

**PARENT/STUDENT
HANDBOOK
2011 - 2012**



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PHILOSOPHY

At Southeastern Academy the learning is child-centered. Activities are based on the developmental level of the students. Student's interest and strengths are accounted for in curriculum planning. Students play an active role in the learning process through concrete experiences and are encouraged to become independent learners. The goal is for each child to reach his/her potential and to be motivated by the enjoyment of learning.

GUIDELINES

We want our students to develop a sense of independence and high self esteem, and to hold the highest regard for all other members of our school and community. To do this, each member of Southeastern Academy must be honest in all matters both social and academic. Students must respect the adults and peers with whom they come in contact and take due care of our school and personal property. Students are expected to be responsible for homework, to carry messages to and from school with care, and to be on time for school and subsequent classes. They are expected to follow teacher guidelines in all classes at Southeastern Academy.



2011-2012 SCHOOL CALENDAR

M	T	W	T	F
AUGUST				
1	2	3	4	5
8	9	10	11	12
15	16 TW	17 TW	18 TW	19
22	23 #1	24	25	26
29	30	31		

M	T	W	T	F
SEPTEMBER				
			1	2 E
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26 PR	27	28	29 PTC	30 PTC

M	T	W	T	F
OCTOBER				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21 E
24 H	25	26 N	27	28
31				

M	T	W	T	F
NOVEMBER				
	1	2 RC	3	4
7	8	9	10	11
14	15	16	17	18
21	22 E	23 H	24 H	25 H
28	29	30 PR		

M	T	W	T	F
DECEMBER				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20 E	21 H	22 H	23 H
26 H	27 H	28 H	29 H	30 H

M	T	W	T	F
JANUARY				
2 H	3	4	5	6
9	10	11	12	13 E N
16 H	17	18	19	20 RC
23	24	25	26	27
30	31			

M	T	W	T	F
FEBRUARY				
		1	2	3
6	7	8	9	10
13	14	15	16 PR	17 E
20 H	21	22	23	24
27	28	29		

M	T	W	T	F
MARCH				
			1	2
5	6	7	8	9
12	13	14	15	16 E
19 H	20	21 N	22	23
26	27	28 RC	29	30

M	T	W	T	F
APRIL				
2	3	4	5 E	6 H
9 H	10 H	11 H	12 H	13 H
16	17	18	19	20
23	24	25	26	27
30 PR				

M	T	W	T	F
MAY				
	1	2	3	4
8	8	9	10	11
14	15	16	17	18
21	22	23	24	25 E
28 H	29	30	31	

M	T	W	T	F
JUNE				
				1 E N
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

# 1	STUDENTS 1ST DAY
TW	TEACHER WORKDAY
E	EARLY DISMISSAL
TW *	TEACHER WORKDAY REQUIRED
H	HOLIDAY
PR	PROGRESS REPORTS
AL	ANNUAL LEAVE
PT	PARENT/TEACHER CONFERENCE
N	END OF 9 WEEKS
RC	REPORT CARDS

ABSENCES

Parents are requested to notify the office by 8:30 a.m. if a student will be absent. Absences burden students with the extra responsibility of making up work. Often key concepts, important instructions, and new material are missed and cannot be made up easily. Parents should try to keep student absences to the necessary minimum.

1. **Illness:** A child with a fever or other symptoms of illness should be kept at home. If in the course of the morning, the child becomes "school worthy", by all means bring the child to finish the day with us.

Should a full day or series of days be missed because of illness, homework assignment(s) should be obtained from the child's teacher(s). If child is too ill to complete work, the teacher will work with the student to help make up missed assignments upon returning to school.

2. **Medical and Dental Appointments:** All appointments should be scheduled after school hours if possible.

3. **Leaving School Early:** Parents should come by the office and sign students out, and if they return to school, they should check with the office before returning to class.Students who leave school early should get all assignments from their teachers. Students who become ill during the school day should come to the office for a staff assessment of illness. Parents will be contacted if deemed necessary.

4. **Family Trips:** If a student will be absent from school because of a family trip, a note should be sent to the Headmaster at least two (2) weeks in advance of the trip and the student should talk with the teacher(s) before departure and get assignments so that the student will not fall behind in his/her work. Only educational trips should bescheduled during the school year.

