

# STUDENT AND PARENT HANDBOOK

2024-2025



**SEACREST**  
COUNTRY DAY SCHOOL

The Seacrest Student and Family Handbook provides information regarding student life and community expectations. Revisions of this handbook are made yearly to keep it as accurate, complete, and up-to-date as possible, and we encourage students and parents/guardians to contact us for further clarification if necessary. Students and families must read this entire handbook carefully and electronically sign the Handbook Acknowledgement Form as a part of the Magnus paperwork on the [school's website](#).

Revisions to the policies contained in this handbook may be made by the Administration during the year. The Administration has the final say in all decisions regarding school policies.

**Updated as of August 2, 2023.**

We are looking forward to a wonderful year of cooperation and support among students, families, faculty and staff.

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## PARENT AND STUDENT ACKNOWLEDGEMENT

The policies and procedures set forth in this handbook are not a right or a part of the enrollment contract. The procedures herein do not confer any contractual rights on any students, but instead serve as an aid to the school in its everyday decision-making responsibilities.

This handbook is dynamic in nature and subject to change as policy and procedures evolve. Please make sure to check for updates on our website throughout the year, as this is a living document that is subject to change, as needed.

## ABOUT SEACREST COUNTRY DAY SCHOOL

Seacrest Country Day School was founded in 1983. We are a coed, nonsectarian, Early-Learning through Grade 12 mission-driven college preparatory school in Naples, Florida. Seacrest provides a safe, student-centered environment to educate a diverse community of students to become lifelong learners who pursue academic and personal excellence, physical well-being, creative achievement, and a commitment to social responsibility.

## ACCREDITATION

Seacrest Country Day School is accredited by the Florida Council of Independent Schools and the Southern Association of Independent Schools and Seacrest is a member of the National Association of Independent Schools and The College Board.

## MISSION & CORE VALUES

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.

The Seacrest Community believes in the power of the following six Core Values:

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

## HONOR AT SEACREST

**The Honor Pledge: I agree to be personally and academically honest.**

The Honor Pledge guides student behavior at Seacrest. It addresses both academic and personal behavior, in the classroom and outside of it.

Students choose to attend Seacrest. As part of that choice, a student agrees to abide by this handbook and our school's honor pledge. In short, students agree not to lie, cheat or steal and pledge that they have neither given or received any information, so all work is their own.

Lying is a deliberate choice to misrepresent the facts of a given situation. It may take the form of providing false information or of omitting relevant information in an effort to mislead. It can occur verbally or in written form. Lying in either form to a faculty member, administrator, school employee, or adult in authority is considered to be a major honor offense.

Cheating can also occur in various ways. It is also a deliberate choice and can take a number of forms, but, essentially, it consists of any deviation from doing one's own work and citing any and all other resources appropriately. Cheating in any form is considered to be an honor offense.

## **INCLUSION STATEMENT**

Seacrest students, parents, faculty, staff, administrators and board of trustees respect, encourage, and welcome diversity in our community. The Seacrest community recognizes that academic excellence and character development are enriched through the inclusion of diverse perspectives, ideas, and contributions. Moved by our guiding Core Values, Seacrest is a place where complex individual and group differences are met with respect and compassion. The Seacrest community believes that our diverse culture enhances the school's environment and prepares our students to become the next generation of global leaders.

## **NON-DISCRIMINATION POLICY**

Seacrest Country Day School welcomes candidates for admission or employment and does not discriminate on the basis of any category protected by law in the administration of any of its programs.

We are committed to creating a learning environment in which each individual is respected and respects others, where each student feels addressed and included, and finds a safe and healthy space to learn and grow. We are committed to building capacities of empathy, self-awareness and social awareness, self-management, and responsible decision-making. Our students, faculty, and staff are prepared to meet a diverse world and a global community, made all the more vital and resilient because of each of their individual contributions.

## **DIVERSITY STATEMENT**

### **All Are Welcome**

At Seacrest Country Day School all are welcome. Our mission inspires students to cultivate their quality of character and lead lives of significance. At all times, we lead by example and model our core values of respect, integrity, kindness, curiosity, perseverance, and responsibility. We do not tolerate hateful, disrespectful, or discriminatory language or behavior. Students, faculty, staff, and parents are empowered to personify our school's mission by adopting and supporting our core values.

**We stand by the following creed:**

At Seacrest Country Day School we are known, nurtured, and inspired.

We respectfully share our unique and diverse perspectives.

We use our voices to support and uplift one another.

We are stronger together.

**PERPETUAL ENROLLMENT**

Seacrest Country Day School admits students of any race, faith tradition, national or ethnic origin, and does not discriminate on the basis of any difference protected by law in the administration of its educational policies, admissions policies, tuition assistance, athletic, or other school-administered policies.

Students are admitted on a continual basis for the duration of their educational experience and Seacrest reserves the right of suspension or dismissal at any time. The school believes a positive and constructive working relationship between Seacrest and a student's parent(s)/guardian(s) is essential to the accomplishment of the school's educational mission.

Seacrest accordingly reserves the right to terminate a student's enrollment if the school reasonably concludes that the actions of a student, parent or guardian make it impossible to maintain a positive and constructive relationship or otherwise seriously interfere with the school's accomplishment of its educational purpose. Continued enrollment also depends on the timely satisfaction of all financial responsibilities to the school throughout the year.

On rare occasions, the need arises when we must counsel a student to separate from Seacrest and recommend an alternative, educational provider. Some of these situations may result from educational, behavioral, medical, or personal struggles. Difficulties such as these are best addressed by a multidisciplinary team consisting of essential teachers, counselor, Director of Counseling, Division Head, and administration to serve as important allies to the student and family in crisis. Having a clear protocol in place to support these students and their families is imperative. Our team works collaboratively and openly communicates with involved service providers to collect data and with the student's parent(s)/guardian(s) in order to address their needs in a compassionate and effective manner.

The specific flow to this protocol may vary depending upon the cause and the unique circumstances of each individual situation. Most commonly, the following steps are taken: First, a team of relevant faculty (Division Head, Dean, Counselor, Director of Counseling, Learning Specialist, core teachers, etc.) who are familiar with the student/family will meet to gather pertinent information. Data is collected from documented observations, Incident Reports, parent-teacher meetings/communication, student-counselor meetings, etc. Second, we designate a point person for facilitating communication and admissions documentation and this person then collaborates with any outside professionals (physician, psychiatrist, psychologist, therapist, educational consultant, occupational therapist, speech and language therapist, academic tutor, etc.) who might be providing services to the student, in order to gain valuable insight and information. Third, if a student is being asked to leave Seacrest, we as an

institutional team facilitate open discussion and transparent data with everyone involved in this transition. Finally, all the while, we remain focused on the student's needs and advocate with efficacy to assist the family to find a better suited educational placement and make the move as smooth as possible, while keeping their well-being a top priority.

## **PERPETUAL ENROLLMENT AGREEMENT**

Once signed by the student's parent, guardian, or other financially responsible party, the enrollment agreement is a legally binding contract between Seacrest Country Day School and the student's parent or other responsible party, which makes the legal guardian or other responsible party jointly and fully responsible for the full year's tuition and all other expenses incurred by the student. Tuition insurance is strongly recommended.

Regardless of a student's actual enrollment status at the school, Seacrest Country Day School will enforce the financial terms set out in the enrollment agreement and reserves the right to use any and all appropriate measures at its disposal to do so.

Families may withdraw from the enrollment agreement without financial penalty (other than loss of the enrollment deposit) only when they notify the school in writing in line with the re-enrollment deadline set by the school. The deadline for families to withdraw is February 1.

Families that withdraw after the re-enrollment date will be responsible for all tuition and fees owed under contract. The only exceptions to this rule is a family that is involuntarily relocated (including U.S. Armed Forces postings) more than 25 miles from the school or loss of employment. Proof of such relocation or loss of job must be provided for the exception to apply. In such circumstances, the enrollment deposit is non-refundable.

## **CONTINGENCIES**

A family may be asked to sign a contingency form at the time of enrollment or re-enrollment. Failure to comply with the conditions or to sign this contingency form will result in a termination of enrollment.

## **CHAIN OF COMMAND**

Whenever Seacrest personnel need to communicate with parents or guardians, they will email, call, or arrange a conference. When parents or guardians need to communicate with the school personnel, they should email the teacher and/or arrange for a conference through the appropriate Division office. Parents' first contact should always be with the child's teacher or advisor. If, after communication with the teacher, further discussion is needed, the respective Division Head will be available. Seacrest personnel will strive to reply to all parental communications within 24 hours unless a weekend or vacation intervenes.

Seacrest strives to ensure that our families are always informed of all school activities in a timely manner. This is done primarily through the Seacrest website, newsletters, social media, and the

Seacrest app. The ultimate responsibility for being fully aware of all school activities lies with the parents/guardians.

- Parents/guardians are asked to provide updated personal information, so the school database contains your most current information. This includes current home, business, and cell phone numbers and email information, including emergency contact information should you be unavailable.
- Parents/guardians will routinely receive newsletters which contain important information. Please take the time to review it, so you are apprised and prepared for scheduled school events.
- The school's official website is [www.seacrest.org](http://www.seacrest.org) and it contains comprehensive information about the school.
- The Seacrest academic calendar is available on the school's website and is updated annually.

