

SOUTHEASTERN ACADEMY
CHARTER SCHOOL



PARENT-STUDENT HANDBOOK
2014-2015

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2014-2015 PARENT & STUDENT HANDBOOK**

MISSION

Southeastern Academy maintains high expectations and promote excellence, especially in the fields of math and science for all students. The Academy fosters a caring and creative learning environment. We emphasize the social, emotional, physical, and intellectual development of each child. This will be obtained through learning experiences that help children reach their greatest potential in order to function as independent learners in a diverse and ever-changing society.

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ADMISSIONS POLICY

(G.S. 115C-238.29B(b)(4); G.S. 115C-238.29F(d)(1))

Southeastern Academy Charter School will be open to any child who is qualified under the laws of North Carolina for admission to a public school. To qualify to attend a North Carolina public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment. Southeastern Academy does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

ENROLLMENT AND APPLICATION POLICY

During each period of enrollment, Southeastern Academy will accept applications for new students. Once enrolled, students are not required to enroll in subsequent enrollment periods. Open space is determined by the number of current students planning to return. The school may give enrollment priority to siblings of currently enrolled students who were admitted to the school in a previous year and to the children of Southeastern Academy Charter staff or founding board members of the charter school. This is assumed that the total number of students allowed under this exemption will represent only a small percentage of the school's total enrollment.

The enrollment application will begin the first school day of February and end on the close of the last school day of March. The school shall enroll an eligible student who submits an application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next school year. After seats are filled, the drawing will continue to determine the order of a waiting list. Any application received after the enrollment period is NOT entered in the lottery, but is added to the end of the grade level waiting list on a first-come, first-served basis.

Lottery procedures will comply with NC Open Meeting Law provided in

G.S. 143-218.10(a) by publicizing the date and location of the meeting and allowing anyone to attend.

LOTTERY PROCEDURE

Each applicant will have an index card with their name and grade. The selection process will be by random drawing. Upon filling all available positions, the acceptance by lottery will continue, thereby, creating a school waiting list. Cards for children of personnel of Southeastern Academy will be drawn separately and first; followed by cards for siblings of students enrolled in a previous year. Cards for the general wait list for each grade level will then be randomly drawn one card at a time, starting with the lowest grade level in the school. The lottery process will then proceed for each grade. As openings become available at the applicable grade level, students will

be admitted based on their current lottery number. If applicants who are selected for admission decide not to enroll at Southeastern Academy, the parents of the next child on the wait list for that grade will be notified.

After completing the acceptance by lottery, Southeastern Academy shall have a specified and reasonable, time frame in which the accepted applicants must reply to the school clarifying their decision to accept or decline continuation of the enrollment process. The school's enrollment policy, including all time frames, will be declared on the original application completed by the applicant.

If multiple birth siblings apply for admission to a charter school and a lottery is needed under G.S. 11 5C-238G(g)(6), the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

Withdrawal Policy

Students who are planning to withdraw from school should report to the Administrative Assistant with their parents in person prior to leaving Southeastern Academy. The student will report to the records office to receive the appropriate withdrawal form. Students must return all textbooks, pay all outstanding debts, obtain the required signatures, and return the completed withdrawal form to the records office before the withdrawal process is complete.

When a student transfers to another school and requests transfer of student's records to new school, Southeastern Academy will fulfill this request with appropriate written documentation.

Publicizing Admission Information

Southeastern Academy will publicize admission procedures. The school will have an admission process with pre-announced enrollment period and deadlines. All student enrollment process and details, including deadlines for applications, lottery date, registration requirements, and waiting list enrollment information, will be publicly available and announced at the school website and office. Southeastern Academy will publicize enrollment throughout Robeson County with flyers, newspaper ads, websites, mailings and open house.

DOLPHIN HONOR CODE

As a member of the Southeastern Academy Charter School 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.

