



Student and Parent Handbook

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ABOUT SEACREST COUNTRY DAY SCHOOL

Mission

Seacrest Country Day School fuels intellectual engagement, teaches ownership of the educational experience, cultivates quality of character, and inspires students to lead lives of significance.

Diversity

Seacrest students, educators, administrators, parents, and board of directors, respect and encourage diversity in our community. Seacrest honors the rich and wide-ranging ethnicities, cultures, family structures, socioeconomic backgrounds, religions, sexual orientations, physical and intellectual abilities, mental health needs, gender identities, and learning styles of every person in our community. The Seacrest community recognizes that academic excellence and character development are enriched through the inclusion of diverse perspectives, ideas, and contributions.

Core Values

The Seacrest Community believes in the power of:

- Respect
- Integrity
- Kindness
- Curiosity
- Perseverance
- Responsibility

Notice of Nondiscriminatory Policy

Seacrest Country Day School admits students of any race, color, religion, disability, gender, national or ethnic origin to 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, religion, disability, age, gender, national origin, or ethnic origin in administration of its educational policies, admissions and employment policies, scholarship and financial aid programs, and athletic and other school-administered programs.

ACADEMICS

Statement on Academic Honesty

Honesty and being honorable in all personal and academic endeavors is essential to the culture at Seacrest Country Day School. The strong relationships which serve as our foundation are forged through mutual respect and trust and supported by the integrity of all in the community.

Seacrest makes a deliberate effort to educate even our youngest learners about the importance of academic honesty and how to guard against plagiarism in all forms. We take great pride in the individual and collective efforts our students put forth to preserve both their and Seacrest Country Day School's academic integrity.

Homework at Seacrest

Homework at Seacrest has varied objectives at each grade level. Throughout the curriculum, it is clearly purposeful and suitable for a student's age and aptitude. Teachers strive to create assignments that reinforce classroom instruction, encourage academic enthusiasm, and foster independence.

Homework at Seacrest:

- articulates a distinct purpose and has clear instructions
- enables students to practice skills, apply and refine knowledge, solve problems, or prepare for the next day's discussion or activity
- engages students to review, connect, or strengthen concepts taught in the classroom
- challenges students to delve further into material on their path toward mastery
- encourages ownership of the academic experience
- provides student choice and customization whenever possible
- clarifies for students and teachers alike what students know and areas in which they need further study and practice
- cultivates executive functioning skills such as self-discipline, organization, and time management

Seacrest promotes academic integrity and expects our students to use independent, critical thought and creativity in their research and writing. Any use of outside sources or authors must be attributed to the original sources and authors using APA or MLA citations.

The Vital Role of Parents

- Seacrest encourages meaningful family involvement in the school lives of their children. Homework is a powerful bridge between the classroom and home, especially if parents act as supporters and curious questioners rather than homework monitors or finishers.
- Students reap the benefits of homework when they complete assignments on their own, with minimal direct assistance. We advise that parents provide the necessary supplies and uninterrupted space and time for homework, then show an active interest in the content students learn. By asking children to express their knowledge and articulate ideas, parents

facilitate a child's attainment of deeper understanding without directly taking on the role of teacher.

- If homework becomes frustrating and cannot be completed independently, the student should stop working on the assignment for the evening. Parents can discuss with their child how to communicate specific difficulties to the teacher. A brief email or phone call opens a discussion and reinforces the partnership between parent and teacher for the benefit of the student. The teacher will then follow up with the child.
- Seacrest respects the importance of a child's involvement in extracurricular activities and the significance of quality family time. In the rare case that excessive homework becomes a hindrance to either, then the student, Advisor, parents, coach, and the teacher should work together to create solutions.

Upper School Homework and Missed Work Policy

Unless the student makes other arrangements with the teacher:

1. Grades go down 10% per day for late work turned in after the due date.
2. The length of time that late work can be submitted: (Maximum length of time of 1 week)
 - The determined length of time depends on the individual teacher (department) and is based on the assignment purpose and weight with the limit on the maximum length of time being 1 week.

Note: Teachers have the discretion to assign missing work a grade of 50% or a zero.

Long Term Absence and Special Circumstances:

In extenuating circumstances, a plan will be developed with all parties vested in the best interest of the student. (Illness, family complications, emotional needs)

Skill Center and SEP (Student Educational Plan) Students:

Special accommodations dictate how homework is addressed with students who have a Seacrest Educational Plan and/or work in the Skill Center.

If a student must be absent or late, the student will call a classmate for the appropriate assignments so that when the student returns to school, he or she will be prepared. **Work missed as a result of absence must be completely made up in accordance with the plan established by the teacher of the unattended class.**

Students who miss class unexpectedly and whose absences are determined to be excused will be given **the same number of days they have missed** to make up assignments, quizzes, or major tests, unless otherwise specified by a teacher or department.

- Students must submit all assigned work **before** they leave on planned absences unless otherwise noted and agreed upon by the teacher.

Middle School Homework and Missed Work Policy

- Students are expected to exemplify honesty in all academic endeavors.
- All homework assignments will be recorded clearly and consistently in the student's daily planner.
- Students are responsible for completing assignments.
- Students are expected to turn in homework on the assigned due date.
- Students are responsible for all work and assignments, whether or not they are in attendance.
- Students who miss class unexpectedly and whose absences are determined to be excused will be given **the same number of days they have missed** to make up assignments, quizzes, or major tests, unless otherwise specified by a teacher or department.
- Students participating in either extracurricular or interscholastic art, athletic, or academic performances and competitions are responsible for fulfillment of all academic obligations (i.e. tests, papers, etc.)
- Students must submit all assigned work **before** they leave on planned absences unless otherwise noted and agreed upon by the teacher.

Students completing grade 8 and having had two years of a high school credit bearing course, are bound by high school attendance policy, homework and missing work policy, and procedures.

Lower School Homework Policy

Lower School students at Seacrest are assigned developmentally appropriate homework. Our assignments seek to provide our youngest students with choice and ample time to explore their interests, play outside, and engage with their families after school and in the evenings.

Exams

Students in Middle School and Upper School take end-of-the-year exams. Students in grades 7 and 8 who are taking Upper School credit-bearing exams, are subject to Upper School exam policies.

Upper School Students take final exams in January for semester long classes and in June for full-year classes. Seniors who have maintained quarter grades of 90% or above for the entire course, are eligible for exam exemptions.