## SCHOOL COMMUNITY PARTNERSHIPS

### THE STUDENT

Seacrest seeks to encourage the application of students who represent diversity. Sustaining and nurturing such a community is an ongoing process, and we will continue to foster the respect, empathy, and curiosity that allows it to flourish.

In everything we do, keeping students safe is our top priority. We expect all community members to adhere to policies and expectations that promote the safety and well-being of our students and all community members.

### THE PARENT

We welcome families as active partners at Seacrest Country Day School and we are committed to establishing strong relationships as a community.

While some expectations might not be stated, we take for granted the honesty, integrity, and good judgment of our students and their parents or guardians. Teachers and school administrators appreciate and expect a cooperative partnership that fulfills our core values to establish a safe, productive, and healthy learning environment on campus.

Parents and guardians play a central role in our community, and we value frank feedback and close communication between students, parents, faculty and administration. Everyone has an obligation to maintain basic norms of civility and respectful behavior. Abusive, disrespectful, deprecating or threatening language in communications and conversations, whether oral or written, will not be tolerated. These may result in a re-evaluation of relationships, including conditions placed on communications or termination of contracts. The Head of School will give a final determination on such situations as they arise.

As a parent, guardian, caregiver, volunteer, and/or visitor, we ask that you:

- Be respectful of the decisions made by the administration, even if you disagree with them or the outcome was not what you expected.
- Listen to your child(ren), recognizing the event often includes variables that may not be initially known or understood by others.
- Understand the importance of a healthy parent/teacher/child partnership and communicate with Seacrest in a constructive and appropriate manner.
- Validate that both parents/guardians and teachers work together for the benefit of the child(ren).
- Observe Seacrest's policies, as outlined on the school webpage and handbook, and support them in your home.
- Acknowledge and cooperate with the school when your child's behavior has overstepped accepted Seacrest standards.
- Model flexibility and collaboration and encourage healthy problem solving.
- Support the school in its efforts to maintain a positive teaching and learning environment.
- Encourage community building with other parents/guardians throughout the school.

## **THE SCHOOL**

We are responsible for students' behavior when they are under our jurisdiction. However, we regard any conduct prejudicial to the best interests of the school, whether on campus or in the greater community, as sufficient grounds for disciplinary action or dismissal. Our students represent Seacrest Country Day on and off campus.

## **THE BOARD OF TRUSTEES**

The Board of Trustees oversees the governance and financial stability of the school. The Board is not involved in the day-to-day operations of the school. The Head of School is the Board's sole employee and is responsible to the Board for the educational and operational success of the school. Individual trustees act as ambassadors for the school in support of the administrative, community relations, and operational arenas of school life.

## CONTACT INFORMATION

HEAD OF SCHOOL: David Mahler, [dmahler@seacrest.org](mailto:dmahler@seacrest.org)

ASSOCIATE HEAD OF SCHOOL: Jennifer Theel, [jtheel@seacrest.org](mailto:jtheel@seacrest.org)

HEAD OF LOWER SCHOOL: Tyra Turner, [tturner@seacrest.org](mailto:tturner@seacrest.org)

LOWER SCHOOL COORDINATOR: Justyna Pohl, [jpohl@seacrest.org](mailto:jpohl@seacrest.org)

HEAD OF MIDDLE SCHOOL: Jennifer Theel, [jtheel@seacrest.org](mailto:jtheel@seacrest.org)

MIDDLE SCHOOL DEAN OF STUDENTS: Ryan Jobe, [rjobe@seacrest.org](mailto:rjobe@seacrest.org)

MIDDLE SCHOOL DEAN OF STUDENT LIFE: Dylan Hacker, [rjobe@seacrest.org](mailto:rjobe@seacrest.org)

HEAD OF UPPER SCHOOL: Dr. Kory Gallagher, [kgallagher@seacrest.org](mailto:kgallagher@seacrest.org)

UPPER SCHOOL ACADEMIC DEAN: Cecille Timotheo, [ctimotheo@seacrest.org](mailto:ctimotheo@seacrest.org)

UPPER SCHOOL DEAN OF STUDENTS: Nick Pohl, [npohl@seacrest.org](mailto:npohl@seacrest.org)

DIRECTOR OF COLLEGE COUNSELING: JP Yates , [jpyates@seacrest.org](mailto:jpyates@seacrest.org)

DIRECTOR OF COUNSELING SERVICES: Amanda Jones, [ajones@seacrest.org](mailto:ajones@seacrest.org)

DIRECTOR OF ATHLETICS: Pat Houlihan, [phoulihan@seacrest.org](mailto:phoulihan@seacrest.org)

DIRECTOR OF MARKETING: Meghan Easterly, [measterly@seacrest.org](mailto:measterly@seacrest.org)

HEALTH CENTER: Nurse Rae Young, [ryoung@seacrest.org](mailto:ryoung@seacrest.org)

ADMISSIONS: Michelle Toberman, [mtoberman@seacrest.org](mailto:mtoberman@seacrest.org)

SAFETY AND SECURITY: Joe Dodd, [jdodd@seacrest.org](mailto:jdodd@seacrest.org)

DIRECTOR OF HR: Kevin Varnes, [kvarnes@seacrest.org](mailto:kvarnes@seacrest.org)

BUSINESS MANAGER: Lynda Farrow, [lfarrow@seacrest.org](mailto:lfarrow@seacrest.org)

## COMMUNICATION BETWEEN HOME AND SCHOOL

Seacrest recognizes the value and importance of timely and respectful communication between home and school, and strives to do so in good faith and the best interests of our students, families, and school. When students and families reciprocate in kind, ensuring that discussions in school and in the community are constructive with positive attributions, our potential for a successful working partnership is maximized as we strive for excellence in our endeavors.

We value constructive, respectful feedback from our constituents; parents interested in discussing any aspect of their child's experience at Seacrest are welcome to contact the relevant individual or individuals so that concerns or issues can be identified and addressed in a timely and effective manner. We suggest setting an appointment.

## LEGAL NOTIFICATIONS

Families are asked and expected to keep Seacrest informed of any court orders with respect to child custody, which could affect a student.

Seacrest will communicate with divorced parents of students according to any arrangement(s) specified in court documents provided to the school. In the absence of any specific legal directives to do otherwise, Seacrest will provide all parents/guardians of record with school information, including copies of their student's academic, attendance, and other records.

## ALMA

Seacrest uses ALMA as our Student Information System. This system houses all student/parent contact information, schedules, attendance records, and transcripts.

It is vital that parent and emergency contact information in this system remain up to date. This contact information is used as the main source of information and contacts by faculty and staff at Seacrest in order to reach your family.

## SCHOOL TO HOME COMMUNICATION

Seacrest communicates regularly to parents via email. Your email address in ALMA will be used for teacher to parent email, administrator to parent email, and other communication. Email communication is critical to keep parents informed on school events, classroom happenings, updates, and other important information. If you are not receiving regular email from Seacrest, please check your promotions, spam, or junk mail folders. If you suspect a deliverability problem, please contact [communications@seacrest.org](mailto:communications@seacrest.org).

## CHANGE OF ADDRESS, TELEPHONE OR EMAIL ADDRESS

Seacrest families are asked to notify the school immediately of a change of address, telephone number, or email address by updating their profile in ALMA, our student/parent database.

Go to: [www.seacrest.getalma.com](http://www.seacrest.getalma.com)

In the upper right corner click on the round icon with your initials.

Click on **My Info**.

Click on any field to edit contact information.

Click Save.

## PHONE & EMAIL COMMUNICATION

In addition to the main school telephone number **(239) 793-1986**, please refer to our website or Seacrest App for contact information and the school directory at [www.seacrest.org](http://www.seacrest.org).

# DAILY LIFE

## ACADEMIC CALENDAR

For an overall look at the school year, please refer to the [2024-2025 Faculty-Student Calendar](#) or view the daily overview via the [online calendar](#) or Seacrest App.