Southeastern Academy

Student Acceptable Use/Internet Use Policy Statement

Introduction

These procedures are applicable to all student use of Network and Internet systems while using Southeastern Academy property at any location or during school activities at any location. Southeastern Academy students have access to Internet with teacher supervision. This access enables us to gather valuable online information. The benefits to our students far exceed any potential disadvantages. This privilege brings responsibilities for all of us. Before joining our online activities students must first have parental permission and agree to follow the policy contained herein.

Access

Network and Internet access is a privilege, which requires a high level of personal responsibility and may be denied due to inappropriate use. Inappropriate use shall include but not be limited to:

1. Using the system to transmit inaccurate information.
2. Using the system to send, receive or view objectionable material.
3. Damaging the security system.
4. Vandalizing the system.
5. Violating the copyright laws.
6. Failing to follow network etiquette procedures (i.e. being polite, using appropriate language, etc).
7. Accessing the system in any manner inconsistent with the mission of the academy.
8. Opening, editing or deleting files that do not belong to the student
9. Giving out personal information over the Internet
10. Downloading software, music or images without permission from the teacher

The teacher may withdraw access at any time as required. The administration, faculty and staff of the school may request the network administrator to deny, revoke or suspend specific system user access.

Students under the age of 18 must have the written approval of a parent or guardian. A signed Acceptable Use/Internet Policy Agreement Form must be on file with the school. Student privileges will be granted only for one academic year. A signature on the Acceptable Use/Internet Policy Agreement Form indicates that the person signing the permission form has read and understood any supplemental information which may be provided with the permission form.

Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

One of the most important issues to be addressed and taught to students is the issue of copyright and the related areas of trademark and licensing.

System users may download material for their own use in accordance with applicable copyright laws, school policy and administrative regulations. The Fair Use doctrine allows an individual to reproduce portions of copyrighted work for non-commercial purposes, in some instances. Reproduction beyond fair use requires the permission of the copyright holder or authorized person. The permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws. Violations of copyright law could lead to civil liability with excessive penalties.

Discipline

Appropriate discipline for student violations will be determined by the headmaster. Violations of the acceptable use guidelines or any federal or state law, rule or regulation may result in disciplinary action. Violations that may be criminal will be referred to appropriate law enforcement officials.

Please return this page to Mrs. Barnes and keep the *Southeastern Academy Acceptable Use /Internet Use Policy Statement* for your records.

Student:

I understand and will abide by the *Southeastern Academy Acceptable Use/Internet Policy* Guidelines. I further understand that any violation of the guidelines is unethical and may constitute a criminal offense. Should I commit any violation, disciplinary action and/or appropriate legal action will be taken.

Signature: _____

Printed Name: _____

Date: _____

Parent or Guardian

(For students under age 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the *Southeastern Academy Acceptable Use /Internet Use Policy Statement*. I understand that this access is intended for educational purposes. The Academy has taken steps to monitor Internet use. However, I recognize that no filtering software is 100% effective at restricting content, and I will not hold the Academy responsible for inappropriate materials acquired by my child on the Internet.

I hereby grant permission for each of the following areas and certify that the information contained on this form is correct.

PLEASE CIRCLE

YES NO I hereby give permission for my son/daughter to have Internet access privileges.

YES NO I hereby give permission for my son/daughter to have electronic mail privileges for collaboration within the class and any approved electronic pen-pal programs

YES NO I hereby give permission for my son/daughter's picture and/or video/audio to be taken for use within the school, school website, or other form of advertisement. I understand that no student last names will be listed with pictures/video.

YES NO I hereby give permission for my son/daughter's work samples to be posed on the Southeastern Academy website. All work submitted by students for posting will be listed by first name and/or teacher and grade

Signature: _____

Printed Name: _____

Date: _____

This agreement must be retained on file by the school office and is valid only for the school year in which it is signed.

AFTERNOON DISMISSAL

All students are dismissed at 2:25. Students **MUST** be picked up by 2:45 p.m. Supervision is not provided after 2:45 unless it has been pre-arranged.

ARRIVING AT SCHOOL

Students should not arrive before 7:30 a.m. Parents are requested to drop off students at the back foyer door each morning. Students arriving after 8:00 a.m. are considered tardy. Anyone arriving after 8:00 a.m. should enter school through the main entrance and report to the office for a class admittance slip. No one will be admitted to class without a note.