Extra Help

A student may ask a faculty member for extra help with class work at any time. Conversely, faculty may require extra time with a student when there are academic concerns. The time for such interaction may vary depending upon schedules and could require a meeting outside of normal school days. If a teacher requires an academic meeting with a student outside of class, this meeting is mandatory. It is important for a student having academic content issues to first discuss receiving extra help with the classroom teacher and Academic Dean, prior to exploring outside tutoring.

Strategic Standardized Testing

Seacrest Country Day School chooses to take a strategic approach to standardized testing. Because we are a process school, Seacrest Country Day School focuses much more time and energy on *creating an active student learning environment* than it does on testing for testing's sake. At the same time, we want to measure student success using the most objective tools we can find. Strategically, we want to make sure the measures we take are not restricted to typical standardized testing that rely on facts and memorization in order to better understand how our students function as students advancing toward college, and citizens advancing into the world.

In short, we want to be sure that what Seacrest Country Day School measures aligns with its core values and mission.

Test Name	Grade Levels	Administration
MAP Suites The Measure of Academic Progress	3,4,5,6,7,8,9	Administered mid-September, January and April
CWRA College Work Readiness Assessment	9,12	9 th grade in the fall, 12 th grade in the spring
PSAT/NMSQT Preliminary SAT/National Merit Qualifying Test	9,10,11	National testing date in the fall
SAT	11,12	Administered on campus once in the spring

Grading

Preschool to Grade 1 will have “traditional” Parent/Teacher conferences. Grades 2 to 9 will have Student Led conferences with their Teacher/Advisor and Parent(s). Grades 10-12 will have Parent Teacher conferences, which students are welcome to attend.

October – Fall Parent / Teacher & Student Led Conferences –

These meetings will include a shared “discussion point” document that will guide the meeting.

December – First Marking Period

In December, parents of students in Preschool – Grade 3 will receive a detailed narrative report including a checklist of skills. Parents of students in Grades 4 and 5 will receive detailed, narrative reports from homeroom teachers, along with individual subject grades and effort grades.

March – Spring Parent / Teacher & Student Led Conferences

These meetings will include a shared “discussion point” document that will guide the meeting.

May – Second Marking Period

In May, parents of students in Preschool – Grade 3 will receive a detailed narrative report including a checklist of skills. Parents of students in Grades 4 and 5 will receive detailed narrative reports from homeroom teachers, along with individual subject grades and effort grades.

Kindergarten-Grade 3:

E	Exceeds grade-level expectation
S+	Above satisfactory work and good progress
S	Satisfactory work and progress
S-	Below Satisfactory work and progress
D	Developing

Grades 4 and 5:

B+	(87%-89%)	A	(93%-100%)	A-	(90%-92%)
C+	(77%-79%)	B	(83%-86%)	B-	(80%-82%)
D+	(67%-69%)	C	(73%-76%)	C-	(70%-72%)
		D	(63%-66%)	D-	(60%-62%)
		F	(59% and below)		

On rare occasions a teacher may assign an incomplete (Inc.). The teacher and the student will work together to devise a plan of completion.

Grades 6-12:

Students will receive a quarterly report card reflecting their record of achievement. The marking code for each achievement is:

B+	(87%-89%)	A	(93%-100%)	A-	(90%-92%)
C+	(77%-79%)	B	(83%-86%)	B-	(80%-82%)
D+	(67%-69%)	C	(73%-76%)	C-	(70%-72%)
		D	(63%-66%)	D-	(60%-62%)
		F	(59% and below)		

On rare occasions a teacher may assign an incomplete (Inc.). The teacher and the student will work together to devise a plan for completion.

Grades 6-8

In the Middle School, there is also a numerical marking code for effort. The effort a student puts forth in academic endeavors is an aspect of education that Seacrest nurtures and recognizes as an integral part of our learning environment. The faculty will use the following guidelines when evaluating the effort of the students in the Middle School. It is important to understand that all grading systems are subjective and requirements and interpretations may vary slightly depending upon the teacher, the course and the grade level.

“1” in effort recognizes a student who is consistently well prepared, organized, and is a frequent, active, and positive contributor in all aspects of the course. The student has displayed effort toward his or her studies that is above expectations.

“2” in effort denotes a student who has completed the majority of work in a timely and sufficient manner and has shown a true interest in the course. The student has displayed acceptable effort toward his or her studies.

“3” in effort denotes a student who has been tardy with assignments and is consistently unprepared for class. The student has displayed a less than acceptable effort toward his or her studies.

STUDENT-LED CONFERENCES

Formal conferences are held twice annually, in the fall and in late spring. Conferences are scheduled both in the evening and during the academic day. Fall conferences are scheduled by appointment for a day designated on the Seacrest School calendar especially for that purpose.

On occasion, teachers need to confer with parents either prior to or after the designated conference for the purpose of discussing new concerns that may arise. Do not let problems build up or go on for a long period of time without communicating. Parents need not wait for conference days to meet or communicate with teachers

Student Care Committee

The Student Care Committee (SCC) is a cross-divisional committee established to ensure the health and well-being of our Seacrest students. The committee is chaired by our Director of Counseling and includes both division heads, LS/MS Coordinators, the school nurse, the athletic director and several learning support professionals. The committee meets bi-weekly. A social or academic referral of a student to the SCC can be made by any member of the committee or can be suggested to the committee by any faculty member or coach.

Student Disability Accommodations

Seacrest Country Day School provides a Skills Center to meet the needs of all our students. The Skills Center is designed to support those with mild language-based learning differences. The Skills Center provides support to enrolled students who demonstrate potential and who have a diagnosed learning difference. The Skills Center gives these students the support they need to become confident, successful and engaged learners at Seacrest.

The Center provides consistent reporting, tracking and communication between student, teachers and parent, providing a seamless and cohesive approach to a student's success.

Learning specialists work with students independently, in groups and within the classroom. Specialists also collaborate with and support teachers and parents throughout the process. Seacrest Country Day School recognizes that students have different learning styles and strengths, and we are committed to providing each student with an enriching academic experience. Consistent with the School's mission, the Skills Center further individualizes the educational experience for students. This dedication to our students is evident in one of the School's core values: Students are challenged each day to achieve their full academic potential.

Referral to Skills Center

1. **Parent Initiated Referral**- Parent information will be gathered, follow-up with teacher will occur, observation of the child will be completed and a follow-up meeting will be scheduled with parents.
2. **Teacher Initiated Referral**- form filled out by teacher
3. **Skills Center Initiated Referral**- form filled out by the Skills Center Learning Specialist
4. **Administration Initiated Referral**-form filled out by administration

HEALTH AND SAFETY

Allergy Policy

Seacrest Country Day School recognizes that food allergies, in some instances, may be severe and even sometimes may be life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with severe allergies to the above-listed foods can suffer more serious consequences.