## UPPER SCHOOL DAILY SCHEDULE

Week 1		Day 1	Day 2	Day 3	Day 4			Day 5	
Min	Time	Monday	Tuesday	Wednesday	Thursday	Min	Time	Friday	
40	8:00 - 8:40	Office Hours							
75	8:45 - 10:00	A	E	D	H	30	8:45 - 9:15	Attendance & Community Time	
15	10:05 - 10:20	Announcements and Advisory				75	9:20 - 10:35	A	
75	10:20 - 11:35	B	F	C	G	10	10:35 - 10:45	Break	
35	11:35 - 12:10	Lunch				75	10:45 - 12:00	B	
25	12:10 - 12:35	Community Time				35	12:00-12:35	Lunch	
75	12:35 - 1:50	C	G	B	F	75	12:35 - 1:50	C	
10	1:50-2:00	Break							
75	2:00-3:15	D	H	A	E	75	2:00-3:15	D	
Week 2		Day 6	Day 7	Day 8	Day 9			Day 10	
Min	Time	Monday	Tuesday	Wednesday	Thursday	Min	Time	Friday	
40	8:00 - 8:40	Office Hours							
75	8:45 - 10:00	F	B	G	C	30	8:45-9:15	Attendance & Community Time	
15	10:05 - 10:20	Announcements and Advisory				75	9:20-10:35	E	
75	10:20 - 11:35	E	A	H	D	10	10:35 - 10:45	Break	
35	11:35 - 12:10	Lunch				75	10:45 - 12:00	F	
25	12:10 - 12:35	Community Time				35	12:00-12:35	Lunch	
75	12:35 - 1:50	H	D	E	A	75	12:35 - 1:50	G	
10	1:50-2:00	Break							
75	2:00-3:15	G	C	F	B	75	2:00 - 3:15	H	

# MIDDLE SCHOOL DAILY SCHEDULE

Week 1		Day 1	Day 2	Day 3	Day 4			Day 5
Min	Time	Monday	Tuesday	Wednesday	Thursday	Min	Time	Friday
40	8:00 - 8:40	Office Hours						
75	8:45 - 10:00	A	E	D	H	30	8:45 - 9:15	Attendance & Community Time
15	10:05 - 10:20	Announcements and Advisory				75	9:20 - 10:35	A
75	10:20 - 11:35	B	F	C	G	10	10:35 - 10:45	Break
35	11:35 - 12:10	Lunch				75	10:45 - 12:00	B
25	12:10 - 12:35	Community Time				35	12:00-12:35	Lunch
75	12:35 - 1:50	C	G	B	F	75	12:35 - 1:50	C
10	1:50-2:00	Break						
75	2:00-3:15	D	H	A	E	75	2:00-3:15	D
Week 2		Day 6	Day 7	Day 8	Day 9			Day 10
Min	Time	Monday	Tuesday	Wednesday	Thursday	Min	Time	Friday
40	8:00 - 8:40	Office Hours						
75	8:45 - 10:00	F	B	G	C	30	8:45-9:15	Attendance & Community Time
15	10:05 - 10:20	Announcements and Advisory				75	9:20-10:35	E
75	10:20 - 11:35	E	A	H	D	10	10:35 - 10:45	Break
35	11:35 - 12:10	Lunch				75	10:45 - 12:00	F
25	12:10 - 12:35	Community Time				35	12:00-12:35	Lunch
75	12:35 - 1:50	H	D	E	A	75	12:35 - 1:50	G
10	1:50-2:00	Break						
75	2:00-3:15	G	C	F	B	75	2:00 - 3:15	H

## VISITING CAMPUS

Seacrest's campus is private property and no individual may be on campus or use campus facilities before, during, or after school hours without permission from the Head of School, his immediate delegates, or Administration. Any individual who violates this policy will be considered as trespassing, and the school will respond appropriately. Furthermore, any individual entering Seacrest Country Day School without the express permission of the Head of School assumes all liability associated with his/her presence and releases Seacrest from any and all liability. This policy is in effect during the school year and whenever school is not in session.

All parents and visitors to Seacrest should report directly to the front office upon arrival to campus, where they will sign in and receive a visitor badge, which they should wear at all times while on campus. At no time should parents or visitors go directly to classrooms, offices, the deck, or any student areas. Parents and visitors should return to the school office to sign out when leaving campus and return their visitor's badge. The same process is true for alumni visiting campus.

## VEHICLES AND DRIVING ON CAMPUS

The safety of our students requires total cooperation with campus driving regulations. The speed limit is 15 MPH. All drivers on campus should exercise extreme caution at all times. As part of the Family-School partnership, we ask parents/guardians to set a positive example for student drivers.

Speeding and careless or reckless driving are not tolerated. Reckless driving may result in the immediate loss of student driving privileges, for an amount of time to be determined by the administration.

All student parking areas are “off limits” to students during the school day. Students who have left items in their car may retrieve them only after getting permission from a faculty member or administrator. Students who go to their vehicles during the school day without permission from school personnel may receive a disciplinary consequence.

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) and with subsequent approval by an administrator.
3. Seacrest students may not use cars from the time their school day begins until the time of their dismissal without the express permission of a parent or guardian and with subsequent approval by an administrator.
4. Adhere to the speed limits posted on campus and drive with care and consideration of others. Any student driver identified as non-compliant or driving recklessly may lose driving privileges on a temporary or permanent basis, as deemed appropriate by administration.

## SCHOOL DELAYS/CANCELLATIONS/EARLY DISMISSALS

In the event of a delay, cancellation, or early dismissal, information will be sent out through email and the mobile alert systems. Modifications to the daily schedule will be shared through email to all families and posted on the Seacrest website.

## ARRIVAL & DISMISSAL PROCEDURES

### Lower School: Preschool 3-Grade 5

**Early Care-** 8:00 A.M. - 8:25 A.M. (free of charge)

**Arrival-** classroom doors open at 8:00 A.M. (arrival after 8:30 A.M. is considered late)

**Dismissal-** 3:30 P.M.

### Middle School: Grades 6-8

**Arrival-** Students may arrive starting at 8:00 A.M. in Carline by the Stingray Center. Students must arrive in their Advisory classrooms prepared for their day by 8:45 A.M. Students are marked tardy if they arrive after 8:45 A.M. After 8:45 A.M., students will need to report to the Front Office to check in as tardy.

**Dismissal-** 3:15 P.M. (Students not picked up at the conclusion of carline will report to Aftercare and families will be charged a single-session fee of \$25 via the FACTS account.)

### Upper School: Grades 9-12

**Arrival-** First block begins at 8:45 A.M. (arrival after 8:45 A.M. is considered late)

First block at the Upper School begins at 8:45 A.M. Arrival after 8:45 A.M. is considered late and students must sign in with the Upper School Administrative Assistant to obtain a late pass. Carline at the Upper School takes place in the large parking lot adjacent to the Upper School Gym.

**Dismissal-** 3:15 P.M.

## **PREPARED FOR SCHOOL**

At Seacrest, the phrase “prepared for school” means that the student has arrived prior to the start of class and is fully ready for the school day. All Seacrest students need to have finished their breakfast, adhere to the dress code, and be in the classroom with their books/supplies prior to the beginning of each class. All homework or assigned activities must be completed prior to the beginning of the next school day.

## **EARLY DISMISSAL DAYS**

On certain designated days throughout the year, school is dismissed at 11:30 A.M. Lunch and After-School Programs (ASP) will not be available.

Only parents, not students, may change their dismissal plans during the school day. If your child is to leave school with someone other than his or her usual driver, you must call the front office or provide us with the name of the individual who will pick up your child. If you call us about a change of driver, we may need to phone you back for confirmation. 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, 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.

## **LUNCH & BREAK EXPECTATIONS**

### **Lower School: Preschool 3-Grade 5**

#### **Snacks**

All students in Preschool3 - 5th grade should bring a nutritious snack and drink each day.

#### **Lunch**

Students should bring a nutritious lunch and drink each day to be stored in their classroom or backpacks until lunch time. Students eat by grade level and with supervision from grade level teachers. Students are provided recess time with supervision before or after the lunch break.. Lunch can be ordered from [The Blue Canteen](#).

#### **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).

## Middle School: Grades 6-8

### **Snacks**

Students should bring a nutritious snack and drink each day to be stored in their lockers or backpacks until snack time.

### **Lunch**

Students should bring a nutritious lunch and drink each day to be stored in their lockers or backpacks until lunch time. Students eat by grade level and with supervision from grade level advisors. Students are provided field time with supervision mid-way through the lunch period. Lunch can be ordered from [The Blue Canteen](#).

### **Birthday Breakfast**

Advisory groups in middle school celebrate Birthday Breakfasts once a month with special snacks. See the section labeled “Celebrations” for further details.

## Upper School: Grades 9-12

Upper School students have occasional breaks when they can consume snacks. Students must bring their own snacks and lunch from home. Lunch can be ordered from [The Blue Canteen](#). Students are not permitted to order food from local restaurants, UberEats, GrubHub, DoorDash, or other ordering/delivery services. These deliveries will not be permitted on campus.

### **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. Seacrest is not responsible for materials, supplies, and personal items kept in lockers, or left in hallways.

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.

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 personal items at any time.

## LOST & FOUND

Students are expected to take responsibility for their belongings. Although we certainly teach respect for the property of others, we ask students not to 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 items remain at home. Seacrest holds no responsibility for lost or broken items.

Items found at school will be placed in “Lost and Found.” Students should frequently check for their lost belongings. Efforts will be made to return items with names on them to the designated students. At the end of each quarter, however, all unclaimed items left in “Lost and Found” will be donated to charity.

## SEARCH AND SEIZURE

In order to ensure the safety and welfare of students and school personnel, Seacrest has the authority to perform unannounced searches throughout campus. The school also has the authority to perform searches of students to determine whether they pose a danger to others or themselves. Authorized school personnel may search a room, locker, clothing, and belongings (pockets, purse, backpack, gym bag, cell phone, automobile, or other property) when there is reason to believe that the student has violated Seacrest's rules.

