

Seashore Academy

Family Handbook

2018-2019



PHILOSOPHY

At Seashore Academy, our mission is to develop healthy, creative, inquisitive, and intellectually curious individuals in an ethical and nurturing environment. In the context of a Mandarin Chinese immersion experience, we provide a self-paced, academically intensive environment in order to best prepare our students for the opportunities and challenges of the 21st century.

STATEMENT OF NON-DISCRIMINATION

Seashore Academy admits students of any race, color, national, or ethnic origin and provide them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admission policies, and other school-administered programs.

APPLICATION POLICIES

1. A student must be 4 years, 9 months of age to enroll in the Full Time Elementary Program.
2. A student must be 4 years of age and able to use the toilet independently to enroll in the Transitional Kindergarten Program.
3. Family must submit an enrollment application and agree to the responsibilities of admission to Seashore Academy, including Financial Obligation Agreement.

REGISTRATION

1. The annual registration fee of \$350 per student (maximum of \$500 per family) and \$500 supplies & books fee is non-refundable and non-transferable. The enrollment process is incomplete until the fee is paid. Class placement will not be guaranteed until the registration fee is paid in full and the Financial Obligation Agreement has been signed.
2. All necessary paperwork must be received by Seashore Academy including:
 - Enrollment application

- Family Handbook Agreement form (signed by both parents)
- Emergency Information
- Financial Obligation Agreement (signed by both parents)
- Photo and Filming Release form
- Note: Seashore Academy reserves the right to refuse a student admission due to financial default, parental or student documented behavioral concerns, etc.

WITHDRAWAL POLICY

All withdrawals must be in writing. A one month notification of withdrawal is required. The initial tuition deposit (20%, 100% or registration fee) will be non-refundable. All accounts are due one month before last day of attendance.

PICK UP POLICY

Students will not be released to any person who is not specifically authorized. If someone other than the legal parents or legal guardians pick up student, a written permission slip or note needs to be provided and a government ID needs to be shown to staff.

TERMINATION OF ENROLLMENT

Seashore Academy reserves the right to accept, deny or terminate enrollment of students solely at its discretion. Seashore Academy can terminate a student after a 2-week notice has been given. Seashore Academy reserves the right to immediately terminate enrollment of a student at the discretion of school administration. The following are reasons that Seashore Academy would be inclined to terminate enrollment:

- Delinquent or non-payment of tuition
- Behavioral problems of students or their parents that become disruptive to the program
- Frequent failure to pick up your sick child within one hour of being notified

VACATION / SICK DAYS

Regular student attendance means more success for your child. When your child is absent, please email director@seashoreacademy.org by 8:30am. Tuition is due for both well and sick days.

DISCIPLINE PROCEDURES

At Seashore Academy, we encourage self-control and personal responsibility through positive reinforcement for acceptable behavior. However, a student, parent or family member may create a situation at school which inhibits learning. Since disruption of the learning process is unfair to other students, such behavior will not be tolerated and will become grounds for expulsion from Seashore Academy.

- Fighting and quarreling
- Discourteous speech and name calling
- Gossip
- Destructive acts against school property
- Continued disruption of class
- Being disrespectful to staff
- Threatening violence through speech or behavior

The Card System

Students start each school day with a GREEN card. If a student turns their card to YELLOW, he/she sits a time out during the next free play me (recess or lunch). During a time out, students sit apart from the play area (but still under adult supervision) for a period of me equivalent to the student's age (a 5 year old student sits a 5 minute me out, 8 year olds sit an 8 minute timeout, etc.) If a student turns their card to RED, another timeout is assigned, and a note is sent home to inform parents about the behavior that prompted turning their card to red. Teachers reserve the right to have a student turn a card directly to red, or contact the parents immediately if a student's behavior warrants immediate action. The Director reserves the right to assign alternate consequences for behavior if necessary. Students can also earn a BLUE card for excellent behavior or achievement. Blue cards are rare and greatly celebrated.

SCHOOL RULES

1. Follow directions.
2. Treat others with kindness and respect.
3. Keep hands, feet, and objects to yourself.
4. Do your best in effort, quality, and participation.
5. Respect the property of others and share.
6. No toys or balls from home are to be brought to school. 7. No gum, candy, or junk food on campus.
8. Uniforms are required. (Please see Uniform Policy)

UNIFORM POLICY

Seashore Academy's recommendation on students wear uniforms. Items may be purchased from the Land's End Uniform website. Acceptable colors for clothing items are: navy blue, red, khaki, black, and white.

The goal of the uniform policy is to keep students focused on academic development.

Socks and shoes must be worn every day. Sandals, heels, as well as shoes with sounds or wheels are not permitted.

Should an item of clothing or accessory be deemed inappropriate or distracting, the student will be given a written warning and the parents notified.

LUNCH/SNACK

Families shall pack a healthy snack and lunch each day. **Seashore Academy is a nut-free school.** Please do not send nut products to school in lunches or snacks to ensure the safety of all students. We encourage families to provide water as a beverage in a clearly labeled bottle each day. Please avoid sending "junk food," juices, or sugary drinks. We encourage families to have students become involved in packing their own snack and lunch in an effort to foster responsibility and confidence.

EXTRA CLOTHING

We request bringing in an extra set of clothing to leave at school in case of need, in a labeled gallon-size plastic zip-top bag. If our staff supplies a student with clothing (pants, shirts and/or underwear) from our student clothing supply, parents need to return the supplemented clean clothing within one week.