Seacrest cannot guarantee a student will never experience an allergy-related event while at school, but we are committed to student safety, and therefore have created this policy to reduce the risk that children with allergies will have an allergy-related event.

For children with severe allergies, it is the family's responsibility to notify the school, in writing, of the allergies. Working in conjunction with the family physician, the family should submit written protocols for the student. The school nurse will work with parents to implement reasonable protocols in the form of a Food Allergy Action Plan (FAAP).

Seacrest Country Day School is a Food Allergy Aware school. Individual students are not restricted from eating foods containing the above allergy related foods, but students are instructed not to share food with classmates unless prior approval has been given. Any foods sent to school to share with students should contain an ingredient label. Seacrest will notify classmates of children with severe allergies.

Seacrest Country Day School will do its best to avoid serving food with nuts, but cannot guarantee products with nuts will never be present, as we cannot monitor products sold at athletic events or special student sales, products brought for potlucks or celebrations, or served on off-campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

Latex balloons are never allowed at Seacrest because they pose a potential allergy threat for students with a latex allergy. They also represent one of the greatest choking hazards. Please do not send latex balloons to school under any circumstances. Mylar balloons are permitted.

Medication

It is the law that any medications (prescription or over-the-counter) must be stored in the Nurse's office and dispensed only by the Seacrest staff. Teachers may not dispense any medications, including those available over-the-counter such as cough drops and vitamins. Students may not keep any medications (this includes those over-the-counter and vitamins) with them and **may not self-medicate under any circumstances.** In addition, by law, any and all prescription medications must be brought to Seacrest **by the parents** in the original, current prescription bottle or packaging materials. Medications in any other containers will be disposed of. Because of mandatory requirements, it is essential when providing medication, parents transport the medication. It is not to be sent in a book bag or in the student's possession. This is for the protection of the student and all other students. We understand this may be an inconvenience to some parents, but hope you understand the rule is in place for the protection of all.

Before any medication (prescription or over-the-counter) can be administered, **parents must complete the Authorization for Medication form**, which includes information on type of medication, dosage, and frequency. You must enter this information for over-the-counter medications directly into the Magnus Health portal. The form for prescription medications must be printed from Magnus, completed and uploaded to Magnus or turned in to the Seacrest nurse. **This form must be signed by the parent or guardian.**

Sun Protection

The wonderful sunshine we experience virtually all year means we need to pay particular attention to sun protection. The American Academy of Dermatology recommends the use of a 15 SPF or higher broad-spectrum sunscreen. If you want your children protected with sunscreen, parents are encouraged to apply it each morning. Due to state regulations, the Seacrest Country Day School staff may not apply sunscreen to students. However, consideration can be given to special situations. Please contact the Nurse with your request.

Following the guidelines of The American Academy of Dermatology, all students should wear a Seacrest-approved hat (with a four-inch brim) and sunglasses. Although hats and sunglasses may not be worn in the buildings, we strongly encourage our students to bring these items for recess and P.E. classes.

We also encourage parents to apply insect repellent to their children each morning, if desired.

Illness

If your child wakes up sick on a school day:

- Please call the school prior to 8:15 am to notify us of your child's absence. For US students, if no call comes from the parent, the school will call.
- Do not send your child to school with a bad cold or the flu (i.e., excessive nasal secretions, sneezing, coughing, congestion etc.).
- **Please do not send your child to School with a bad cold or within 24 hours of having had a fever or vomiting.**

If your child has a contagious illness:

- Please call the school and notify the nurse immediately if your child has been diagnosed with conjunctivitis (pink eye), strep throat, head lice, chicken pox, fifth's disease, the flu, or any other infectious type illness.
- A letter from your child's health care provider may be requested following an extended absence from school.

If your child should become ill during the school day:

- Parents will be called to pick up the sick child.
- If parents cannot be reached, the instructions in the Magnus Health portal will be followed. Please keep us updated with any changes to this information.

Communication with the School Nurse

If your child has any specific health care needs such as an allergy to foods or the environment, asthma-related problems, or any other health care needs, please contact –

Rae Young, RN, BSN, School Nurse at 239-793-1986 x 2919 / ryoung@seacrest.org

Proper communication between the parent/guardian and the school staff will allow for the appropriate care and treatment of your child to be put in place. When sending a communication to the school regarding specific medical information pertaining to your child, it is helpful to notify both the school nurse and the student's teacher. This will eliminate any confusion regarding your child's care.

GENERAL POLICIES

Arrival and Dismissal Procedures at a Glance

Preschool - Grade 5

Early Care 7:45 - 8:15am (free of charge)

Arrival- classroom doors open at 7:45am (arrival after 8:15am is considered late)

Dismissal- 3:00pm (*currently not available*-students can attend Aftercare free of charge 3:00-3:30pm if they have Grade 4-12 siblings)

Middle School

Arrival- Students need to be in Advisory by 8:00am (arrival after 8:00am is considered late)

Dismissal- 3:15pm

Upper School

Arrival-First block begins at 8:00am (arrival after 8:00am is considered late)

Dismissal- 3:00pm

*In case of a temporary change, you will be notified.

GRADE(S)	EARLY CARE	ARRIVAL TIME	TARDY LATE	DISMISSAL	AFTER CARE	NOTES
Preschool through Grade 5	7:45am–8:15am (no cost)	7:45am-8:15am	<i>AFTER</i> 8:15 am	3:00pm	3:00pm-5:30pm <i>(Not currently available)</i>	3:00pm–3:30pm students may attend aftercare (<i>free</i>) if they have grade 4-12 sibling <i>(Not currently available)</i>
Middle School	7:30am-8:00am	<i>BEFORE</i> Advisory 8:00am	<i>AFTER</i> 8:00 am	3:15pm	3:15pm-5:30pm <i>(Not currently available)</i>	Study Hall <i>(Not currently available)</i>
Upper School		<i>BEFORE</i> First Block 7:45am-8:00am	<i>AFTER</i> 8:00am	3:00pm		

Arrival and Dismissal

General Information:

- **Upper School Students driving younger siblings must drop them off in carline on the east side of campus, adjacent to the Lower School Gym before proceeding to the Upper School Building.**
- **The driveway in front of the Student Services Center is closed during drop off and pickup.**
- Because of ongoing concern for safety, students in Preschool-grade 5 crossing the street to or from the front parking lot must be accompanied by and stay next to an adult/older sibling at all times.
- **Students will only be dismissed to the office under special circumstances, such as a doctor's appointment. Carline is to be used for pickup.**
- Early Dismissal Days: On certain designated days throughout the year, school is dismissed early and there is no lunch or After-School Program. **Students in all grades (Preschool through grade 12) should be picked up at 11:30 a.m.** Please note that it is very important that you not arrive earlier than 11:30 a.m. Please note: there is no Flag Ceremony on an Early Dismissal Day that falls on a Friday.