Of utmost importance to the SEA Charter School community is the principle of individual honor and integrity. The school 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 SEA Charter School. Without these traits, the freedom and ease of the school would be constricted and the whole routine, atmosphere, and life at SEA 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 faculty. Any violation substantiated by the faculty member(s) will be presented to the Administrator/Principal for final decision.
- C. A student found guilty of a violation of the Honor Code may be subject to suspension or dismissal from the SEA Charter School. 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 4-8, will attend an orientation about the Dolphin 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 SEA Charter School. Thereafter, a student's signature is his/her bond and no other written pledge is required on any academic work submitted for credit. In addition, students in grades 4-8 should review the Honor Code with their parents.

DISCIPLINE POLICY

SEA Charter School is an academic institution; therefore, all behaviors should reflect the seriousness of this endeavor. Each student is a valuable member of the school community. A community which values the dignity and worth of each individual is created by each member taking personal responsibility for his or her behavior and respecting the personal and cultural differences of others. Students shall display a courteous attitude at all times. When students fail to do this, disciplinary action may take place. Discipline and self-control are essential to the academic and social success of each child. We are committed to fostering in each student self-discipline, sound moral character, and respect for our community of unique individuals. With these ethics in mind, the following expectations apply:

Students will:

- Strive to maintain high academic standards.
- Respect the personal space, property, and privacy of others.
- Be kind, courteous, and thoughtful.
- Respect and keep our environment clean.
- Complete all class assignments and submit when due.
- Exhibit good manners at all times. This includes:
 - Not interrupting others or speaking out of turn.
 - Raising one's hand to be called upon.
 - Addressing all adults by their appropriate title (Mr., Mrs., Miss, Dr., etc.)
 - Using polite responses frequently, such as: "Thank you", "Please", "Yes Ma'am/Sir", "No Ma'am/Sir", etc.

Students will not:

- Breach the Dolphin Honor Code.
- Compromise the safety of oneself or others through inappropriate behavior.
- Possess, use, or be under the influence of alcohol, tobacco products, marijuana, controlled substances or associated paraphernalia on campus or while attending off – campus events.
- Make a presentation of, or use of counterfeit (fake) drugs or weapons. This will result in the same punishment as if it were the real item.
- Possess, threaten to possess, or use weapons of any kind as defined in G.S. 14-269.2(b-g) or powerful explosives as defined in G.S. 14-284.1 on campus or while attending off-campus events.
- Fight, show physical aggression, or display any inappropriate physical contact.
- Misuse school property or the property of others.

- Engage in personal harassment of any kind.
- Leave school grounds without expressed permission of a teacher, parent and/or administrator. Being outside the boundaries of the school campus will be considered leaving school grounds.
- Lie.
- Cheat.
- Steal.
- Use profane, rude, or disrespectful language or gestures.
- Display mean, unkind, or unpleasant behavior towards others, such as bullying.
- Engage in inappropriate displays of affection.
- Litter or harm school property.
- Violate the Dress Code.

Intolerable Behaviors:

The following behaviors will not be tolerated. They require immediate referral to the Administrator. They may result in immediate dismissal, suspension, or expulsion depending on the severity of the offense. This will be determined by the Administrator. In addition, violations that may be criminal will be reported to the appropriate law enforcement officials.

- **Any action or threat of an action that could jeopardize the safety and well-being of others**
- **Possession of illegal drugs (including counterfeit), alcohol, or tobacco products**
- **Possession of a weapon**
- **Repeated willful defiance of a teacher or refusal to follow directions given by an adult in charge**
- **Destruction of school property**

Bullying defined as “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors. (stopbullying.org)

Discipline Procedures

In order to ensure open communication between school, parents, and students, the following will occur:

- 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.
- Teachers shall conduct a discussion of the class and school policies dealing with discipline at the beginning of the school year.
- Teachers will maintain a discipline file on each student they teach. An *Office Referral Form* must accompany any referral to the Administrator.
- The handbook may be viewed online at www.southeasternacademy.org or obtained from the school office.
- 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.
- Emergency situations will be referred to the office immediately (out-of-class or in-class)

In-Class Disciplinary Action

Most infractions of school rules will be addressed immediately by the teacher or staff member involved, and appropriate consequences will be decided. The following steps will be taken when a student's behavior is inconsistent with the school's mission and standards of conduct:

- The student will be expected to evaluate his/her behavior with the teacher, and to identify actions that will result in pro-social behavior. This should include describing the inappropriate behavior, identifying the rule or expectation, and alternatives to the behavior for the future. An apology, or restitution, as appropriate, may be required. **The student will be expected to correct his/her behavior immediately. Excuses for a recurrence of the behavior will not be accepted.**
- Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by Board policies. If the behavior(s) persist, the teacher will submit a written office referral to the Administrator

Office Referrals

Once an *Office Referral Form* has been submitted, the administrator will determine the consequence of any unacceptable student behavior. The parent/guardian will receive notice of

the student's discipline problem and the consequence administered for any infraction resulting in disciplinary action that will be filed on the student's discipline

Violations that may result in an immediate Office Referral:

- Disruptive behavior
- Interference with classroom activity
- Defiance of authority or failure to follow direction
- Not signing discipline forms
- Truancy from school
- Being in the hall without a pass
- Leaving school grounds without permission
- Leaving class or designated area without permission
- Being Absent With-Out Permission (AWOL) – not reporting to class assigned
- Failure to report to designated area – Headmaster/Principal's office, Front Desk, Administrative Lunch Detention, etc.(this includes taking more than 5 minutes to report to the area without a legitimate pass)
- Providing false information or lying
- Academic Dishonesty - cheating or plagiarism
- Public displays of affection (PDA)
- Inappropriate gestures or acts
- Verbal abuse
- Acts of bigotry or prejudice
- Acts of sexual harassment
- Name calling, taunting or teasing
- Profanity, obscenity or offensive/bad language or gestures.
- Violating the SEA Student Acceptable Use/Internet Use Policy or the Internet Safety Policy for SEA.

- Unauthorized or inappropriate use of a personal electronic device.
- Unauthorized audio or video recording or photography on school campus or at school sponsored event.
- Dress code violations, which result in exposure (skirts too short, or top of pants below buttocks, etc.)
- Disrespectful behavior to a teacher, staff member, administrator, volunteer, or visitor.
- Violating the Dolphin Honor Code.

Discipline Cycle

Although there is not a required order to the assignment of consequences, the following is considered a **recommended** model should a student repeatedly be referred to the office for exhibiting misbehavior which would **not** be considered as severe or extreme:

- **(First Infraction) Office Referral** –*A behavior contract will be prepared for students who receive an office referral.
- **(Second Infraction) Office Referral** – Parent/Administrative Conference with One (1) day to Three (3) days of In-School Suspension (ISS)**
- **(Third Infraction) Office Referral** – Parent/Administrative Conference with One (1) to Ten (10) days of Out-of –School Suspension (OSS)
- **(Fourth Infraction) Office Referral** – Recommendation for expulsion

Each Office Referral will be noted on a student's **permanent** discipline transcript.

Parent(s)/Guardian(s) will be notified of the offense, the resultant consequence, and advised as to their student's current status within the disciplinary cycle.

****A behavior contract will be prepared for students who receive In School Suspension (ISS). This will be a contract between the administration, the student, and the parent/guardian. All parties will be made aware that any further Office Referrals could result in expulsion from SEA.**

Bus/Van Policy

There are certain rules that each student must abide by to afford everyone the opportunity to have a safe and comfortable bus/van experience. Everyone must understand that riding the bus/van is a privilege that may be suspended or revoked if rules are broken or continually abused. The following rules apply to students riding the bus/van to and from school as well as those riding during field trips, sporting events, and any other extracurricular activities.

- Be courteous. Use no offensive language.
- Respect the rights of others.
- No eating, drinking, or smoking on the bus/van.
- Do not throw paper or trash on the floor or out the windows of the bus/van.
- Keep the bus/van clean.
- Cooperate with the driver.
- Do not be destructive. This means do not tear, write on, or cut the interior or exterior of the bus/van.
- Keep hands, feet, and your head inside the bus/van at all times. Stay in your seat at all times while on the bus/van.
- Seats may be assigned. The designation of seats will be left to the discretion of the bus/van driver.
- No yelling, screaming, or loud noises while riding the bus/van. There will be no gestures or yelling from the directed toward cars, people, and/or pedestrians outside the bus/van.
- Be on time! The bus will leave the pick-up area on time! Failure to stay on schedule makes others late for their arrival time at school or the next stop. Students left will need to be brought to school.
- Failure to obey these rules or any subsequent bus/van rules will result in bus/van riding privileges being suspended or revoked.