BUS RULES/REGULATIONS



Student safety is the Academy's number one concern. Transportation is available to and from Lumberton for a monthly fee. The Business Office should be contacted for more information. The following rules apply to buses:

- 1) The bus driver is the authority on the bus.
- 2) All students are to remain in their assigned seats except when boarding and departing.
- 3) All body parts must remain inside the bus, not outside the windows.
- 4) The center aisle must be left free of obstructions.
- 5) Eating and drinking are not allowed on the bus.
- 6) At no time should any object be thrown on the bus or from the bus.
- 7) Students are required to remain buckled in a seat belt.
- 8) Students should speak in a quiet voice.
- 9) Students must refrain from any behavior which might distract the bus driver.

Parents will be notified when a student has been reprimanded for rule violations. After the third offense, the students will be suspended from riding the bus for one week. Any further violations may result in permanent expulsion from the bus.

BUS SCHEDULE

MORNING

7:20 - Arrive Peterson Toyota-Fayetteville Rd.
7:35 - Leave Peterson Toyota
7:55 - Arrive Southeastern Academy

AFTERNOON

2:30 -Leave Southeastern Academy
2:40 -Arrive Jerry-Ann
2:45 -Arrive First Baptist Church
2:50 -Arrive First Presbyterian Church
3:10 -Arrive Southeastern Regional Medical Ctr.
3:20 -Arrive Lumberton Racquet Club
3:25 -Arrive Wycliffe

CAR PICK UP OF STUDENTS

If it is necessary to get out of your car, please park in the parking area (not in the drive). Please do not leave your car in the pick up line to come into the building. Always watch very carefully for students who are moving through traffic. The safety of our children is our greatest concern.

DAILY BREAKS

All students will have the opportunity to participate in a 10 minute break. Items will be available for purchase or items may be brought from home. The exact time of the break will be determined after resource schedules are finalized.

DAILY SCHEDULE

7:55 - Students report to classroom

8:00 - Tardy bell

2:25 - Student dismissal

Parents will be notified in advance of any variations to the schedule.

DISCIPLINE/CONDUCT PROCEDURES

Students are expected to exemplify acceptable behavior at all times. All students are to treat others courteously and with respect for their rights and property. In order to ensure open communication between school, parents, and students, the following will occur:

1. Teachers shall establish a disciplinary policy for their classes and provide the policy in writing to students and parents at the beginning of the school year.
2. Teachers shall conduct a discussion of the class and school policies dealing with discipline at the beginning of the school year.
3. The handbook may be viewed on the Internet at www.southeasternacademy.org.
4. The Administrator reserves the authority to invoke immediate loss of privileges or immediate suspension under circumstances found to be harmful to students or faculty.

As you know, a safe and orderly environment must be maintained in order for learning to occur. The following procedures will be followed prior to a referral to the administration, for an in-class infraction:

- 1) 1st Offense - Conference with student
- 2) 2nd Offense - Parental contact
- 3) 3rd Offense – Teacher administered punishment and parental contact
- 4) 4th Offense - Administrative referral

The teacher will maintain a discipline file on each student they teach. A written incident form must accompany any referral to the administration.

Emergency situations should be referred to the office **immediately** (out-of-class or in-class).

CONSEQUENCES OF DISRUPTIVE BEHAVIOR

Misconduct violations referred to the administration will be addressed as follows:

OUT-OF-CLASS REFERRALS TO THE OFFICE

LEVEL I: Tardies, running, loud inappropriate noises, inappropriate use of electronic devices, inappropriate dress, inappropriate behavior on the school bus, other minor offenses:

- 1st Offense – Conference with student
- 2nd Offense – 3-day lunch ISS
- 3rd Offense – 5-day lunch ISS
- 4th Offense – 1-day ISS
- 5th Offense – 3 days ISS
- 6th Offense – 1 day OSS, with parent conference
- *Other Offense – Administration decision

LEVEL II: Arguing, profanity, vandalism, possession of tobacco products:

- 1st Offense – 3 days ISS
- 2nd Offense – 5 days ISS
- 3rd Offense – 1 day OSS, with parental conference
- 4th Offense – 3 day OSS
- 5th Offense – 5 day OSS
- 6th Offense – 10 day OSS, with parent conference
- 7th Offense – Administration decision

LEVEL III: Fighting, disrespect of authority, name calling, harassment including racial, sexual, ethnic, etc.:

- 1st Offense – 3 days ISS
- 2nd Offense – 5 days ISS
- 3rd Offense – 3 day OSS
- 4th Offense – 5 day OSS
- 5th Offense – 10 day OSS
- 6th Offense – Dismissal from School

LEVEL IV: Possession or use of illegal substances including alcohol, possession of a weapon:

- 1st Offense – 3 days OSS
- 2nd Offense – 5 days OSS
- 3rd Offense – 10 days OSS
- 4th Offense – Dismissal from School