PLEASE NOTE: **Only parents, not students may** change their dismissal plans during the school day. All plans for going home with friends must be made before coming to School, and a written note given to the teacher by parents of **both** children is required. School telephones are for school business only. Students will not be permitted to use the School telephones except in the case of an extreme emergency.

Car-pooling: Seacrest families live in many locations in both Collier and Lee counties. We encourage car-pooling. Lists of carpool members must be submitted to the office and to the students' teachers.

Change of Dismissal Plan during the Academic Day

If your child is to go home with someone other than his or her usual driver, you must call the front office and provide us with the name of the individual who will pick up your child, and the individual needs to know we will need to see his/her driver's license. If you call us about a change of driver, we may need to phone you back for confirmation. We also need to know the make and color of the vehicle. If one child has permission to go home with another child's parents, **both parents must notify the teacher or the office to confirm the plan.** Please send a note with your child for their classroom teacher, otherwise a phone call will suffice. If prior arrangements have not been made, we will not release your child. These precautions are for the safety of your child.

Illness

If your child is ill and will not attend School, please communicate this prior to 8:00 a.m. Parents are asked to call **239-793-1986 Front Office or 239-530-2903 Upper School**. When returning to school after healing from a contagious disease, Seacrest may request a written release from your physician. **Please do not send your child to School with a bad cold or within 24 hours of having had a fever or vomiting.**

If a child should become ill during School, parents will be called. If your information in the Magnus Health portal is not current, we will not be able to contact you.

Attendance

Preschool-Grade 8

Punctual, daily attendance is expected. In general, students will be allowed two days to make up work from one day's absence. Extended or chronic medical absences will be handled on a case-by-case basis. It is the parents' responsibility to contact Seacrest as soon as possible concerning their child's medical status.

Students in grades 7 and 8, enrolled in Upper School credit-bearing courses, are bound by Upper School attendance policies and procedures.

Grades 9-12: The Upper School has specific attendance and tardy policies

- Morning attendance:
 - All Upper School students are expected to arrive on campus by 8:00am.
 - Any students arriving after 8:00am are considered tardy.
 - If no call comes from the parent, the school will call.
 - Chronic tardiness may result in suspension of driving privileges; the student being stripped of any leadership roles in clubs or organizations; suspension from sports teams; and ineligibility for honor societies, Leadership Lane awards, book awards, and academic awards.

Extra-curricular Activities and Sports

Participation in either extracurricular or interscholastic art, athletic, or academic performances and competitions **requires attendance on the day of the event** and fulfillment of academic obligations (i.e., tests, papers, etc.), **as well as having no unexcused absences during that day.**

Requests for Homework

1. When a student is absent for one day, homework assignments should be requested from each teacher by the student upon return to School. The starting place for seeing this information is through Alma, our learning management system.
2. If a student will be absent for non-medical reasons, parents are required to notify the School in advance.
3. In our ongoing effort to teach our students responsibility and organization, we ask for parental cooperation. Homework should be brought to class by the student. If a student leaves homework or projects at home, **please do not email, fax, or bring it to Seacrest Country Day School for the student.** This policy will help students become more successful and understand their work is their responsibility.

After School Activities

Seacrest provides a number of opportunities after the end of the regular school day. The teachers and office staff need to know, in writing, when a student will be attending After-School Care or SEA.

After Care for Lower School

After Care (through grade 7) provides supervision daily until 5:30 p.m. There is a fee for After Care supervision. In the event a child is not picked up by 5:30, a staff member will contact someone listed on the child's Magnus Health emergency contact list. There is no After Care on Early Dismissal Days.

When unforeseen circumstances arise during the day, email the teacher and/or if later in the day, call the office to arrange for your student to stay in After Care.

Seacrest Enrichment Activities (SEA) Lower School

Seacrest Enrichment Activities (SEA) is an after-school program focusing primarily on Lower School students. Enrichment activities of all varieties – including sports, music, art, and dance – will be offered on campus Monday - Thursday from 3:30 p.m. until 4:30 p.m. Enrichment activities will be taught by Seacrest faculty as well as other experienced professionals, and they will provide students with engaging and meaningful experiences as they begin to explore their interests and develop their abilities.

After Care for Middle School

Middle School students in the 6th and 7th grades who are not dismissing at 3:30 p.m. and do not have an athletic or academic commitment are required to report to the East Computer Lab by 3:40 pm for a supervised study hall. At 4:30 p.m. the MS students remaining on campus will be supervised in the area of the Lower School playground/Room 14.

Eighth graders are welcome to attend the afterschool study hall; however, it is not required. Obviously, if students remain on campus after school we would like for them to be productive and using their time wisely. Giving them the freedom to decide where and how to be productive is an important part of the maturation process of 8th grade students. Please understand, if your child is

not attending the supervised study hall, the front office will not be privy to where he or she is on campus. Seacrest may revoke the privilege on an individual basis and require attendance in the supervised study hall if there are academic or behavior issues.

Photography on Campus

Families are welcome to photograph or film their children for personal enjoyment on campus and at Seacrest events. Images captured on campus or at School events are not to be used for commercial or public purpose without School permission. In addition, as a courtesy to other families and for safety reasons, do not publish images of another child on the internet, social media sites, blogs, or other media without permission from the child's family.

Cell Phones, iPhones, iPods, and Hand Held Electronic Devices

We believe in using technology to enhance student learning and to contribute to our mission of creating lifelong learners. Meaningful use of technology can increase student engagement and expand the options students have for demonstrating their learning. Our students have opportunities to make videos and podcasts, create online interactive presentations, in-class independent research, and practice math skills in innovative ways. Classroom management and boundaries around technology use will guide our students in the appropriate role of technology in the classroom.

In order to limit academic distractions for our students, the use of personal electronic devices (smart phones, and watches, iPads, portable gaming systems, etc.) are not allowed on or in the immediate possession of Lower School and Middle School students. Upper School students may utilize devices in designated classrooms for academic purposes.