No Seacrest student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcohol, cigarettes, Vape devices, guns and knives, other weapons, or incendiary devices. Items deemed to be illicit, illegal, and disruptive to the operations of the school may be seized by school personnel. The return, destruction, or storage of such items shall be at the discretion of the Head of School's designated agent, subject to legal impoundment.

## ELECTRONIC DEVICES & SEACREST 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 creatively solve 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, libraries, or computer labs. It is possible that a user may find material on the Internet that could be considered objectionable. Seacrest Country Day 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. The Acceptable Use Policy must be signed in SchoolAdmin before students may access the Seacrest network. 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.

When leaving your MacBook unattended, make sure that you are locking it so students do not have access to your profile. Press Command+Control+Q simultaneously to do so.

Student Google Accounts will automatically logout after 1 hour of inactivity - as long as the device is active - if it goes into sleep mode the account will remain active until it is woken at which time it will then be signed out.

Our content filtration is set through a “Group Policy” on the firewall. New websites that fall under block categories are updated every day. All student MacBooks are subject to the Student Block policy. Sometimes students use VPNs to access games (a category that is outright blocked). VPNs are not possible via filtration on an out-going basis. They may have them installed on phones that are not connected to our various WiFi networks. Further, students cannot make settings changes to networks without administrator credentials.

## **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. Access credentials for the BYOD-Student network will be provided at the beginning of the school year. Use of student-owned devices during school hours is at the discretion of the classroom teacher, and/or Division Head.

## **Reporting Requirements/Discipline**

Any student who 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 (see disciplinary consequences below).

Any student who inadvertently accesses inappropriate material on the Internet should report it to their teacher or Division Head. Students who violate any aspect of this Acceptable Use Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

### Consequences to Irresponsible Actions with Technology:

Students NOT using technology as directed: searching inappropriate images, gaming, watching Youtube, taking photos or videos without permission, etc. will result in consequences. The level of consequences will depend on the misconduct.

### **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 in your enrollment and reenrollment packets in School Admin.

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.

## **SAFETY, EMERGENCIES & DRILLS**

### **EMERGENCY CLOSING**

Please note the following procedures:

1. In the event that Seacrest decides to close school for the day, parents will be alerted via the automatic phone system by text, email, and phone call. The information will also be posted on the homepage of the school website, [www.seacrest.org](http://www.seacrest.org)
2. 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 at [www.seacrest.org](http://www.seacrest.org).
4. If Collier County Public Schools close early, Seacrest may decide to close early. In the event that Seacrest closes early, parents will be notified via the automatic alert system and the information will be posted at [www.seacrest.org](http://www.seacrest.org).
5. 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 Alma and Magnus Health. Please keep information current.** Please note that under no circumstances will a child be left unattended.

## LIGHTNING ALERT

[Link here](#)

## AED

Cardiopulmonary Resuscitation/Automated External Defibrillator

Many staff and faculty members are certified in CPR and AED usage. The school nurse, all P.E. Teachers and athletic coaches are required to be CPR certified.

Seacrest School has numerous AEDs on campus:

1. Health Clinic (outside - mounted on wall in cabinet )
2. Stingray Center (across from the athletic office)
3. Softball and soccer fields (located in softball visitor's dugout)
4. Baseball field house
5. Upper School Common Room
6. Lobby of Upper School Gymnasium/Science Center

In the event of a medical emergency:

- Remain calm
- Assess the situation (victim conscious/unconscious)
- Call for help (nurse/qualified staff member, bystander)
- Call 911 (if appropriate)
- Send bystander for AED

## PET POLICY

Seacrest endeavors to enhance the safety and comfort of faculty, staff, students and visitors while, at the same time, reducing the possibility of disruptions/distractions in living, learning, and working environments. It is designed, as well, to reduce the school's liability. In addition, members of the school community may have allergies to or who are uncomfortable with animals. In general, pets are not allowed in any school buildings or on any part of the campus (including, but not limited to, grassed areas near all buildings, all greens, athletic fields, parking lots, roads, and walkways).

For the safety of all and to accommodate those with allergies, pets or other animals are not allowed on school property. Exceptions may be granted for educational purposes, i.e., a K9 demonstration, but prior approval must be obtained from the Head of School.

This policy does not apply to certified, trained assistance dogs that are actively engaged in the service for which they were trained, such as used for services to accommodate under the Americans with Disabilities Act (ADA).

## SERVICE ANIMALS ON CAMPUS

In accordance with the Americans with Disabilities Act (ADA), Seacrest is committed to making reasonable modifications in its policies, practices, and procedures to permit the use of service animals by persons with disabilities.

Only trained service animals are permitted on campus. Documentation of the animal's certification 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.

Service animals include any dog that is trained to perform tasks for individuals with disabilities, including a physical, sensory, psychiatric, intellectual, or other mental disability. The task a dog has been trained to provide must be directly related to the person's disability. A service animal is not a pet. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

The animal should respond to voice or hand commands at all times, and be under the full control of the handler. The cost of care, arrangements, and the responsibility for the well-being of a service animal are the sole responsibility of the individual with a disability at all times. Cleaning up after the animal is the sole responsibility of the individual with a disability.

Service animals may be removed from campus if the dog is out of control, and the handler does not take effective action to control it, or if the dog is not housebroken. If the individual's use of the service animal poses a direct threat to the health and safety of others, or is a major distraction or disruption to the learning environment, Seacrest may direct the individual with a disability to remove the service animal.



## ACADEMICS

An overview of our academic program can be found on our website along with the curriculum including graduation requirements and the course catalog.

### ACADEMIC HONESTY

Seacrest students conduct themselves with honesty and integrity in their academic pursuits. Students are not to copy or share homework (unless instructed to do so as a part of an assignment), give or receive answers, misrepresent another's work as their own (plagiarism), or alter work without a teacher's permission or direction.

#### **Policy on Algorithmic Drafting (“Chatbots”)**

A goal of college-preparatory education is to cultivate the ability of students to articulate their thoughts based on their understanding. We aim to educate thinkers and writers. There is a distinction between algorithmic applications or sites that deliver the entire process of researching and drafting, and tools that check spelling or grammar, or organize bibliographies, for example. Therefore:

- The use of algorithmic drafting programs (“chatbots”) in school work is prohibited, and will be treated as plagiarism.
- Student work may be checked against anti-plagiarism and anti-chatbot software.
- Large chunks of auto-generated text inserted into an essay or class assignment may be treated exactly as if a student had copied large chunks of an encyclopedia into the assignment.
- Students should be prepared to demonstrate their understanding through in-class testing contexts, project preparation and oral exercises, in addition to (and as a check on) take-home papers.

### GRADES & COMMUNICATION

#### **Preschool 3 to Grade 1**

Will have “traditional” Parent/Teacher conferences supported by the lead teacher.

#### **Grades 2-8**

Student-led 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.

#### **Grades 9-12**

Students in these grades will have “traditional” Parent/Teacher conferences in Fall and a Student-led Portfolio Review in the Spring.

## STUDENT-LED CONFERENCES

Student-led conferences differ from the traditional parent/teacher conferences. Seacrest chooses this format as it aligns with our mission and includes the most important person in the conversation, the student.

Students participate in all stages of the conference. They prepare and organize work samples, reflect and report on how best they learn, and plan steps for improvement.

Students lead the conversation to show what they have learned. They receive feedback from their parents and teachers about strengths and goals for improvement.

Students also describe how they feel about their educational experience, leadership opportunities, place in the school community, and personal wellbeing.

Seacrest has several goals for holding conferences using this format:

- **For parents** – we hope that you will get to see, rather than simply being told, about your child’s progress.
- **For students** – reinforce their ownership of the educational experience, increase accountability, and involve the student in the entire process.
- **For all** – maximize our time together and create ways to partner with one another to support student success as a team.

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/guardians need not wait for conference days to meet or communicate with teachers.

## UPPER SCHOOL: GRADES 9-12

Any grade less than a C, or any significant grade drop, is an email home to parents to notify them of their child’s academic standing in class.

### **Course Changes During The Academic Year**

Academic schedules may need to be changed during the school year, and these changes may be initiated by a classroom teacher, an advisor, the Academic Dean, the College Counselor, or the student. All schedule changes must be processed through the Upper School Academic Dean and College Counselor. Specific add/drop dates will be shared at the start of each academic year.

### **Semester & Year-Long Classes:**

- Can be added within the first 2 weeks of the semester.
- Can be dropped up until the midterm mark without transcript penalty.

## GRADING SYSTEM AND PROGRESS REPORTS

Report cards are published within two weeks of each quarter’s closing. Progress report grades are published without narratives at the midway of each quarter.

## Lower School Grades Preschool 3 - Grade 5

Students will receive a semester report card reflecting their record of achievement.

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. The marking code for each achievement is:

CON: CONSISTENT	Uses and applies skills independently and proficiently
DEV: DEVELOPING	Working toward applying skills independently and proficiently
INC: INCONSISTENT	Requires additional instruction and support
NYI: NOT YET INTRODUCED	Concept not yet introduced

## Grades 4-5

A (93%-100%) A- (90%-92%)

B+ (87%-89%) B (83%-86%) B- (80%-82%)

C+ (77%-79%) C (73%-76%) C- (70%-72%)

D+ (67%-69%) 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.