CONSEQUENCES OF DISRUPTIVE BEHAVIOR, cont'd

IN-CLASS REFERRALS TO THE OFFICE

Class I Referrals:

- 1st Referral – 1 day ISS
- 2nd Referral – 3 days ISS
- 3rd Referral – 5 days ISS
- 4th Referral – 1 day OSS, Parental Conference
- 5th Referral – 3 days OSS, Parental Conference
- 6th Referral – 5 days OSS, Parental Conference
- 7th Referral – 10 days OSS, Parental Conference
- 8th Referral – Dismissal from School

Class II, III, or IV Referrals:

Discipline will be as already posted!

Parental conferences may be requested at any time but are required upon the 3rd referral to the office. If and when a conference is requested, parents must bring the student to the office for the conferences. Conferences will be required upon each OSS (out-of-school suspension).

The discipline for grades Jr. K – 4 will be handled on an individual basis. The parents will be involved as needed.

DOLPHIN CODE OF BEHAVIOR

- Jr. K - K As a member of the SeA family, I agree to show respect for myself, my classmates, others, and my school at all times.
- Grades 1 - 9 As a member of the SeA family, I agree to show respect for myself, my classmates, others, and my school at all times and I will ensure that my actions never impede the learning process for myself or my fellow students.

This code will be posted in every classroom and signed by all students in the class.

DRESS CODE



Dress for school should always be tasteful, clean, and neat. The following dress code is appropriate at Southeastern Academy:

1. Shoes or sandals must be worn at all times.
2. Hats/sunglasses will not be worn inside any building.
3. Shorts (mid-thigh or longer) are permitted.
4. Clothing which exposes the midriff or has spaghetti straps is not appropriate.
5. Skirts must be modest in length (mid-thigh or longer).
6. Clothing which exposes any undergarments is not appropriate.
7. Clothing which has an alcoholic/drug insignia/slogan or other offensive message will not be permitted.

Inappropriately dressed students will be counseled. Parents will be contacted by the headmaster if the problem persists.

EXTRA-CURRICULAR ACTIVITIES/SPORTS

Southeastern Academy offers four extra-curricular activities. Fifth through ninth graders are eligible to participate in basketball, soccer, cheerleading and golf. There is a \$75 fee per sport to participate.

Students who participate in extra-curricular activities are expected to represent Southeastern Academy and themselves in a respectful manner at all times. Any student who chooses not to conform to Southeastern Academy behavioral guidelines will not be allowed to participate in extra-curricular activities.

It is further expected that any student participating in extra-curricular activities will strive for and maintain academic achievement comparable to that student's own ability and that the student's on-going participation in the extra-curricular activity will be predicated on that student's continuing academic effort.

FIELD TRIPS

During the school year, field trips are taken to enhance the educational objectives of Southeastern Academy. All trips are supervised by teachers and volunteers. Most trips are during the school day. Blanket permission forms, which cover all trips taken during the school year, must be signed by parent/guardian before students are allowed to participate in any trip.

FIRE DRILLS



Fire drills, at regular intervals, are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The signal will be three (3) long rings of the bell. The alternate signal will be a runner to each classroom. No one should return to the building until the all-clear signal is given.

GRADING CRITERIA

Students receive report cards four (4) times a year, with a narrative progress report at the midpoint of each reporting period. Newsletters will be sent home by the teacher for children in Jr. Kindergarten through 3rd grade each week. Parents of students in grades 4 - 9 will be contacted on an as needed basis.

GRADING SCALE

(4-9)

Academic	Habits & Participation
A 93-100	S-Satisfactory
B 85-92	N-Needs Improvement
C 77-84	U-Unsatisfactory
D 70-76	
F Below 70	

GRADING SCALE

JR. K-3

Academic	Habits & Participation
4 Above Average	S-Satisfactory
3 Satisfactory	N-Needs Improvement
2 Needs Improvement	U-Unsatisfactory
1 Unacceptable	

HOMEWORK



Homework is an integral part of the academic learning process. Homework offers the student a chance to acquire self-discipline, to practice the lessons taught that day, to acquire proficiency and/or greater understanding of a particular subject area, to work independently as the student takes on the responsibility for the assignment, and to study ahead in preparation for the next day's lesson. Homework should average approximately 10 minutes per grade level per night.