Celebrations

Birthdays are recognized in various ways. Please check with the individual teacher. Treats should be healthy and nutritious. **Please do not distribute invitations to parties through the classrooms unless the entire class is invited. Please check with the classroom teacher before sending any food to School.**

Other celebrations are often planned by the teacher for special holidays. Details will be provided in monthly newsletters or special notices. Parents may be asked to help organize the acquisition of supplies. However, planning should take place in accordance with the teacher's preferences. **Please meet with the teacher before making any arrangements for birthdays or other celebrations.**

As latex balloons represent one of the greatest choking hazards, please do not send latex balloons to School under any circumstances. Mylar balloons are permitted.

Gift Policy

At Seacrest Country Day School, we value the character traits of caring, appreciation, and generosity. Our students give back to their School and their community through programs such as the holiday toy drive. In this spirit of appreciation, we request any gifts to teachers and staff be modest in nature and of an individual preference. **The School discourages the solicitation of funds to provide group gifts to teachers.**

We are grateful for gifts to classrooms from parents and friends. Upon request, Seacrest will provide an appropriate letter for tax purposes. Please note that gifts to classrooms (such as books, technology, and appliances) remain in the particular classroom for the benefit of children at that grade level in subsequent years. All gifts are to be made in consultation with the Development Office.

Animals on Campus

Only trained service animals are regularly permitted on campus. Certification certificates must be presented prior to the animal's arrival. If a pet is on campus during arrival or dismissal, the pet must remain on a leash and within the owner's immediate space. A good measurement is that the pet must remain in the area that an umbrella would cover.

Emergency Closing

Please note the following procedures:

1. Stay tuned to area radio and TV stations for updated information. Time permitting; parents will be alerted via the automatic phone system, by text, by email, and our website and social media outlets. Collier County is operating www.Collier72.org as an information hub for our county, posting live updates of storms or other emergencies, with real-time maps of road closures, flooded areas and evacuation routes.
2. Listen for possible School closing announcements. If the Collier County Public Schools are closed, Seacrest will be closed and School events will be canceled.
3. There may be occasions when Seacrest Country Day School will close without Collier County Public Schools closing, parents will be alerted via the automatic phone system, by text, by email, and our website and social media outlets.
4. If Collier County Public Schools close early, please contact Seacrest for the status of our dismissal time or check our website and social media for information.
5. Do not send your children to School if in doubt.
6. In the event it becomes necessary to close School during the school day for any emergency situation, parents will be called and notified to pick up their children immediately. We will also send an all-Seacrest parent email/text. **If a parent is not available, we will use the emergency contact information in Magnus Health. Please keep information current.** Please note that under no circumstances will a child be left unattended. If **absolutely necessary**, a child may be taken home with a member of the Seacrest administrative staff until parents or emergency contacts become available.

Field Trips

Field trips will be scheduled and noted on the monthly class calendar. We have some exciting trips planned around the community, and these activities are a vital part of our learning program. For the safety of the students, the following rules will be observed:

Each child will:

- wear the proper Seacrest field trip attire (as determined by the teacher);
- respect the rights of others;
- sit quietly in the seat with seat belt securely buckled;
- stay with an adult supervisor at all times; and
- respect the adult supervisor, docents, or other guides.

Parents must complete and return the student Travel Authorization form. Although on most field trips students travel by bus, IF parents are driving, they must sign in at the office, obtain a green visitor lanyard, and complete a Driver Agreement form. Teachers are required to complete a third form, the Field Trip Plan, to give to drivers and submit to the office. Drivers are required to follow the designated route, with **no unscheduled stops**.

On swimming and beach field trips, girls are required to wear one-piece bathing suits or a two-piece bathing suit with a rash guard. A certified lifeguard will be present for any field trip involving swimming. Lifeguards are on duty for any emergency that may arise in the water.

Personal Property Brought to School

Although we certainly teach respect for the property of others, we ask students not bring anything of substantial value that could be broken or misplaced, i.e., personal treasures or large amounts of cash. Seacrest cannot be responsible for valuable items brought to School. Mishaps do occur, and it is best that precious items remain at home. Please let the classroom teacher know if your child has a special item he or she wishes to share in relation to themes being studied. **Seacrest holds no responsibility for lost or broken items.**

Lost and Found

Please label all of your child's belongings with first and last names (this includes Seacrest shirts and P.E. shirts and shorts). Items found at School will be placed in "Lost and Found." At the end of each quarter, all unclaimed items left in "Lost and Found" will be donated to charity.

COMMUNICATIONS

Contacting the School

In addition to the main school telephone number **(239)793-1986**, please refer to the website for contact information.

- There is an automated voice mail system that may be accessed by calling **(239)793-8097**. From this number you may then obtain an individual's extension and leave a voice mail message.
- Each teacher and member of the administration also has an email address. To send an email message, simply use the person's first initial followed by last name and @seacrest.org (i.e., John Doe's email would be jdoe@seacrest.org).

SPECIFIC TO LOWER SCHOOL

Snacks

Preschool, Prekindergarten, and Kindergarten students will receive snack instructions from their teacher. All other students should bring a nutritious snack and drink each day.

Playground

Students are taught to use playground equipment safely and with respect. As the child is learning skills and coordination in athletic activities, he or she will also be learning good sportsmanship, safety rules, and consideration of others. All students should wear shoes appropriate for physical activity (i.e., sneakers). Students are encouraged to wear sunscreen, insect repellent, hats, sunglasses, and sun protective clothing when outside.

SPECIFIC TO MIDDLE SCHOOL

Lockers

Each Middle School student is assigned a locker. It is the student's responsibility to keep it clean and organized. All personal items and school supplies need to be properly stored. Any materials left on the floor around the lockers will be thrown away. Seacrest is not responsible for materials, supplies, and personal items kept in lockers.

The locker and its contents are personal and private. Students are reminded to respect others' property and right to privacy. Students are provided combination locks for their lockers, and these combinations are registered in the office. Lockers should be locked during the day and when students leave at the end of the day.

The lockers are the property of Seacrest Country Day School and as such, the School reserves the right to open any student's locker or examine book bags at any time.

SPECIFIC TO UPPER SCHOOL

Student Drivers

There is a limited number of parking spaces at School; consequently, we discourage students from driving to School on a daily basis. However, we realize sometimes it is necessary for students to drive themselves to School. Student drivers must:

1. Park in the designated Upper School area.
2. If the student driver is transporting other Seacrest Country Day School students, written permission from the parent of each of the students is required. (both the driver and the student being driven)

SEACREST SCHOOL SOCIAL EXPECTATIONS

Seacrest Country Day School is committed to creating an environment that allows students to learn successfully and enjoy their school community. Consideration for others is of fundamental importance within the Seacrest community. Our students are held to the highest level of behavioral expectations.

