lunch container. No refrigeration or heating are available. We encourage you to follow nutritional guidelines and limit sweets. No sodas are permitted. Parents may occasionally eat lunch with their child. Since this is an important social time for students at school, please limit your visits to special occasions - not regular dates.

School Supplies

Parents are responsible for providing their children with school supplies throughout the year. Individual classroom teachers will provide a complete list of needed items prior to the start of the school year. It is their responsibility to come to school prepared each day.

Room Parents

Each classroom has parent volunteers who 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 to help in individual classrooms and for specific fundraising events. We encourage parents to become involved in SEA through volunteering 10 hours of their time in order to partner in their child's education.

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 or the school office to volunteer your time.

ACADEMIC PROGRAM

Grading and Report Cards

PreK students receive four report cards 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 report cards at the end of each 9- week grading period. Parents may access grades online. Parent conference days are held in September and February; additional conferences may be scheduled as needed.

Grade Scale for 1st

E	=	100 - 90
S+	=	89 - 80
S	=	79 - 70
N	=	69 - 60

Grade Scale (2nd-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	(Unsatisfactory)

Academic Awards

Honor roll & 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	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 teacher's web pages on our website for homework and SEA information.

(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 can be found on each teacher's web page accessible through 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 enhance grades. Homework is expected to be completed on time. Consequences for late work vary with grade levels. Please see your child's teacher for proper procedures.

Make-Up Work

Students with excused absences from school are expected to contact teachers or their website about missed school and homework due date. For each day of an excused absence, the student will be allowed one extra day for make-up work. Long-term assignments that have been given at least 2 weeks in advance are due on the due date.

- Refer to teacher's web pages accessible through the 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

- Tests evaluate mastery of subject material. In some situations, retests are allowed for a grade of 69 or below. The retest will be averaged once with the original test counting twice for a final grade.
- Retesting will 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 earns 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.

Bullying

The SEA Board and administration have 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.

Discipline Policy

We have adopted

Teaching with Love & Logic

as our school behavior management program. Love and Logic® is a method of working with students which was developed by educational expert Jim Fay, child psychiatrist, Foster W. Cline M.D., and Charles Fay, Ph.D. Love and Logic has many tools for educators that promote healthy parent/teacher and teacher/student relationships and positive school wide discipline. The emphasis is on empathy, personal responsibility, self advocacy and replaces the demerit system. It works because:

- Adults hand the problem back to the student who created it. When the student has to solve the problem, they have to think.
- When students have to think, they learn that decisions have consequences.
- When students have to deal with consequences, they learn to think.
- When we allow the students to deal with their consequences, they learn to think before they cause a problem.
- When the students learns to ask them selves, "How is my behavior going to affect me and others?" the students learn self/control.

As we adopt this new method of school-wide discipline, we look forward to working together to ensure our children are ready for life by becoming positive problem-solvers and taking responsibility for their actions.

Respect for each other and for personal property, as well as honesty in schoolwork and on-campus behavior, are expected.

After School time may be assigned for completion of class assignments or as a time to assist a student in the completion of assigned work.

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.

Distractions

Students may not bring these items to class: Cell phones, radios, electronics, Gameboys/video games, trading/playing cards, chewing gum, toys, weapons or anything that could be considered dangerous. If these items are brought to class, they will be confiscated and returned only to the parents.

Cell phones:

Students do not need cell phones at school. If a child needs to contact his/her parent during the school day, teachers will allow students to use the phones in the classrooms. Cell phones are a distraction and should not be brought to school. If a student must have a phone for an after school activity, the phone must be kept in the backpack. Teachers will confiscate cell phones used during class and keep them until the end of the school day.

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:

- 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,” 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.

Chain of command

School concerns need to be brought to the person who can clarify or remedy.

1. Classroom concerns - the teacher
2. Curriculum 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.

Campus Groups

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 guidelines.

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.

There are two designated conference days—one in September, the second in February. 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 posted on our website each Tuesday. We include news from the classrooms, upcoming events, Parents' Club and general information about the school.

Go "Green"

SEA uses e-mail as our primary method to communicate with parents. We will send home various forms and flyers via FlashMail. Please update any address changes.