## Middle School: Grades 6-8

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

A (93%-100%) A- (90%-92%)

B+ (87%-89%) B (83%-86%) B- (80%-82%)

C+ (77%-79%) C (73%-76%) C- (70%-72%)

D+ (67%-69%) D (63%-66%) D- (60%-62%)

F (59% and below)

In 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.

### Upper School: Grades 9-12

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

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

Only final grades at the culmination of a semester course or a yearlong course will appear on a student’s Seacrest transcript. A Seacrest GPA is calculated on a 4.0 scale with additional weight applied for rigor in honors and Advanced Placement (AP) courses:

Grade	Regular	Honors	AP
A	4	4.5	5
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3	3.5	4
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2	2.5	3
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1	1.5	2
D-	0.7	1.2	1.7

### ACADEMIC PROBATION AND RETENTION

In an effort to ensure that all students have the necessary support for success at Seacrest, at the end of any quarter or in the event of a sudden academic downturn, a student averaging below 70 in one or more academic classes may be placed on academic warning. A meeting involving parents, the student, and school representatives (e.g. advisor, counselor, administrators, and/or faculty) will be scheduled to determine the terms of the student’s warning status and to

collaborate in creating an Academic Plan of Action for grade improvement. The Plan of Action will consist of specific short- and long-term objectives with deadlines that the student must meet in order to return to favorable academic standing and avoid academic probation.

Students on Academic Probation may be removed from participation in extracurricular activities and/or sports until their academic status improves; suspension from these activities will be re-evaluated every four to five weeks (usually at the next Progress Report or published Report Card). At semester's end, the student's academic status will be re-evaluated, and a meeting with parents, the student, and the school will determine the student's future enrollment status for the student's and the school's best interests.

Second-semester students on academic warning are particularly at risk given the rigorous demands of each following school year. Therefore, the school takes supportive measures to ensure that students understand the seriousness of their academic status, respect their family's and the school's investment in their education, and consider the potential need for supplemental academic work either outside of school hours and/or during the summer. Ultimately, all parties involved seek to develop students of strong moral character willing to take responsibility for his/her actions while being held accountable for his developing work ethic.

## LETTERS OF RECOMMENDATION

When students or parents request letters of recommendation from Seacrest faculty and/or administration, they are considered confidential and will be sent directly from the school to the organization requesting the recommendation.

Note: Seacrest will NOT provide letters of recommendation if the student's account is delinquent at the time the request is received by the school.

## HOMEWORK EXPECTATIONS & STUDY HABITS

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. 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.

- 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.

### **Lower School: Preschool 3-Grade 2**

Seacrest's youngest students in our preschool comprise PreK3 and PreK4 and are offered a child-centered, innovative educational experience that respects and honors the different developmental needs of each child.

We provide a balanced curriculum that includes both teacher-directed and student-initiated activities, active experiences, and the understanding that learning occurs in both formal and informal settings. As a Country Day School, it is within our name that we seek enrichment outside the walls of the classrooms and find opportunities to educate even our youngest learners outside and incorporate nature as much as possible.

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.

### **Lower School: Grades 3-5**

- 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 should meet with their teachers to arrange a reasonable make-up plan for the assignments, quizzes, or tests in each class.

### **Middle School: Grades 6-8**

The middle division at Seacrest provides a challenging, academic program that develops a strong foundation, curiosity, critical thinking skills, and engaged learning. We maintain a safe and nurturing environment that supports our students through the transitional phase of early adolescents by providing positive role models who emphasize learning, organization, and responsibility. We encourage students to express themselves by honoring and respecting student voices and including students in the decision making process as much as possible. Our goal is to motivate students to express themselves, try new experiences, and get involved in the life of our school. The middle division offers a variety of extra-curricular activities including athletics, clubs, and service in order to enhance the social and emotional needs of our students. Our goal is to produce intelligent, curious, and motivated students who succeed in upper school and mature into leaders of extraordinary character.

- 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 should meet with their teachers to arrange a reasonable make-up plan for the assignments, quizzes, or tests in each class.
- Parents are expected to communicate via phone or email with the Student's Advisor for all non, school-related absences.
- Students are expected to communicate via phone, email or Google Classroom with each teacher when a class is missed.

- 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 a high school credit bearing course (i.e. Algebra I or Algebra I Honors), are bound by high school attendance policy, homework and missing work policy, and procedures.

### **Upper School: Grades 9-12**

At Seacrest, learning takes place in nurturing environments designed to stimulate thinking, develop language, create exploration, problem solve, and apply critical thinking. We encourage students to function independently and productively, as well as appropriately collaborate with others, in order to foster satisfying relationships with peers and adults, develop a positive self-image, and exercise choices that lead to experimentation, discovery, and self-expression. Our classroom instruction includes high standards and accountability for students' learning. These learning strategies are grounded in instructional objectives, provide clear feedback, and enable students to grow socially, emotionally, and cognitively.

### **Upper School Homework and Missed Work Policy**

Students are responsible for communicating with their teachers and making arrangements for late or missed work, including homework:

1. Grades go down 10% per day for late work turned in after the due date.
2. 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).

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 should meet with their teachers to arrange a reasonable make-up plan for the assignments, quizzes, or major tests in each class. Students must submit all assigned work before they leave on planned absences unless otherwise noted and agreed upon by the teacher.

### **Make-Up Policy**

All work must be made up within a reasonable period agreed upon between the teacher and the student. After the conclusion of such a make-up period, incomplete work will receive a zero as the grade.

## ADVISORY PROGRAM

Every student in the middle and upper school has an advisor who follows their progress at Seacrest and supports the student experience. The advisor is a faculty or staff member who regularly interacts with students and listens to any questions or concerns the students might have. Advisors also communicate with parents through verbal as well as written correspondence and are available to meet throughout the school year.

### Middle School: Grades 6-8

Students are thoughtfully placed in Advisory groups. Advisory is the cornerstone of the middle school experience. Students begin and end each academic day in Advisory. The Advisor serves as an advocate for the assigned students and is vital for the student-school-parent collaboration and communication. Weekly plans and themes are planned by the Head of Middle School and Dean of Students to support students to find academic, social and emotional success during these formative years. Executive Functioning skills of adaptable thinking, planning, self-monitoring, self-control, working memory, time management, and organization play a key role in Advisory plans. Learning and incorporation of the Seacrest Core Values is vital for Advisory as well.

### Upper School: Grades 9-12

Every student has an advisor throughout their Upper School career. Advisory is an important part of the daily schedule and students will meet with their advisor throughout the week. Advisors are an important part of a student's support team and should be the first point of contact for students and parents whenever you need assistance. All upper school students are assigned to designated groups of about 10-12 students and they share a faculty advisor.

## EXAMS

Middle school students take end-of-year exams. Students in 8th grade History and English final exam grades will be earned through their Keystone Projects and presentations at the end of the 4th quarter.

Upper school students take mid-term and end-of-the-year exams. Students in semester long courses take only final exams at the end of the semester. Students taking upper school credit-bearing exams are subject to upper school exam policies. Seniors who have maintained quarter grades of 90% or above for the entire course, are eligible for exam exemptions.

## SYMPOSIUM

The goal of Symposium is to reinforce the key values of our school and to help students connect the most important themes in life to their everyday lives. In a word: Relevance. Symposium helps students see how school is relevant in both small, everyday ways, and in large philosophical ways. Through the study of Humanities students seek to understand who we are; in essence what it means to be human. Where do we come from? How do we know right from

wrong, good from evil? Where are we going? Symposium participants reflect on the great questions of the ages not only for their own betterment, but for the betterment of society.

## LEARNING LAB

The Learning Lab works primarily with students with language-based and executive functioning learning differences. Our program is divided into three divisions; lower school, middle school and upper school. In lower school, we teach using the Orton-Gillingham based instruction. This is a multi-sensory phonics-based program which is structured and cumulative. Our middle school and upper school program is based on a coaching and mentoring model. We work closely with all of our teachers to ensure that accommodations are being met. We also work with our students to help promote self-advocacy. We recognize that each and every one of our Learning Lab students are a gift and we honor their gifts and their strengths. The Learning Lab fully collaborates with students, teachers and parents.

### Referral to Learning Lab

1. Parent Initiated Referral- Parent information will be gathered and a follow-up meeting with the Director of the Learning Lab will occur.
2. Teacher Initiated Referral- Teacher will connect with the Director of Learning Lab or Learning Specialist.
3. Learning Lab Initiated Referral- Director of Learning Lab will connect with parents.
4. Administration Initiated Referral- Administrator will connect with the Director of Learning Lab.

## COMMUNITY SERVICE

Upper School students are required to complete 120 hours of community service to graduate from Seacrest. Students document their community service hours using Track It Forward once they enter 9th grade. Students who transfer to the Seacrest Upper School are required to complete 30 hours of community service per year of enrollment.

## COLLEGE COUNSELING

College Counseling at Seacrest Country Day School is a customized, student-centered journey that begins freshman year and continues on, sometimes, well past graduation. From assistance with course and activity planning to the completion of the application itself, every step of the process provides the student with an opportunity for self-reflection, motivation and growth. The college counseling staff is able to support students with personalized attention at all stages of the college search and application process, including specialized assistance for student-athletes and artists.