Public Displays of Affection

The halls, classrooms, and other public areas of School are not appropriate for public displays of affection. Guests, students, or faculty frequently travel these areas, and they should be able to do so without embarrassment. Friendship is encouraged, while public romance and physical expression of mutual attraction are prohibited.

Harassment

Students are expected to treat each other with dignity and respect, and are entitled to freedom from any kind of personal harassment. **No form of harassment, including bullying - verbal or physical, will be tolerated whether it is related to, but not limited to, race, religion, nationality, language, physical appearance, gender, or physical and/or mental capacity. Harassment is defined as unwelcome, harmful behavior toward another person.** This behavior must be annoying, bothersome, and/or physically, emotionally, or academically injurious to be considered harassment. Harassment can take the form of, but is not limited to, verbal and/or written remarks, gestures, innuendoes, gossip, symbols, or physical contact.

Bullying is defined as systematic and repeated conduct which subjects one or more students to insults, taunts, or challenges, or which causes one or more students to be excluded or singled out in a negative way. Bullying comes in many forms. It can be verbal or physical in nature. It can be intimidating or designed to provoke a violent or disorderly response from the students being targeted. Bullying may involve gang or clique behavior, including the student who is the victim of bullying or a bystander observing or hearing about bullying behavior. It is only through everyone's effort to eliminate bullying that all students will feel comfortable in the educational environment. All concerns related to harassment or bullying should be reported to a Division Head, Administrator or Faculty/Staff Member.

JUULING and E-Cigarettes

The health and well-being of the community is put at risk by the use Juuling, Vaping and E-Cigarettes. The use and possession are strictly prohibited. If a student is found in possession of said items on campus, including automobiles, backpacks, and lockers, the item will be confiscated and given to the appropriate administrator. Parents will be contacted, and given the uncertainty of the contents, the item can be turned over to the Collier County Sheriff's Office to determine if illegal substances are present. Legal actions may be filed.

DISCIPLINARY RESPONSES

General Provisions

Behavior in the classroom, campus and in the community are integral to supporting the mission and core values of Seacrest Country Day School. Respect for all members is necessary for the health and well-being of our community. In situations when students deviate from the norms of acceptable behavior a disciplinary response is appropriate and expected from the school.

The Seacrest approach is to seek correction, self-awareness, repair and restoration on the part of the offender. This does not exclude penalties, separation and protection of the community where appropriate and proportionate. We endeavor to document details of incidents rigorously, judge fairly, and meet situations swiftly.

Each disciplinary situation will be addressed on an individual basis and all variables will be taken into consideration when forming a response.

Parental Communications

Parents can expect communication from faculty if a minor violation occurs in class that needs further explanation and parental support. Most often the reason for the communications is to provide information that could be misconstrued without proper context. If multiple minor violations occur and improvement is not recognized, faculty or administration will communicate with parents and, if deemed appropriate, arrange a meeting to address the issues. The aim is to curb negative patterns of behavior before they become ingrained.

Classroom Behavior

The core of sanctity of the classroom requires respect among peers and between faculty and students. Behaviors that disrupt the learning environment are unacceptable and take away the opportunity for students to learn. The classroom teacher is the leader of the classroom. The teacher will address the issue directly with the student. Teachers will communicate with administrators, and will do so with parents if the actions are deemed serious enough to warrant this. Administrators reserve the right to investigate, respond and pursue corrective action. If the behavior persists, the faculty member and/or administration will communicate with parents and a plan backed up by sanctions will be implemented to ensure the classroom environment is conducive to learning.

Major violations

- Any violations of the law-
 - Physical or psychological harm of an individual-
 - Harassing or racist communication including social media use-
 - Damage to property-
 - Possession of legal or illegal controlled substances
 - Stealing
- Cheating in academic and sporting contexts

The above situations require a formal meeting with parents and the relevant faculty member(s) and administration.

Minor Violations

Additional, less significant actions or minor infractions, can impact the learning environment and will be addressed initially with the student. If the behavior becomes repetitive parents will be informed and an improvement plan will be organized. The actions include but are not limited to-

- Classroom disruptions
- Unjustified Absences and Tardiness
- Disrespect to teachers, administrators and other community members
- Dress code violations
- Negative peer interactions
- Unauthorized use of electronic devices
- Violation of online use policies

Each discipline situation is unique and the school will consider a variety of circumstances when considering discipline. The cooperation of the student and the overall discipline record will be taken into consideration.

Depending on the circumstances, the discipline response from Seacrest may result in-

- Meeting with a Disciplinary Committee of appropriate faculty, administrators and advisors, usually involving a detention of time in free time or after school.
- Grade and course credit penalties
- Community service
- In school suspension
- Out of school suspension (may be noted on student transcript)
- Non-renewal of contract
 - Expulsion

Dress Code Guidelines by Grade

Preschool

Preschool students may dress in play clothes that are comfortable and make using the bathroom an independent activity. Preschool students learn through play and are active learners. Preschool students are encouraged to wear Seacrest spirit shirts on Fridays.

Shoes should be closed-toe and safe for both playground and physical education classes. Wearing the Seacrest logo polo-style shirt is not required but optional.

No Makeup may be worn in the elementary grades. Jewelry must be conservative in size, design, and amount. Hair must be neat, of a suitable length, unobtrusive, and of a human color as deemed appropriate by the School.

Prekindergarten through Grade 3

Top:

- Solid color Seacrest logo polo shirt
- Solid color Seacrest-logo sweaters, hoodies or jacket
- Friday: Seacrest spirit shirt

Bottom:

- Solid color prints, plaids or striped shorts, pants, skorts, skirts, jumpers or capri pants.
- Bottoms must have no rips and cannot sag
- No denim of any color – except Fridays
- For spirit wear Fridays, students may wear a solid denim jean

Shoes:

- Sneakers, top-siders, canvas slip-ons, and flats are acceptable for every day
- Not permitted: boots, flip flops, open toed shoes, clogs, cleats, platform shoes, or shoes with wheels

Formal Wear - Field Trips and Dress Uniform:

- White Seacrest logo collared polo-style shirt
- Khaki pants, shorts, skorts or skirts (grades pre-K – 3rd)
- Black or brown belt – optional
- Black or brown close-toe dress shoes; girls may wear a 1/2 inch heel

Swimsuits:

- On swimming and beach field trips girls may wear a one-piece bathing suit or a two-piece bathing suit with a rash guard/swim shirt.
- Boys may wear swim trunks with a rash guard/swim shirt.