TEACHER COMMUNICATION

Parent-teacher conferences will occur up to two times throughout the school year upon request. If you wish to speak with your child's teacher, please email a request to director@seashoreacademy.org. We encourage scheduling me to speak with staff about your questions. While schedule appointments may feel more formal than quickly checking in with teachers at dismissal, our teachers are busy supervising the safety of many children and families during instructional me as well as before and after school. Dedicated me to address questions and concerns allows for more thoughtful communication on between families and school staff.

PLAYGROUND OBJECTIVES

1. All conduct on the playground is expected to be orderly, courteous, and safe for all children.
2. The play me is considered an essential component of the educational experience, and proper, courteous treatment of others will be taught.
3. Children are not allowed to leave the play area.
4. Children must keep their hands to themselves at all time.
5. Students are not to bring personal toys or play objects to school as they may become lost or damaged.
6. Throwing dirt, sand, sticks or rocks is not acceptable.
7. Children are not to climb the trees at school.
8. No child will be allowed to remain inside during a regular recess period, except in the case of chronic asthma. A written request for exception must accompany the child to school.
9. No violent play or language will be tolerated. Students are not to play/pretend fight, bring or improvised weapons, or incite violence of any kind. Similarly, bullying, name-calling, or disrespectful speech is unacceptable.

CLASSROOM OBSERVATIONS

Seashore Academy encourages parents to observe in the classroom. Please arrange your visit with school administration in order to provide the best experience for you and your child. Parents and extended family members are welcome to observe classes. Out of respect for our school community and minimize distractions, we ask that you please refrain from bringing siblings into the classroom during visits. Please request an observation with at least 48 hours advanced notice, and we respectfully request observations be limited to 20 minutes, not more than twice per month. Parents are not permitted to be in the classroom without a teacher present. To protect the privacy of the school community, video recording of students is not permitted except during formal presentations. Please refrain from taking photos of children who are not your own, and do not post photos of other children on social media.

ACADEMICS

Seashore Academy provides small group instruction and individual academic plans for all students. Competency-based progress allows for students to learn at their own pace. Students are assessed in the four academic areas of Chinese, English, and Math, and are grouped with students with similar skills and academic goals. While students are placed in groups, differentiated instruction within the groups allows teachers to provide

support for students who may need extra attention as well as encourage more aggressive pacing and difficulty for students ready to advance. Groupings are flexible and may change throughout the school year to best support student achievement. Small class size, individual attention, and focused teaching strategies allow for students to learn at an above average pace without the need for homework in the lower grades. Students in upper grades are assigned homework to support in-class learning as well as develop good study habits, self responsibility, and time management skills.

Chinese

Seashore Academy has chosen the MeiZhou series as its core Chinese curriculum. Our students learn Traditional Mandarin. Younger students are taught Zhuyin (phonics) to aid in reading, and may transition to Pinyin in the upper grades to support technology and typing skills in Chinese. MeiZhou has 10 books, Levels K-9. It is the goal of the system that students who complete the series will be prepared to take and pass standardized tests proving fluency at the high school level. While MeiZhou is the core of the Chinese curriculum, a variety of other resources are used to encourage fluency, reading and comprehension skills, conversational skills, public speaking, and cultural literacy.

English

Seashore uses the Spectrum Reading for its core reading curriculum, and uses complementary programs to support specific skills and standards mastery. Our English standards complement the common core standards in reading, writing, and oral communication. Small class size, differentiation, and focused instruction generally allow students to achieve grade level mastery in English at the same pace, if not faster than, traditional English-only schools.

Mathematics

Seashore has adopted the Singapore Math Common Core Edition as the math program. Students are taught math in English with Chinese language support. Because students will be required to take math classes in English after leaving Seashore, and must be able to achieve all grade levels standards in English, teaching in their primary language supports content mastery without the stress of translation. Additionally, homework assigned in the upper grades will be accessible to parents for support at home if needed.

Seashore Academy has developed a 6 year cycle to address the complicated task of providing a well rounded curriculum to all students within a language immersion setting.

Seashore reserves the right to place students into academically and socially appropriate groups without parent input. Some students may change groups throughout the year to support academic progress and encourage success. Students at Seashore work hard in the classroom and learn at an aggressive pace, and academic progress and success drive the program. Seashore is dedicated to providing an environment for all students that provides both physical safety and security as well as social and emotional support and growth. Students are encouraged to learn independence, time management, responsibility, kindness, and healthy habits. They are guided to develop intrinsic motivation and strive for individual improvement as well as celebrate group accomplishments and develop teamwork and leadership skills. With these goals in mind, we do not assign homework in the lower grades, but encourage families to allow students to play outside daily, participate in team sports, explore music and the arts, and have adventures in their world outside of school to expand their social circles and find their own passions.

CONFLICT RESOLUTION

It is not the job of Seashore staff to protect students or parents from interpersonal conflict. Rather, as educators, we empower students (and their parents) to solve problems, communicate directly with us and each other to work together towards mutually respectful relationships. When disagreements arise, we have a policy of direct engagement: the aggrieved party shall first go to the offending party and communicate 1-1. At no time will triangulation or gossip be tolerated. Please do not encourage gossip by listening or feeding into it; encourage the gossiping party to confront the issue on their own.

If confronted with direct feedback, the offending party should listen, then offer an apology, a different perspective, or other feedback.

If students are unable to resolve conflict on their own, a teacher may guide them through this process. Families are encouraged to communicate with each other directly if their children have conflicts and help their children work through their differences using this approach.