Discipline For Children With Disabilities

The School shall comply with all applicable federal and state laws and regulations governing discipline of children with disabilities, including compliance with 20 U.S.C. Sec. 1400 et seq. and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 706(8).

The School shall comply with state and federal due process requirements both in notifying students of conduct for which they may be suspended or expelled and in providing notice and hearing opportunities to students being recommended for exclusion from the School. If the School suspends a student with special needs, it shall continue to provide to the student all continuing education services to the extent mandated by federal and state laws and regulations. In the event the School suspends or expels a student, the School shall promptly notify local School officials in the School district to which the student would otherwise be assigned. Such notification shall include the student's name, special education status, length of suspension/expulsion and the circumstances giving rise to the suspension or expulsion. At the beginning of each School year, the School shall notify all parents/legal guardians that: "The local

board may refuse to admit any student who is suspended or expelled from a School due to actions that would lead to suspension or expulsion from a public School under G.S. 115C-391 until the period of suspension or expulsion has expired." (G.S. 115C-238.29B(b)(1)).

AFTERNOON DISMISSAL

All students are dismissed at 3:00. Students MUST be picked up by 3:15 p.m. Supervision is not provided after 3:15 unless it has been pre-arranged.

ARRIVING AT SCHOOL

Students should not arrive before 7:30 am. 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.

SEA Charter School Attendance Policy and Procedures (Adopted July 15, 2014)

Southeastern Academy Charter School recognizes that regular attendance is one of the most significant factors in school success and educational achievement. Therefore, the Board encourages and strongly supports every effort made to have students at school and present for all classes in order that they might benefit from a quality education. Student, parents/guardians, and all school personnel are encouraged to recognize and fulfill their individual responsibilities in keeping with laws, regulations, and school policies governing the attendance of students in school. Regular attendance by every student is mandatory by NC General Statute 115C-378 whereby "every parent, guardian or other person in this state having charge or control of a child between the ages of seven and sixteen (who is enrolled in a public school or charter school in grades K-12) shall cause the child to attend school continuously for a period equal to the time which the public school the child is assigned shall be in session."

Definition of attendance: All children are expected to be in school attendance each day unless they are ill or there is an emergency. To be considered "in attendance" a student must be present in school for at least one-half of the school day or a place other than the school with the approval of school officials to attend an authorized school activity.

One-half of the school day is defined as:

- Present until 11:30 a.m.
- Present from 11:30 a.m. until the end of the school day

State of North Carolina and Charter School Board of Trustees Attendance Policy states that any student with more than fifteen (15) absences (excused or unexcused) may be retained the following year. Parents may appeal the decision if a medical condition exists which may have prevented normal attendance.

Definition of an absence/ Procedure to follow when returning from an absence: An absence is defined as missing half of the school day as defined above or more. In compliance with North Carolina Compulsory attendance law GS 115C-378, all absences require parent documentation explaining the child's absence. The documentation from parents should state the student's name, date(s) of absence, and parent/guardian signature. The notes are to be given to the student's homeroom teacher on the morning the student(s) return from an absence(s). Students may also have their parent/guardian send an e-mail to the homeroom teacher for their absence to be considered excused. Failure to provide a note within three (3) days of returning from an absence will result in the absence being coded unexcused. It will be the responsibility of the administration to determine if the absence is excused or unexcused.

Excused Absences: In accordance with state policy, absences from school will be excused for the following reasons:

- Illness/injury
- Quarantine
- Death of an immediate family member
- Medical or dental appointments (a note from doctor/dentist office is required to verify appointment)
- Educational trips (pre-approved –at least ten (10) day notice)
- Court proceedings
- Religious observance
- Inclement weather

Excessive Excused Absences

After ten (10) excused absences - Parent/guardian will be contacted by the administration or his/her designee by telephone or parental conference regarding attendance. If contact is unsuccessful, a letter will be sent by the administration. The school has discretion to confer with Department of Social Services to determine whether any action should be taken to address the absences.