Free Dress days:

- Appropriate shoes
- Tank tops not permitted
- Clothing with offensive design or language will not be permitted

Uniforms purchased through Land's End store**Spirit Wear purchased through BSN Sideline store**

No Makeup may be worn in the elementary grades. Jewelry must be conservative in size, design, and amount. Hair must be neat, of a suitable length, unobtrusive, and of a human color as deemed appropriate by the School.

Grades 4 through 5**Top:**

- Solid color Seacrest-logo collared polo-style shirt
- Solid color Seacrest-logo sweaters, hoodies, jackets
- On Fridays: any Seacrest spirit shirt

Bottom:

- Khaki, navy pants, grey or black capris, shorts, or skorts that rest just above the knee, in the style of Lands' End.
- Leggings are not permitted
- All pants/shorts must have a zipper fly and button or snap closure at the waist
- All pants/shorts must be neat, clean and in good repair. No rips, frays, extra pockets, zippers, unhemmed edges, etc.
- Fridays: students may wear solid denim jeans in good repair

Shoes:

- Sneakers, top-siders, canvas slip-ons, and flats are acceptable for every day
- Not permitted: boots, flip flops, open toed shoes, clogs, cleats, platform shoes, or shoes with wheels

Formal Wear - Field Trips and Dress Uniform:

- White Seacrest-logo collared polo-style shirt
- Khaki pants, shorts, skorts or skirts (grades pre-K – 3rd)
- Khaki pants, NO shorts, skorts or skirts (grades 4th-5th)
- Black or brown belt (optional)
- Black or brown close-toe dress shoes (girls may a 1/2 inch heel)

Swimsuits:

- On swimming and beach field trips girls may wear a one-piece bathing suit or a two-piece bathing suit with a rash guard/swim shirt.
- Boys may wear swim trunks with a rash guard/swim shirt

Free Dress days:

- Shoes must be appropriate for a school setting
- Tank tops are not permitted
- Clothing with offensive design or language with not be permitted

The School reserves the right to prohibit any item of dress or accessory that is deemed inappropriate.

Grades 6 through 8

Top:

- Solid color Seacrest logo polo shirt
- Solid color Seacrest logo sweatshirt or jacket
- Fridays: Seacrest spirit shirt

Bottom:

- Khaki or navy pants, capris, shorts, or skorts that rest just above the knee in the style of Lands' End
- Leggings are not permitted
- All pants/shorts must have a zipper fly and button or snap closure at the waist
- All pants/shorts must be neat, clean and in good repair. No rips, frays, extra pockets, zippers, unhemmed edges, etc.
- Fridays: students may wear solid denim jeans in good repair

Shoes:

- Sneakers, top-siders, canvas slip-ons, and flats are acceptable for every day
- Not permitted: flip flops, open toed shoes, crocs, cleats, platform shoes, or shoes with wheels, boots

Formal Wear:

- White Seacrest logo long-sleeve button-down shirt, tucked in the pants
- Shorts and skirts are not permitted
- Light tan color khaki long pants in the style of Lands' End (No black, blue, gray or other color)
- Black or brown belt
- Black or brown dress shoes

Field Trip Wear:

- White Seacrest Logo Polo shirt (Select field trips may permit PE uniforms to be worn in place of Field Trip Wear)
- Khaki or navy pants, capris, shorts, or skorts, that rest just above the knee in the style of Lands' End.

Swimsuits

- On swimming and beach field trips girls may wear a one-piece bathing suit or a two-piece bathing suit with a rash guard/swim shirt
- Boys may wear swim trunks with a rash guard/swim shirt

Free Dress days

- Shoes must be appropriate for a school setting
- Tank tops are not permitted
- Clothing with offensive design or language will not be permitted
- Solid denim jeans with no tears and rips are permitted

P. E. Uniform

- Green Seacrest-logo athletics shorts
- Charcoal Seacrest athletics P. E. shirt
- Athletic shoes must be worn to P.E. class
- No sport jerseys or leggings permitted

Uniforms purchased through Land's End store.

P. E. Uniforms are ordered through Wildwoods Embroidery & Screen Printing.

Spirit Wear purchased through BSN Sideline store.

The School reserves the right to prohibit any item of dress or accessory deemed inappropriate.

Students in grades 6-12 may use a minimal amount of conservative makeup. Jewelry must be conservative in size, design, and amount. Facial hair on boys must be neat, trimmed, and conservative in size, design, and amount. Hair must be neat, of a suitable length, unobtrusive, and of a human color as deemed appropriate by the School.

Grades 9-12

Top:

- Solid color tee, henley tee, or collared polo shirt, or any Seacrest spirit wear
- All tops should be long enough to be tucked into pants and stay tucked in through all ranges of movement. (*This does not mean they must be tucked, but they should be long enough to be tucked.*)
- No athletic or college tees, *with the exception of collared Seacrest team polos*
- All tops must be neat, clean, and in good repair
- No tank tops, no visible lingerie or other straps, no deep V necks
- Seacrest Spirit wear may be worn on Fridays only

Bottom:

- Any solid color pant or 10" inseam short
- Lands-end (ONLY) uniform skorts in khaki or navy blue are permitted
- Denim is permitted
- All pants/shorts must have a zipper fly and button or snap closure at the waist
- All pants/shorts must be neat, clean and in good repair. No rips, frays, unhemmed edges, etc.
- No sweatpants, yoga pants, leggings or other athletic-type wear

Outerwear:

- Solid or Seacrest-logo sweaters, jackets or hoodies
- Hoodies with college names or logos are permitted

Shoes:

- Sneakers, top-siders, canvas slip-ons, and flats are acceptable for every day
- Not permitted: boots, flip flops, open-toed shoes, sandals, clogs, cleats, platform shoes, or shoes with wheels

Formal Wear

- White or light blue long-sleeve Oxford (button-down) style shirt
- Light tan color khaki long pants-no black, blue, granny or other color
- Shorts and skorts are not permitted
- Black or brown belt (optional)
- Black or brown dress shoes

Swimsuits

- On swimming and beach field trips girls may wear a one-piece bathing suit or a two-piece bathing suit with a rash guard/swim shirt
- Boys may wear swim trunks with a rash guard/swim shirt

Free Dress days

- Shoes must be appropriate for a school setting
- Clothing with offensive design or language will not be permitted

P. E. Uniform

- Green Seacrest-logo athletics shorts
- Charcoal Seacrest athletics P. E. shirt
- Athletic shoes must be worn to P.E. class

Uniforms purchased through Land's End store.

P. E. Uniforms are ordered through Wildwoods Embroidery & Screen Printing.

Spirit Wear purchased through BSN Sideline store.

The School reserves the right to prohibit any item of dress or accessory deemed inappropriate.