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 emergency contact information listed on the parent portal which can be accessed by the school office. Information includes emergency phone numbers of family members 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 as well as email.

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. All student medical forms, allergy information, medical condition, medications, physician name and address and health insurance information must be sent to school.

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.

Medications, con't
Bag must be clearly marked with the child's name, 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 in the office

Playground Safety Rules
Children (students and siblings) are not permitted to play on the playground from 2:45 until 3pm in order to facilitate a smooth and safe dismissal. 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.
- Stay off the top of the tunnel slide.
- No eating or drinking on the playground
- Eat and drink only at picnic tables.
- Please pick up litter.

Playground Safety Rules, cont.

- Do not jump off moving swings.
- 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.
- No throwing mulch, sand, stones or sticks.

Accident Insurance

In order to protect both students and the school, every SEA student is enrolled 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. Students who exhibit fever or vomiting may not return to class for 24 hours.

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 on our website "Documents to Download page and inform the student's teacher and school office prior to the missed days of school.

Attendance/Absences, cont.

It is the joint responsibility of the parent, student and teacher to make arrangements for makeup work, assignments, etc.

Please refer to Teacher pages on our SEA website for needed assignments. Parents must call the school when a child is absent or leave a message on the teacher's voice mail or email 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. Parents will be notified of the number of tardies each quarter.

Excessive tardiness and leaving school early affect learning and grades.

Students are responsible for completing 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.
- Siblings or friends are not permitted on field trips.

Carpool Guidelines:

- Parent chaperones must provide copies of current driver's license, insurance coverage to the SEA office in order to drive other children on a field trip. Also background procedures must be completed as indicated on page 3.
- 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.

- 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 teacher 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 through February. Tuition can be paid by cash, check or online by credit card. 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.

Financial Information, con't

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

Note: Accounts must be paid in full by end of year in order to re-enroll student. 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 or Business Manager 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. Anez for more information.

Miscellaneous Fees

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

Tuition Deduction

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

Penalties

A \$70 late fee will be charged to Smart Tuition accounts that are 5 days past due.

Penalties

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 mandatory for all SEA families who have not paid tuition in full prior to the start of the school year. Tuition insurance is optional for families paying tuition in full. 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.

Giving

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 children, families and community

Development

Liz Best, ext. 139 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.

To continue to support Gray Hall and other SEA projects, our Family 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. Our Brick Campaign enables your family to become a permanent part of the SEA legacy!

Fundraisers

We have three major Fundraisers during the school year.

Scholastic Book Fair is a school wide book fair held in November.

Winterfest is a carnival event for the whole family which takes place in January.

Spring Fling is a dinner dance, auction, gala held in April for adults.

Please support these wonderful events by volunteering, donating items, and attending.

Additional Fundraisers

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.

Proceeds from all fundraisers held by the Parents' Club are held in a separate Parents' Club account, with the Parents' Club making the decisions, in coordination with the SEA administration, as to how those funds will be allocated to various program and project needs at SEA as 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 Loaves and Fishes, Pop tabs for Ronald McDonald House and Homeroom Outreach Programs.

We encourage you to have your child support the YES Team. We do not expect everyone to participate in every fund-raising event but we would like to provide you with opportunities for choice.

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.

Cell Phones

The use of cell phones while driving on campus is not permitted.

Afternoon Dismissal

PreK students will be picked up from the front office porch starting at 2:45. PreK drivers, enter the campus in the right lane displaying your pink carpool card in the right front windshield. You may either exit after picking up your child or proceed to the area in front of Gray Hall to pick up siblings in Kindergarten – 5th grade.

SEA students (K-5) are picked up in front of Gray Hall starting at 3:00 pm. Drivers for students in Kindergarten-5th, please enter the campus in the left lane with your blue carpool card to allow PreK to pick up. As soon as those students are gone, we will form double lines and proceed to dismissal in front of Gray Hall.

Please be courteous and do not cut in front of drivers who have been waiting in line. If you need to pick up your child early for an appointment, you may make arrangements to meet your child in the front office. Park in the center section where you can safely exit the campus.

Drivers must remain in their cars. SEA provides cards to indicate child(ren)'s name(s) and grade (s). All cars must have an official SEA decal displayed on the right side of the front windshield. 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 contact information on the parent portal. If a driver is unfamiliar to staff, photo ID must be presented.