Excessive Unexcused Absences

- Third (3rd) unexcused absence - Notification letter sent to parent/guardian
- Fifth (5th) unexcused absence - Parent/guardian will be contacted by the administration or his/her designee by telephone or parental conference regarding attendance. If contact is unsuccessful, a letter will be sent by the administration.
- Ten (10th) unexcused absence - Third notification letter sent to parent/guardian The school has discretion to confer with Department of Social Services to determine whether any action should be taken to address the absences.

More than ten unexcused absences will cause a review by the administration as to whether the student continues to attend Southeastern Academy Charter School.

Waiver Procedures: A parent/guardian or student may apply to the principal for a waiver of absences (excluding suspensions) due to extenuating circumstances. This request must be submitted in writing. The parent/guardian and the student shall be notified in writing of the decision of the principal on whether or not to grant the waiver. The parent/guardian or student shall have ten (10) school days from the date of receipt of such notification to appeal the principal's decision to the Board of Trustees pursuant to the Southeastern Academy appeal policy.

Make-up work from school absence: Students are permitted to make up work missed during an absence(s). All work must be made up within FIVE (5) school days following the student's return to

school unless the teacher or administrator determines that extenuating circumstances might support an extension of the time. **THE STUDENT IS RESPONSIBLE FOR FINDING OUT WHICH ASSIGNMENTS, QUIZZES AND EXAMS WERE MISSED AND COMPLETING WITHIN THE SPECIFIC TIME PERIOD.** Students who are absent due to suspension from school will be provided an opportunity to take any examinations missed. The Southeastern Academy Administration can determine what, if any, other make-up work the student will be permitted to complete during the suspension.

Tardy to school: If a student arrives after 8:00 a.m., a parent and the student will need to go to the administration office to sign the student in and get a tardy note. Additionally, students must be in the classroom at the designated time, not just on campus or in the hallway. Remember that our students depend on an adult to bring them to school and that your actions do influence your child's education.

Excused tardy to school: Administration may excuse others on an individual basis.

- Inclement weather
- Documented transportation problems
- Compliance with court order
- Doctor appointment with a note
-

Habitual tardiness to school

- Fifth (5th) unexcused tardy to school - Referral to administration and note sent home or email to parent/guardian.
- Ten (10th) unexcused tardy - Parent/guardian conference with school administration.

More than fifteen (15) unexcused tardies will cause a review by the administration as to whether the student continues to attend Southeastern Academy.

In grades 6-8, student attendance will be maintained not only by the school day but also by period. If a student is habitually tardy to school and missing more than one half of first period, the student could eventually have too many absences in that class period and fail the subject area.

Early Dismissal: The school cannot prohibit parents from taking their children out of school early; however, if a student is checked out of school for reasons not approved for absences, they will not be allowed to make up missed work. In the middle school, grades 6-8, attendance will be maintained by periods. Early dismissal could cause a student to be over the maximum number of absences allowed (same number as maximum number of absences for school attendance) and receive a failing grade. **STUDENTS ARE NOT ALLOWED TO BE RELEASED FROM SCHOOL THE LAST ONE HALF HOUR OF SCHOOL PRIOR TO THE REGULAR DISMISSAL TIME.** Please remember, teachers are still instructing in the classrooms until the end of the school and early dismissals interrupt instruction

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. Students are responsible for wearing tennis shoes on P.E. days as per the Physical Education teacher and the Headmaster.
2. Hats, caps, or sunglasses will not be worn inside the building.
3. Shorts, skirts, or dresses are to be mid-thigh (half way between the knee and hip). No miniskirts or short shorts.

4. Clothing which exposes the midriff, halter tops, low-cut tank tops, tank tops, spaghetti strap shirts or dresses, and transparent clothing are prohibited.
5. Sagging pants or shorts which allow undergarments to be revealed is prohibited.
6. Clothing which exposes any undergarments is prohibited.
7. Clothing which is offensive, vulgar, profane, or advertises or endorses drug or alcohol use is prohibited.
8. Any jeans or pants with holes that reveal skin must not reveal skin above the knee.
9. Leggings may be worn providing the outermost layer of clothing (shorts, skirt, shirts, and dresses) meet the mid-thigh rule.
10. Pajamas and bedroom shoes are not permitted.