Students in grades 6-12 may use a minimal amount of conservative makeup. Jewelry must be conservative in size, design, and amount. Facial hair on boys must be neat, trimmed, and conservative in size, design, and amount. Hair must be neat, of a suitable length, unobtrusive, and of a human color as deemed appropriate by the School.

Acceptable Use Policy for Technology

The Philosophy of the Seacrest Information Network: Our educational mission is to train the leaders of the future. Our goals include the expectation that all of our students gain a love of learning while developing the skill to use their knowledge to solve creatively the problems any of them may face. Children at our school are encouraged to look into the future and determine how best to reach their personal goal while serving their community in a positive manner.

Today's technology has permeated every area of life in society. Children need to approach technology confidently, as a magnificent tool to provide avenues of knowledge and skill building. Through daily exposure to the tools available, development of thought processes conducive to creative problem solving, and cooperative work situations, our students will be ready for new and exciting technological tools as they are developed. The wonderful resources of the Internet allow children to reach far beyond their classroom walls to the learning environment present around the globe.

Student Information Network Access: All members of the Seacrest community have access to the Internet and information resources through classrooms, library, or computer labs. It is possible that a user may find material on the Internet that could be considered objectionable. Seacrest School attempts to restrict access to material that is inappropriate in the school environment and we have installed software to achieve that goal. But, software alone may not be entirely effective in blocking access and, therefore, we cannot guarantee that users will not gain access to inappropriate material.

The levels of access to the Internet will vary according to the educational purpose and user's age. Of course, parents may exercise the option of requesting that a child not be provided with access to the Internet.

We expect users to act responsibly in their searches, to immediately disengage from any materials that are inappropriate, and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Acceptable Uses: Any materials or equipment used in conjunction with the information network at Seacrest is considered the property of the School and subject to examination at any time. The use of the Internet is designed for educational purposes, which are defined as those activities directly tied to curriculum-related assignments.

As users, students will have access to network storage areas, specifically configured to be used by students. Network administrators may access network storage areas (much the same as a school locker) at any time. Students' storage space is not private and should not be treated as such. The contents of the storage space, such as files or communications, may be viewed at any time to ensure the safety and integrity of the school's network.

Students in grades 3 through 12 will have passwords, which will allow them access to the school's network. This password is not to be shared with others. By sharing passwords, students violate this policy and will be subject to administrative actions as deemed necessary.

Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. *The School is not liable in any way for irresponsible acts on the part of the student.*

Unacceptable Uses: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student or faculty member who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation, as will misuse of copyright laws, using the network for financial or commercial gain, advertising, or political lobbying. Causing congestion on the network or interfering with the work of others, such as chain letters or broadcast messages to lists or individuals.

Any other use of the Seacrest School Information Network considered unacceptable will be dealt with on an individual basis.

Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Personal Responsibility: Network access is a privilege. Users found involved in unacceptable uses of the network of Seacrest School may lose all network privileges and face disciplinary action up to dismissal from the School.

Technology from Home and Downloads: Students are permitted to bring USB "flash" drives, CDs, and DVDs into school. However, students are not permitted to use these materials until they have been approved by their teacher who will turn them over to the I.T. Department for a virus check. Files may be transmitted via email from home to school, or by creating a link from a Sky Drive, Google Docs, or DropBox account. Students should speak to the appropriate faculty member to confirm the email address and then submit the file as an attachment or a link to one of the above cloud resources. Students are not permitted to download any material from the Internet. This practice not only may harm the network, but also, such practices are/can be in violation of copyright laws.

Student-owned Devices: Students are permitted to bring in one device to use on the School's wireless network. Students must provide Seacrest with the MAC address of their wireless device. This information is required by Seacrest's I.T. Department to permit access to the wireless network and for record keeping.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet or receives harassing, threatening, or inappropriate materials via e-mail or on the Internet must immediately report the concern to the teacher who is supervising the activity or to the Technology Coordinator so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this **Acceptable Use Policy** will be subject to appropriate discipline and loss of computer or Internet privileges.

Publications of Photographs, Writing, and Art: As with many independent schools throughout the country, Seacrest Country Day School maintains a website on the Internet. From time-to-time, Seacrest may wish to publish examples of projects and other work on the School's website. Seacrest will make every attempt not to publish the names of students or photographs where individuals can be identified. Seacrest Country Day School will attempt to honor the request of parents who do not wish a child's work and/or photograph to be shown.

Acceptable Use Policy User Agreement: All parents and students must sign the online **User Agreement and Parent Permission Form**. This form also serves as proof that both parent and student have read the Seacrest Country Day School Parent and Student Handbook. This form can be found online at www.seacrest.org/magnus.

No student will be allowed Internet access until this permission form is signed and filed in the school office.

The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the State Open Records Act; proper authorities will be given access to any content as warranted.

Seacrest Country Day School Song

BE THE BEST

SLOW & GENTLE

LEGATO SEMPER

A VERSE 1

YOU CAN SAIL THE DEEP BLUE O - CEAN IN A
 SHIP MADE OUT OF DREAMS YOU CAN CLIMB TO THE TOP OF THE MOUN-TAIN NO MAT-TER HOW HIGH IT SEEMS YOU CAN
 WRITE A SONG SO BEAU - TI-FUL FOR EYE-EY-ONE TO SING JUST USE YOUR I-MA-BI-NA - TION

B CHORUS

YOU CAN DO A - NY - THING IF YOU BE THE BEST THAT YOU CAN BE,
 SHINE YOUR LIGHT FOR THE WORLD TO SEE, OH SEA CREST IS A
 MA-BIC - AL TOUR - NEY, IF YOU BE THE BEST THAT YOU, **C VERSE 2** BE THE BEST THAT YOU CAN
 BE. YOU CAN MAKE A DIFFE - RENCE IF YOU
 JUST BE-LIEVE YOU CAN, AND YOU SET A GOOD EX-AM - PLE FOR EYE-EY WO-MAN, CHILD AND MAN, YOU CAN
 HELP TO SAVE OUR PLA - NET SAVE THE WAT-ER, **D CHORUS** SAVE THE TREES YOU'RE A PER-SON STRONG AND LO - VINQ FULL OF
 POS-SI-BI LI-TIES IF YOU JUST BE THE BEST THAT YOU CAN BE,
 SHINE YOUR LIGHT FOR THE WORLD TO SEE, OH SEA CREST IS A
 MA - BIC - AL TOUR - NEY, JUST BE THE BEST THAT YOU, CAN BE THE BEST THAT YOU
 BE THE BEST THAT YOU CAN BE

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