## STANDARDIZED TESTING & PREP

### Middle School: Grades 6-8 Map Suite 6-8, Fall & Spring

MAP Suite allows us the opportunity to test multiple times a year, in a format that is less disruptive to the daily schedule, and is administered in such a way that students do not feel the

stress and pressure of a high stakes assessment. The frequency of this test provides data to utilize benchmarks in order to gain an understanding of how each individual student learns. Additionally, since MAP Growth Assessments provide immediate and accurate information about your child's learning, it is easy for teachers to identify students with similar scores that are generally ready for instruction in similar skills and topics, and then plan instruction accordingly. MAP Growth reports also provide typical growth data for students who are in the same grade, subject, and have the same starting performance level.

### **Upper School: Grades 9-12**

Standardized test prep is an integral part of the Seacrest curriculum. Upper School students will create an individualized testing plan with the guidance of the College Counselor. Standardized tests are administered at Seacrest multiple times per year at the following grade levels:

Grade 9: PSAT 8/9 in October

Grade 10: PSAT in October and practice ACT in the Spring

Grade 11: PSAT/NMSQT in October and SAT/ACT in the Spring

Grade 12: SAT/ACT in October

# COMMUNITY EXPECTATIONS

## HONOR CODE AND ACADEMIC INTEGRITY

**The Seacrest Honor Pledge: I agree to be personally and academically honest and to treat others with respect and courtesy.**

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.

## CLASSROOM EXPECTATIONS

To ensure that no disruption to the learning process occurs, the following classroom rules are standards for all grades and are expected to be followed and supported by all faculty, students, and parents/guardians. Seacrest students are expected to adhere to the following guidelines:

- Be on time and prepared for all classes, activities, and events.
- Be attentive and focused in class and do not distract others.
- Be courteous to teachers, staff, and fellow students.
- Completed all assigned work in a timely manner.
- Use appropriate verbal and body language at all times while at school. Conversation and dialogue between students should be respectful and free from profanity or disrespectful comments.
- Adhere to the school's dress code and appearance requirements.
- Be honest in all academic work and with others.
- Be respectful of others' property and person. Littering and graffiti are unacceptable.
- Abide by the school's Internet Use Policy.
- Respect all campus rules.

While Seacrest Country Day School is committed to high standards of academic performance, service, leadership, and athletics, we also hold to a strong sense of honor and integrity. A Seacrest education is characterized not only by a rigorous curriculum, a lively exchange of ideas, supportive teaching, but also an adherence to the principles of personal responsibility, morality, and good conduct.

Consequently, a student found guilty of an honor violation will be subject to receiving a zero on the assignment, an email home to the parents, and recorded disciplinary infraction. There may be instances when it may be judged by the administration that the degree of the violation merits giving the student a second chance. This judgment will vary with the student's age and tenure under the Honor Pledge. If the first violation is treated as an opportunity for guidance, the

student will face an appropriate penalty determined by the Division Head. Penalties may include suspension and/or probation. Chronic violations may well invoke the maximum penalty of dismissal from Seacrest.

### **Plagiarism**

Plagiarism is a form of intellectual theft. Cheating in academic contexts is classed as a major violation of discipline. Essentially, plagiarism is using others' ideas and words without clearly acknowledging the source of that information. In college preparatory courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. In responding to cases of plagiarism, a calibrated response can be appropriate, bearing in mind our educative as well as punitive responsibility.

### **Conditions of Mitigation**

- Any prior lack of instruction in students new to the school
- Age: there will be a heavier emphasis on guidance rather than punishment for Freshmen Degree of attribution. Inadequate referencing is still extremely serious, but to the extent it speaks to intent and good faith, it may be taken in mitigation
- Extent of plagiarism in the work. Depending on the assignment it is not impossible for similar expressions to occur. Again, this is a serious matter but this can affect the emphasis on guidance over punishment

### **Conditions of Aggravation**

- Abetting or coordinating. Any collective coordination of the offense electronically or socially is an aggravating factor
- Demonstrated prior instruction and guidance on the matter or the assignment, including standing instruction and instruction from previous years. There is an assumption of increased culpability on the part of continuing students from the sophomore year upwards.
- Concealment or attempts to "play the system," including claims of gray areas as excuses
- Lack of acknowledgement or sincere apology
- Stakes of assignment: plagiarism in work for public reward or center-piece projects is an aggravating factor
- Extent of plagiarism in the work, if pervasive

### **Measures**

- Immediate and automatic failure of plagiarized assignment
- Student meeting with teachers and administration
- Communication home, leading to parent meeting
- Aggravated cases can lead to course failure and suspension, at the discretion of administration, according to the degree of aggravation
- Colleges may need to be informed, depending on the circumstances of particular application processes, according to the recommendation of the Director of College Counseling and the Division Head.

## TECHNOLOGY IN THE CLASSROOM

### **Laptop Policy**

Laptops of any kind/format are not necessary for class. Recent studies suggest that students who bring laptops to class perform worse (on average) than their non-laptop using peers, and are much less likely to pay attention in class. Further, laptops can also be a distraction for other students. To that end, what we want to encourage in students is active intellectual experience in which they develop the wide range of complex reasoning abilities required of good learners within this type of educational environment.

*That said, exceptions can be made in conjunction with a learning plan as noted through teacher-student coordination.*

### **Cell Phone Policy**

Cell phones are not necessary for class. No student cell phones or other electronic equipment are permitted to be used on campus without faculty or staff permission. Thus, if the phone is indeed on the student upon entering school, it must be put away (IE: in the student's bag). Any cell phone seen in the class and/or that disturbs class will be collected and retained for retrieval from administration at the end of the school day. The school may view a violation of this policy as a disciplinary matter.

### **Airpods and Headphones**

Airpods, headphones, and other listening devices are not necessary for class and thus may not be on the student during class or during school activities.

## ATTENDANCES, ABSENCES, TARDIES

Daily attendance is essential to assure a quality learning environment, and students are expected to meet their required appointments punctually. Required formations include classes, college testing, athletic practice, rehearsals, community service trips, grade-level trips, scheduled meetings with the faculty and administrators.

Because of the critical importance of classroom attendance in terms of promoting academic success, the school expects that students will meet all commitments and meetings. Students who are absent an excessive amount of time will jeopardize their grade(s) and/or credit in a class or classes. Parents are strongly urged to consider these policies when planning medical appointments, extended vacations, participation in non-Seacrest athletic events/tournaments, etc.

### **A. Excused Absences:**

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment.

2. An observance of an established religious holiday or for pre-arranged religious instruction.
3. A college/university visit with documentation that shows proof of visit to campus by the admission office.
4. Circumstances related to family obligations require approval and proper planning with the Division Head prior to absence.

**B. Approved School-Related Activities (not to be counted as absences):**

1. Academic activity or school-sponsored field trip directly related to the instructional outcomes of one (1) or more courses.
2. Other approved student activities such as Student Council, National Honor Society, class meetings, and academic/athletic competitions. The student's parent or legal guardian shall make a call to the school or give advance written notification to the school when a student will be absent.

**C. Unexcused Absences:**

Unexcused absences shall include, but not be limited to truancy, class cuts, and for upper school students' tardies to class of ten (10) minutes or more. Absences that the school does not receive notification from parent/guardian shall be considered unexcused. The school considers ten (10) or more unexcused absences per semester per class to be excessive.

**D. Tardiness:**

Please note that every third tardy (excused or unexcused), by more than 10 minutes, to a class will be documented and addressed by the Division Head.

**E. Class Skips:**

If a student skips a class, the Dean of Students and Division Head will be notified.

**F. Early Dismissal:**

Please see arrival/dismissal process on page 16

Punctual, daily attendance is expected. It is the parents' responsibility to contact Seacrest as soon as possible concerning their child's medical status. Chronic late arrivals to the classroom disrupt the learning environment. 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 or absence from school.

Participation in either extracurricular or interscholastic art, athletic, or academic performances and competitions requires attendance on the day of the event (minimum of a half-day participation—either 8:00 A.M. to 11:30 A.M. or 11:30 A.M. to 3:20 P.M.) and fulfillment of academic obligations (i.e., tests, papers, etc.), as well as having no unexcused absences during that day.

If a student is absent for more than half the day, that student may NOT participate in after school activities (sports, theater, arts, clubs, or any extracurricular, etc.) for that day.

### **Lower School: Preschool-Grade 5**

Parents/guardians are responsible for calling or emailing the classroom teacher regarding an absence. Documentation for an excused absence must be provided to the Main Office Front Desk.

Lower school students are expected to be on campus from 8:15 A.M. until 3:00 P.M.

### **Middle School: Grades 6-8**

Parents/guardians are responsible for calling the Main Office Front Desk regarding an absence at (239) 793-1986 xt.2980. Documentation for an excused absence must be provided to the Main Office Front Desk.

Middle school students are expected to be on campus from 8:00 A.M. until 3:20 P.M.