HONOR CODE
PHILOSOPHY, PURPOSE AND GUIDELINES



Of utmost importance to the Southeastern Academy community is the principle of individual honor and integrity. The Academy believes that along with a sense of pride in one's own work, a strong sense of personal honor and integrity is a basic human responsibility and one of the most vital assets that a person can have throughout life.

Although it would be convenient and less complicated to concern ourselves solely with honor as it applies to academic work and testing, we clearly must recognize that trust, respect and consideration of others pervade all of our actions and relationships at Southeastern Academy. Without these traits, the freedom and ease of the Academy would be constricted and the whole routine, atmosphere, and life at Southeastern Academy would change for the worse. It is the desire of the headmaster that the spirit of the Honor Code may continue to grow and become a significant force in the life of every student. For such a system to be effective, every member of the school community must believe in and support the Honor Code.

The following definitions and guidelines shall direct the operation of the Honor Code at the Academy. In order to maintain the Honor Code and the sense of community and pride inherent in such a code, each student has a responsibility to be an active participant in its operation.

- A. Every student is honor-bound to refrain from lying, cheating, and stealing.
1. Lying is the intentional falsification or denial of fact, the intentional creating of a false impression, or the breaking of a pledge.
 2. Cheating is giving, receiving, or attempting to give or receive, unauthorized help that could result in an unfair advantage in completing the school work. It is also the representation of another's work as one's own, including plagiarism.
 3. Stealing is the taking of anything without the consent of the owner.
- B. Every student should, when aware of an infraction of the Honor Code, report the infraction to a member of the Honor Counsel or to a member of the faculty. All Honor Code infractions will be referred to the Honor Counsel for determination of merit. Any violation substantiated by the Honor Counsel will be presented to the Headmaster for his final decision.
- C. A student found guilty of a violation of the Honor Code may be subject to suspension or dismissal from the Academy. The degree of the judgment varies with the grade of the student and the seriousness of the offense.

At the beginning of the school year, students in grades 4-9, will attend an orientation about the Academy's Honor Code. At the conclusion, all students will be asked to sign a pledge that they have read the Honor Code, that they understand the process, and that they pledge to abide by the Honor Code while a student at Southeastern Academy. Thereafter, a student's signature is his/her bond and that no other written pledge is required on any academic work submitted for credit.

In addition, students in grades 4-9 should review the Honor Code with their parents.

HONOR ROLL

Students who excel academically will be recognized at the completion of each grading period as follows:

Headmaster's Honor roll - All A's and all S's in resource class

Dolphin Honor roll - All A's and B's and all S's in resource class

NOTE: The overall Language Arts grade is considered for the purpose of the honor roll.

INCLEMENT WEATHER POLICY

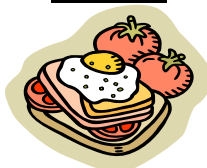


At SeA we use the media to notify of school closings or delays. You may also call the school phone # (738-7828) regarding closings and delays or consult the website at www.SoutheasternAcademy.org.

LOCKERS

Lockers are available to all students (grades 4-9). They will be assigned at the beginning of school. Lockers are the property of the school and are subject to be searched at any time for cause. Only school locks may be used. Locks may be purchased from the business manager at cost (approximately \$5.00).

LUNCH



Lunch may be brought from home. Microwave items are permitted and will be heated for the students. Various foods are available for purchase in the cafeteria. A complete list may be obtained from the office. Food is allowed only in the cafeteria or the picnic area. Please see the website for the lunch menu.

LUNCH (SPECIAL)

Approximately every other week, we will offer students the opportunity to participate in a special lunch such as meals from Hardee's fried chicken, Lung Wah, or Cakes & Pastries Unlimited spaghetti. We will also have Subs, chili dogs, hamburgers and sloppy joe's that will be prepared at school. Students will be allowed carbonated drinks for special lunches. Pizza will be available for purchase every other Tuesday. **Warm-ups are not permitted on Special Lunch Days or Pizza Days.**



1. Immunization Requirements

Health Assessments: In compliance with North Carolina law, all students entering kindergarten must present a health assessment (physical exam report) by the first day of school entry. The assessment must have been completed within 12 months of school entry.

Immunizations: In compliance with North Carolina law, parents/guardian must present certification of immunizations on the first day of school entry. If documentation is not presented, parents and/or guardians have 30 calendar days to provide documentation or the student shall be excluded from school until proof is presented. According to North Carolina state law, every student must present the following information by the time of school entrance. If the student is entering from another North Carolina school, he/she must submit an immunization record at registration. Students from out-of-state have thirty (30) days to comply. Failure to comply will result in exclusion. If you have a religious belief or your child has medical issues which preclude immunization, you are required to provide documentation.