For safety reasons, 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 supervised in aftercare for which a charge will be incurred.

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 7:00 until 8:00 a.m. in the mornings and from 3 until 6 p.m. after school. The cost is \$6 per hour.

(5) mornings are \$30/week.
total 5 hours

(5) afternoons are \$90/week.-
total 15 hours.

(5) afternoons & mornings are
\$120 per week - total 20 hours

Weekly payments are due each Friday.

The charge after 6 p.m. is \$6 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 Chapel service is led by the church Rector, School Chaplain, or the fifth grade students. Students participate actively in these services. Special music is provided by the Vocal Group and individual classes.

A communion service (Eucharist) is observed the first Wednesday of every month. Parents will be required to go to the SEA Parent Portal to give 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. Birthday books presented at chapel are returned to the SEA library after sharing or reading.

Chapel services are an integral part of the total educational environment at SEA. Parents are welcome to attend. We ask that all parents of children grades 1-5 sit in the balcony, front transepts, or back rows. If younger siblings come along, their behavior must be supervised and not disruptive. 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 Sanctuary.

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.

All students of SEA are members of the YES Team. Elected representatives meet monthly after school under the supervision of Chaplain Molly.

Social Media Guidelines for Students

SEA encourages students to set and maintain high ethical standards in their use of social networking.

We expect our students to use social sites responsibly and be accountable for their actions. In the online environment, a student must conduct himself online as in school.

Social media venues are public and information can be shared beyond your control. Be conscious of what you post online. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, or anyone of importance to access.

What you present on social networking forums represents you forever.

If responding to someone you disagree with remember to be respectful.

Make sure that criticism is constructive and not hurtful. Do not use inappropriate language.

Only accept social network invitations from people you know.

Never share personal information.

Never share passwords.

Cyberbullying is considered an act of harassment. Do not use computers and communication tools to harass or threaten anyone at any time.

Facebook page

We maintain a FB page and encourage parents to join. Facebook keeps parents informed of events on campus.

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. No students may post photos or videos of other SEA children on the internet without permission of parents and authorization of Head of School.

Any misuse of technological equipment or guidelines can result in restricted use at school.

Our web page is a resource for school information, news, and provides links to teacher pages and copies of forms.

Please check our website at www.sweetwaterepiscopal.org for information about our school. We frequently communicate through e-mail, so please include your e-mail address with your family information on the SEA Parent Portal

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. Registration forms are provided on our website.

Parents' Club

SEA is fortunate to have a very active Parents' Club that is involved in all aspects of the school. Parents' Club dues are \$20 per family. Dues 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, lunchroom and other jobs on campus. Please remember that these programs are run by volunteers who give their time to add services for SEA. We appreciate everyone's help.

Parents' Club Officers 2011 - 2012

President: Debbie Santos

Vice-President: Brittany deArcos

Secretary: Pam Freeman

Treasurer: Amy Caggiano

Member At Large: Liz Best

Parents' Club Program Contacts:

Ambassador Picnic - Nisha Chutinan & Dianne Kinney

Family Connections Coordinator - Lisa Norman

Grandparents Day - Joanna Merrell & Amy Truax

Helping Hand - Blaire Hull

Homeroom Parent Coordinator - Erin Maksimovich

& Kelly McCracken

Lost/Found, Merchandising & Spirit Shirts - Klaudia Toohey

Scholastic Book Fair - Amy Frost & Amy Truax

Social Coordinator - Cathy Riley

Spring Fling - Open

Teacher & Staff Birthdays - Anke Cirillo

Teacher Appreciation Week - Cathy Riley & Barb Rodriguez

Uniform Resale - Colette Clifton & Carolina Corchuelo

WinterFest - Debbie Santos & Liz Best

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, and 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.

SEA's Educational Philosophy, Con't

17. Parents are our partners in this mission, and it is our goal to cooperate & 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 & 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.
- Cursive handwriting is used in grades 4-5
- Some work may be typewritten in grades 4-5.

**The Sweetwater Episcopal Academy family
delivers academic and enrichment excellence
in a loving environment
guided by Christian values.**