### **Upper School: Grades 9-12**

Parents/guardians are responsible for calling the Upper School Front Desk regarding an absence at (239) 793-1986 xt.2903. Documentation for an excused absence must be provided to the Upper School Front Desk.

Upper school students are expected to be on campus from 8:00 A.M. until 3:10 P.M.

## **SIGNING IN AND OUT**

All students leaving during the day must have permission from a parent/guardian via phone call or email. Signing out and/or leaving campus without permission from a parent/guardian and administrator is considered a major school rule violation and will result in disciplinary consequences.

### **Lower School: Preschool-Grade 5**

Lower school students are required to sign in and out through the front office when arriving late (after 8 A.M.) or leaving early (before 3:00 P.M.) from school. If a child will be leaving school, but returning before the end of the school day, they must also exit and enter from the front office.

### **Middle School: Grades 6-8**

Middle school students are required to sign in and out through the front office when arriving late (after 8 A.M.) or leaving early (before 3:20 P.M.) from school. If a child will be leaving school, but returning before the end of the school day, they must also exit and enter from the front office.

### **Upper School: Grades 9-12**

Upper school students are required to sign in and out on a log sheet located at the entrance of the Upper School building whenever they are arriving at school late (after 8 A.M.), or leaving

early (before 3:10 P.M.) for any reason. Students sign out using the log at the entrance after permission is received from a parent/guardian. Students who drive themselves to/from school must obtain permission from their parents to arrive late/depart early and must also be verified by a faculty member.

## MEDIA & REPUTATION POLICY

As members of the Seacrest community, students are expected to maintain and uphold the reputation and good name of Seacrest in their representations of the school to the wider public. Students maintain a right to complain to their parents, school administration, and lawful authorities if ever needed. However, bringing the school into disrepute is a school offense for students who have elected to be members of the Seacrest independent school community. This includes misappropriating the school's media and social media profile.

Social Media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, blogs, Internet websites, Internet forums and wikis (includes but is not limited to Facebook, Twitter, YouTube, Google, TikTok etc.). This policy should be read alongside the school's acceptable computer use policy. Students may not create any social media accounts that use the Seacrest name or logo without the express written authorization of the Head of School or Director of Communications.

If social media is used for school assignments or projects then it is to be treated as an extension of the physical campus, and the same rules, values and standards apply.

If any personal social media use has a disruptive effect on the life of Seacrest, then it may be subject to disciplinary action in the school.

## 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 purposes 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.

## CELEBRATIONS

Birthdays are recognized in various ways within divisional guidelines. Please do not distribute invitations to parties through the classroom, unless every student is invited. Please check with the classroom teacher before sending any items or treats to school. **We ask that food options be healthy, balanced, and sweet treats be limited.**

Other celebrations are often planned by the teacher for special holidays. Details will be provided in monthly newsletters or special notices from the homeroom teachers. 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 corresponding teacher before making any arrangements for birthdays or other celebrations.

Latex balloons represent one of the greatest choking hazards. Do NOT send latex balloons to school under any circumstances. Mylar balloons are permitted.

The Middle School celebrates birthdays once a month during our Birthday Breakfasts in Advisory. We ask that each child with a birthday in their birthday month bring in breakfast items to share with their advisory for the monthly Birthday Breakfast Celebration. We sing, have fun, celebrate and enjoy all the birthdays of each month. We honor all summer birthdays in May. Please try to keep breakfast as healthy as possible, in order to help us support healthy eating habits. It is imperative to send a consistent message to our students that their health and well-being are valued at Seacrest. Eating a healthy diet helps children stay alert during class, fight off illness, and grow strong and healthy bodies.

## **GIFT POLICY**

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 Division Head.

## **DRESS CODE AND APPEARANCE**

Seacrest students are expected to uphold a standard of dress and hygiene. All students are expected to arrive at school properly dressed and remain in dress code throughout the academic day and maintain good hygiene. Non-compliance or violation of this dress code will result in a disciplinary consequence for the student.

Students' hair shall be clean, of a natural human color, and cut/styled in a manner that is not distracting. Hair should be kept neat and unobstructive. Hats may only be worn outside.

Students may wear tee shirts/spirit shirts on Seacrest Spirit Fridays/ theme days/free dress days, and denim slacks are permitted in one, solid color, in good repair without designs, rips or frays.

Visible temporary/permanent tattoos are not permitted as well as writings/drawings on skin, clothing or accessories. Jewelry must be kept to a minimum, and should not be distracting or pose a safety concern.

Makeup is not permitted in the Lower School. Minimal, non-distracting makeup is permitted in upper divisions, and should be applied before school.

The Administration reserves the right to modify the dress code provisions as contained within this handbook at any time.

### Lower School: Preschool 3

Students in Preschool 3 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.

### Lower School: PK-4 - Grade 3

Top:

- Solid color Seacrest-logo collared polo-style shirt from Lands' End.
- Solid color OR Seacrest-logo sweaters, hoodies, jackets.
- Seacrest Spirit Days are at the discretion of the Head of School.

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 with no rips or tears.

Shoes:

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

Formal Wear (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 dress shoes that are closed-toe with a back, no athletic shoes.

Field Trips:

- White Seacrest-logo collared polo-style shirt unless otherwise noted.
- Khaki pants, shorts, or skorts.
- Dress code requirements for field trips will be disseminated in advance.

Swimsuits:

- On swimming and beach field trips, girls may wear a bathing suit with a rash guard that fits over the swim suit.
- Boys may wear swim trunks with a rash guard.

Free Dress Wear:

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

**The school reserves the right to prohibit any item of dress or accessory that is deemed inappropriate by Administration. Students that do NOT adhere to dress code will be required to change. Parents/guardians will be notified.**

### Lower School: Grades 4-5

Top:

- Solid color Seacrest-logo collared polo-style shirt.
- Solid color Seacrest-logo sweaters, hoodies, jackets.
- Seacrest Spirit Days are at the discretion of the Head of School.

Bottom:

- Khaki, navy pants, gray 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.
- Tennis skirts are not permitted.
- 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, CROCS/soft-soled shoes, flip flops, open toed shoes, clogs, cleats, platform shoes, or shoes with wheels.

Formal Wear 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 dress shoes that are closed-toe with a back, no athletic shoes.

Field Trips:

- White Seacrest-logo collared polo-style shirt unless otherwise noted.
- Khaki pants, shorts, or skorts.
- Dress code requirements for field trips will be disseminated in advance.

Swimsuits:

- On swimming and beach field trips, girls may wear a bathing suit with a rash guard that fits over the swim suit.
- Boys may wear swim trunks with a rash guard.

Free Dress Wear:

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

**The school reserves the right to prohibit any item of dress or accessory that is deemed inappropriate by Administration. Students that do NOT adhere to dress code will be required to change. Parents/guardians will be notified.**

## Middle School: Grades 6-8

### Top:

- Solid color Seacrest-logo polo shirt from Lands' End. Shirts may only have the top two buttons undone, all other buttons must be fastened.
- Solid color Seacrest logo sweatshirt or jacket.
- Hoodies are NOT permitted. Crew neck sweaters and sweatshirts, cardigans without a hood, and long sleeve t-shirts are welcomed with or without the Seacrest logo assuming the collared Seacrest polo is showing atop the outerwear.
- Seacrest Spirit Days at the discretion of the Head of School.

### Bottom:

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

### Shoes:

- Sneakers, top-siders, canvas slip-ons, and flats are acceptable for everyday use.
- Not permitted: boots, CROCS/soft-soled shoes, flip flops, open-toed shoes, cleats, platform shoes, or shoes with wheels.

### Formal Wear (Dress Uniform):

- White long or short-sleeve Seacrest Logo button-down shirt, tucked into pants. Shirts may only have the top two buttons undone, all other buttons must be fastened.
- 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 that are closed-toe with a back, no athletic shoes.

### Field Trip Wear:

- White Seacrest-logo collared polo-style shirt unless otherwise noted.
- Khaki pants, shorts, or skorts.
- Dress code requirements for field trips will be disseminated in advance.

### Swimsuits:

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

### Free Dress Days:

- Clothes and shoes must be appropriate for a school setting, in good repair with no tears or rips.

- Tank tops, skirts/skort, sweatpants, jeggings and leggings are not permitted.
- Solid denim jeans with no rips or cuts are permitted.
- Seacrest Spirit wear may be worn if the shirts are crew neck or polo style and the shorts are knee-length.
- Clothing with political themes or inappropriate designs, images, and language will not be permitted.
- Clothing and accessories on themed, spirit or festive dress days must be appropriate to the occasion and the school setting. The assessment of school administration is final.

P. E. Uniform:

- Green Seacrest-logo athletics shorts only.
- Charcoal Seacrest athletics P.E. shirt only.
- Athletic shoes only.
- No sports jerseys, sweatpants, leggings, or volleyball shorts.