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

Violation of this dress code is a level 1 in the SEA Discipline Policy.

O.P.T.S.

O.P.T.S. is the Organization of Parents, Teachers, and Students. Parents are encouraged to become involved in volunteering for OPTS activities which support our students and teachers.

VOLUNTEERS

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at the school or school activities.

Southeastern Academy Charter School strongly encourages parent, grandparent, and guardian involvement in our school. The following policy assists our volunteers in being effective, satisfied, and successful school volunteers while maintaining the integrity of SEA Charter School and the health and safety of our students and teachers.

- All volunteers at SEA Charter School should:
 - Complete a Volunteer Orientation led by the Headmaster/Principal or his/her designee
 - Have a Sex Offender Registry Check on file dated within the last two calendar years
 - Have a NC Law Enforcement Division check on file dated within the last two calendar years
 - Complete, sign, and date a Volunteer Information & Background Check Form

- Be given a copy of the SEA Charter School Volunteer Policy for their records
- Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy

Volunteers in large group functions (for example, Fall Festival, Fitness Walk, etc.) may not be subject to all of the same requirements to serve.

- The Administrator or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at the school. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at SEA Charter School.
- Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
- No person who has been convicted of crimes against children, sex crimes, crimes of violence, or drug-related crimes will be allowed to volunteer at SEA Charter School. Other criminal records will be evaluated on an individual basis by the Administrator.
- All volunteers must report directly to the school office when they arrive and should sign in to the Volunteer Log kept there. The school office will provide an official badge identifying the volunteer that must be worn at all times.
- All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
- Volunteers work in partnership with, under the supervision of, and at the request of school administration and staff. Volunteers are expected to abide by all Board policies, procedures, and school rules when performing their assigned responsibilities. The Administrator or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules at the Volunteer Orientation before they begin their first volunteer assignment.
- Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency situation, it must immediately be communicated to someone in authority at the school.
- Volunteers are to serve as positive role models. SEA Charter School volunteers must always:
 - Use appropriate language

- Dress appropriately
- Discuss age-appropriate topics
- Refrain from inappropriately touching students
- Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
- Volunteers are prohibited from administering medications of any kind to students.
- Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of school personnel.
- Volunteers are expected to be prompt and dependable. Volunteers should notify the school office if an illness or emergency prohibits them from attending a volunteer assignment.
- Volunteers may not take students off school property without the permission of parents and school personnel.
- Volunteers must leave children not enrolled at SEA Charter School at home when volunteering.
- SEA Charter School has a zero-tolerance policy for any kind of racial, ethnic, disability, or gender discrimination by volunteers of the school.

Grievance Process

It is the policy of the Board of Directors that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student does not process his grievance within the set time limit, it shall be considered settled and not open to appeal.

Student Grievance Procedure

The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a student and/or parent to believe he/she has been wronged, except in the case of long-term suspension. Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures.

1. Initiation - A student may initiate a grievance proceeding when either the student or his parent or guardian believes that a violation, misapplication or misinterpretation of School Board Policy or state or federal law or regulation has occurred.

2. Procedure -The procedure for initiation and conduct of a grievance shall be:

Step I - Principal Conference

A student, parent, or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution. The following guidelines shall be observed in Step 1:

1. A grievance shall be filed as soon as possible, but in no event longer than thirty (30) days after disclosure of the facts giving rise to the grievance.
2. The principal shall grant the conference within five (5) school days following receipt of request. The request shall include a statement describing the grievance and naming the specific policy, rule or law believed to be violated.
3. The request shall include a statement describing the grievance and naming the specific policy, rule or law believed to be violated.
4. The principal will state her position of the question in writing to the student within five (5) school days following the conference.
5. Only the parent or guardian or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal.

Step 2 - Appeal to the Board of Directors

If the grievance is not resolved at Step 1, the student may appeal the Principal's decision to the Board of Directors in writing within ten (10) school days following the response from the principal at Step 1. The Board, through the office of the Chairman, shall designate a Board committee to receive, review, and make a determination of the appeal from the Principal's decision. The designated committee shall meet within ten (10) school days following the receipt of the appeal. The student and parent shall have the right to be present and present their grievance. The principal shall also have the right to be present. The Board committee's decision shall be determined to be final and shall be conveyed, in writing, to the student and parent with copies to the principal.