Requirements for School Entry

- **DPT/DTaP/DT/Td vaccine for students entering grades K through 12:** Five doses are required. However, if your child received the 4th dose after the 4th birthday, further doses are not required. Students beginning the series after age 7 years only need 3 Td doses.
- **Tdap: one dose for students entering 6th grade:** Required if five years or more have passed since last tetanus-diphtheria toxoid, (DPT/DTaP/DT/Td) effective 08/01/08.
- **Polio vaccine for students entering grades kindergarten through 12:** Four doses are required for children who received all IPV or all oral poliovirus (OPV) series: However, if child received the 3rd doses after the 4th birthday, further doses are not required. If both OPV and IPV were administered as part of a series, a total of 4 doses should be given regardless of the child's current age.
- ***HIB: (Haemophilus influenza type b vaccine)** two or three doses, depending on the type of vaccine, and a booster dose after 12 months of age. Children who have reached their 5th birthday are NOT required to be vaccinated against Haemophilus influenza type b.
- **Hepatitis B---"Hep B"** Three doses are required for all children born on or after 7-1-1994 (third doses must be given after 24 weeks of age).
- **MMR (2 doses of measles, 2 doses mumps and 1 dose of rubella -- usually given as MMR)** The first dose of MMR vaccine must have been received on or after the first birthday. 2nd dose is required, usually done with kindergarten boosters. (Note: a dose 4 days or less before the 1st birthday is also acceptable.)
- **Varicella (chickenpox) vaccine.** One dose required for all children born on or after 4-1-2001. The dose must be given on or after the 1st birthday (or no more than 4 days before the 1st birthday). A second dose of varicella vaccine should be given at age 4-6 years. If the child has had chicken pox disease, the vaccine is not required.

MEDICAL, CONTINUED

2. Illness at School - Some childhood illness are highly contagious and require that the child be isolated from other students immediately. Parents can help prevent the spread of these diseases by keeping the child home until recovery is complete.
3. Over-the-counter drugs will NOT be administered by school personnel. Emergency treatment forms will be sent home by students.
4. Please contact the office if prescription drugs need to be administered at school.

ORGANIZATION OF PARENTS, TEACHERS AND STUDENTS (OPTS)

OPTS Serves:

1. To bring the home and school into closer relationship so that parents and teachers may cooperate in the education of SeA students.
2. To provide a forum for parents and students to express concerns and ideas which affect student life at SeA.
3. To raise money that will fund projects designed to expand and enrich the learning experience at SeA.
4. To enlist and coordinate parents and other volunteers in an effort to aid the staff.

PARENT CONFERENCES



We at SeA believe that children learn better when home and school cooperate. The teachers and staff will strive to maintain open lines of communication with parents. Parents are expected to provide support to SeA staff and faculty, and all communication shall be done in a calm and positive manner.

Conferences between parents and teachers are scheduled in the fall of each school year. The purpose of conferences is to set goals, report progress, make cooperative plans, and compare notes.

The following procedures should be followed if parental concerns arise:

1. Teacher/Parent phone call
2. Teacher/Parent conference
3. Teacher/Parent/Administration conference
4. Parents should request, in writing, a meeting with the SeA Board Committee on Personnel/Curriculum/Policy
5. Meeting at a full SeA Board of Directors

PARENTAL REPORTS REGARDING PROGRESS

Student progress will be communicated to parents as follows:

Jr. K - 3	weekly
4 - 9	as needed

SYLLABUS

Parents will receive a grade/course syllabus and a copy of the grading criteria for each grade/course within the first two weeks of school.

TARDIES



Promptness is a characteristic which the school strives to build in its students. All students are expected to be in the classroom at 7:55 a.m. The tardy bell rings at 8:00 a.m. Students arriving after 8:00 a.m. are considered tardy. Students arriving after 8:00 a.m. should report to the office for a note which will be marked as excused or unexcused. Late arrivals are excused only for such reasons as the following: Medical emergencies and doctor or dental appointments with a note of excuse.

TEACHERS' LOUNGE

Students are not allowed in the lounge.

TESTING

The following tests will be administered at Southeastern Academy:

K-2	Individual N.C. Assessment
3	C.A.T.
4, 5	E.O.G.
6	C.A.T.
7	E.O.G.
8	E.O.G.,
9	C.A.T., E.O.C.

Dates will be announced later

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