Emergency School Closing/Inclement Weather

An emergency school closing is defined as a cancellation of part or all of a normally scheduled school day due to any reason that may endanger the safety of our students and staff including but not limited to: inclement weather, electrical failures, and water system failure.

School Closing Announcement

In the event a decision is made by the Administrator to delay or close school due to a situation that may endanger our students and staff, it will be announced on the Southeastern Academy Charter School website at www.southeasternacademy.org. The school will also use local media to notify of school closings or delays. School information will be strictly listed under the name of Southeastern Academy Charter School. **Our schools do not follow the local school district's schedule of closings and delays.**

Emergency Contact Information

Before the start of the school year, each child must have on file in the school office a student enrollment form that contains health information, emergency telephone numbers, and parent signatures. Changes in this information at any time during the school year should be reported to the office immediately.

Extracurricular Eligibility

Students who wish to participate in extracurricular athletic activities must maintain academic standards set by the administrator and/or athletic director. Students performing below standard may be put on academic probation.

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 - 8 will be contacted on an as needed basis.

GRADING SCALE

(3-8)

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

GRADING SCALE

(K-2)

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

F Below 70

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

Report Cards/Progress Reports

Progress Reports will be sent home on:

Sept. 26, 2014	December 5, 2014	February 25, 2015	May 8, 2015
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Report Cards will be sent home on:

Nov. 6, 2014	Jan. 26, 2015	April 17, 2015	June 9, 2015
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Electronic Devices

Cell phones and all other electronic devices must remain turned off and in backpacks throughout the school day. Any electronic device used inappropriately will be confiscated and returned to a parent/guardian at the end of the school day. Second offenders will receive further consequences and will lose future electronic device privileges. Southeastern Academy will not be responsible for lost, stolen, or broken items.

Telephone and Cell Phone Usage

Students are not permitted to make phone calls except in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher. It is requested that all travel and after-school plans be made ahead of time in order to keep the school telephones available. As outlined in the "Electronic Devices" section of this handbook, students bringing cell phones to school must keep them in their backpack throughout the school day. Cell phones are not the responsibility of the faculty and staff at the school. Students who disregard the cell phone policy are subject to disciplinary actions. Please do not call or text your child's cell phone as it is against school policy for students to use them during school hours.

Lunch and Snack

Southeastern Academy does not provide food services. Students need to bring a lunch, drink, and snack in an appropriate container. Meals will be eaten in the cafeteria or outside, weather permitting. Please strive to pack healthy and filling meals. High sugar, caffeinated, and highly processed foods do not give children the energy they need to learn and function well in the classroom. In the event that a student forgets a lunch, parents must bring a lunch to the school office. If you are unable to provide your child with a lunch, please notify the school.

Dowless Catering will offer hot means on Mondays, Wednesdays and Fridays. These meals will cost \$3.65 each. Menus and order forms will be sent home monthly.

Child Abuse/Neglect

The faculty and staff at Southeastern Academy Charter School are required by law to report any suspected case of child abuse or neglect to the Department of Social Services.

MEDICAL ISSUES

Medication Administration

Over-the-counter drugs will be not administered by school personnel without the permission of parents. A "Request for Medication Administration in School" form must be completed and submitted by the parent/guardian to the school office. **Any medication must be signed in by the parent/guardian with the school office. Medication will not be accepted from the student.**

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

- **DPTIDTaP/DTJTd 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 IPY 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.

Garrett's Law

NCGS 115C-375.4 mandates that at the beginning of every school year, local boards of education shall ensure that school provide parents and guardians with information about meningococcal meningitis, influenza, Human Papilloma Virus (HPV) and their vaccines. This important information is available online for parents/guardians at www.southeasternacademy.org

PARENT CONFERENCES

We at SEA Charter School 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 Charter School Board Committee on Personnel/Curriculum/Policy according to the concern being addressed.
5. Meeting at a full SEA Charter School Board of Directors