**The school reserves the right to prohibit any item of dress or accessory that is deemed inappropriate by Administration. Students that do NOT adhere to dress code will be required to change. Parents/guardians will be notified.**

Upper School: Grades 9-12

Tops:

- Solid color Seacrest-logo polo shirt from Lands' End (Classic Navy, Cobalt, Evergreen, Red, Gray Heather, Blue, and White colors permitted). Shirts may only have the top two buttons undone, all other buttons must be fastened.
- Solid color Seacrest-logo sweatshirt or jacket.
- Hoodies are NOT permitted. Crew neck sweaters and sweatshirts, cardigans without a hood, and long sleeve t-shirts are welcomed with or without the Seacrest logo assuming the collared Seacrest polo is showing atop the outerwear.
- Seacrest Spirit Days at the discretion of the Head of School.

Bottoms:

- Regular-fit pants or knee-length, non-athletic shorts.
- Denim pants or jeans are only permitted if one, solid color and no designs on them.
- All pants/shorts must have a zipper fly and button or snap closure at the waist.
- All clothing must be neat, clean and in good repair. No rips, frays, unhemmed edges, etc.
- No dresses, skirts, skorts, sweatpants, yoga pants, leggings or jeggings.

Shoes:

- Athletic/tennis shoes or more formal, closed-toed and closed-heeled shoes are required.
- Not permitted: boots, CROCS/soft-soled shoes, flip flops, open-toed shoes, sandals, clogs, cleats, platform shoes, or shoes with wheels.

Outerwear:

- Solid color or Seacrest-logo sweaters or jackets. Hoodies are NOT permitted.
- A collared shirt with sleeves must be worn underneath any outerwear.

**Formal Wear (Dress Uniform):**

- White long-sleeve Oxford (button-down) style shirt or white Seacrest-logo polo . Shirts may only have the top two buttons undone, all other buttons must be fastened.
- Light tan or khaki long pants (No black, blue, gray or other colors).
- Black or brown belt (optional).
- Black or brown dress shoes that are closed-toed and closed-heeled, no athletic shoes.

#### Field Trips:

- Dress code requirements for field trips will be disseminated in advance.

#### P.E. Uniform:

- Green Seacrest-logo athletic shorts that are knee-length.
- Charcoal gray Seacrest athletic P.E. shirt.
- Athletic shoes must be worn to P.E. class.

#### Swimsuits for Aquatic Field Trips:

- Females must wear a one-piece bathing suit with a rash guard/swim shirt that fits over the swim suit.
- Males must wear swim trunks with a rash guard/swim shirt.

#### Free Dress and Themed Days:

- Seacrest Spirit wear may be worn if the shirts are crew neck or polo style and the shorts are knee-length.
- Shoes must be appropriate for a school setting.
- Clothing with political themes or inappropriate designs, images, and language will not be permitted.
- Clothing and accessories on themed, spirit or festive dress days must be appropriate to the occasion and the school setting.
- The assessment of school Administration is final.

**The school reserves the right to prohibit any item of dress or accessory that is deemed inappropriate by Administration. Items that do NOT adhere to dress code will be required to change as appropriate. Parents/guardians will be notified.**

## SEACREST STORE

Uniforms may be purchased here through our [Land's End store](#). Please use our preferred School Number 9000025685 when ordering. Although options may vary online at this website, please adhere to the above guidelines to comply with our approved dress code.

P. E. Uniforms are ordered through Wildwoods Embroidery & Screen Printing- [click HERE!](#)

Spirit Wear may be purchased here through [BSN Sideline store](#).

## COMMITMENT TO RESPECT

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, faculty, staff and families are held to the highest level of behavioral expectations.

### **Community of Learners**

The students, faculty and staff at Seacrest are committed lifetime learners. This commitment is shared and respected throughout our community. Personal views, opinions, and behaviors should not impede any other person's ability to learn and pursue passions. Each person on campus is expected to be a good steward of physical spaces and materials on campus.

### **Public Displays of Affection**

The halls, classrooms, and other public areas of Seacrest 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.

## **BULLYING, HARASSMENT, DISCRIMINATION, ETC.**

Disciplinary procedures are developed in light of the educational mission of the school and designed to reinforce self-discipline, the acceptance of personal responsibility, and respect for self and others. Seacrest recognizes that children are indeed "works in progress" and provides a nurturing and supportive environment for their personal, social, and emotional growth and development. However, if the school concluded a student's negative behavior is detrimental to the learning environment and/or opportunity for others to learn, he or she will most likely be permanently separated from Seacrest.

Students are expected to treat each other with dignity and respect, and adhere to the school's core values. 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, sexual orientation, 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.

Seacrest is committed to maintaining a learning and working environment free of harassment. Accordingly, the school prohibits such conduct by its students and employees on and off school

premises and at school-sponsored activities, including transportation to and from such activities. Students and families are expected to uphold the school's core values. Seacrest defines harassment as any and all behaviors that compromise the physical and/or emotional safety of any individual in our community, regardless of intent.

Emotional harassment is attacking the psyche and feelings of an individual in an attempt to undermine a person's self-worth. Emotional harassment can take many forms (verbal, physical, written, etc.) and examples include, but are not limited to, the following:

- Rejecting, excluding or isolating
- Terrorizing
- Criticizing
- Spreading mean, vicious or untrue gossip
- Belittling, degrading or mean teasing and sarcasm
- Hazing
- Posting and inappropriate, mean, vicious or belittling comments on email or social media

Teasing and quarreling can happen between schoolmates, but students should immediately tell a member of the faculty or staff if they believe they have been harassed and/or bullied. Sexual harassment consists of unwelcomed physical or verbal conduct of a sexual nature that includes, but is not limited to, the following:

- Physical contact of a sexual nature including, but limited to, touching, pinching, patting, grabbing, poking, or brushing up against another individual
- Sexually-oriented gestures, noises, remarks, jokes, comments or propositions
- Display of sexually-oriented pictures, calendars, graffiti, objects or publications
- Any other conduct that is inappropriate

Any student who believes that he or she has been the subject of sexual harassment should immediately report that incident to a member of the faculty or staff. Any individual receiving a complaint of harassment must then promptly report such complaint to the Head of School. Complaints will be handled in a confidential manner and to the fullest extent possible.

Individuals will be advised of this matter on a need-to-know basis. No individual will be subject to retaliation by the school for reporting a complaint of sexual harassment, for assisting in making a complaint of sexual harassment, or for cooperating in a sexual harassment investigation.

## **ALCOHOL, DRUGS, TOBACCO, AND E-CIGARETTES**

Seacrest is committed to preventing the illicit use of drugs and alcohol by its students. It is the school's responsibility to consider the welfare and safety of the entire student body. However, it is the sole responsibility of each student to abstain from the improper use of drugs and alcohol.

Any student found to have used, consumed, or been in possession of drugs and/or alcohol while under the authority of Seacrest will be subject to a strong disciplinary response, including

suspension and/or expulsion. Similarly, any student found to have engaged in the selling or distribution of drugs, at any time or place, is also subject to a strong disciplinary response, including suspension and/or expulsion.

Seacrest Country Day School is a tobacco-free environment. Chewing tobacco and smoking, including the use of E-cigarettes or Vape devices, are NOT permitted on our campus or during any school-related or school-sponsored activity or event by anyone. The same is true of illicit substances.

We believe that students should never use tobacco, alcohol, or other illicit drugs. Their use is, first and foremost, illegal. They interfere with emotional, physical, and psychological development, and they can lead to devastating situations. We believe that the primary responsibility for supervision of Seacrest students when they are not participating in school activities lies with their parents. The school certainly has a role to play, but our impact is far less critical than parental impact. The school's role is to support parents in their responsibility and authority by encouraging parental efforts at combating the use of alcohol, tobacco, and illicit drugs by their children.

The school also makes clear to students and their parents that if a student is found to be in possession of said items or under the influence on campus, or at school-related or school-sponsored activities or events (even off campus), the student will be considered to have violated school policy. Seacrest will respond to a violation with disciplinary action (including being subject to immediate expulsion), mandatory counseling, chemical dependency assessment, or any combination of the three as Seacrest, in its sole discretion, determines what is appropriate under the circumstances.

Any student found to have remained in the company of another student who was using, consuming, distributing, selling, or possessing tobacco, alcohol, or illicit substances while under the authority of Seacrest may also be considered in violation of the school's drug and alcohol policy, unless the student was intervening to prevent a problem, was assisting the person in difficulty, or was obtaining adult assistance.

Violations of this policy will be treated as a very serious violation not only of the school rules but also of applicable federal, state, and local laws. Given this, students who violate this policy at school or at a school-sponsored event will be subject to disciplinary consequences determined ultimately by the Head of School. These may include suspension or expulsion.

Seacrest supports the Florida and federal laws on the use, possession, sale or transfer of illegal drugs or alcohol. It is the responsibility of all members of the Seacrest community to abide by these laws. A fundamental principle of the Seacrest policy on drugs and alcohol is that students are personally responsible for adhering their behavior to the federal, state and local laws and to the school's policy.

## **Tobacco**

The use or possession of tobacco, nicotine, or smoking simulation products in any form is strictly forbidden anywhere on the school campus or at school-related or school-sponsored activities or events, even if off campus.

### **Vaping/E-cigarettes**

The use and possession of these items are strictly prohibited, and sharing or otherwise passing them on is considered an aggravating factor (it is potentially a criminal one). If a student is found to be in possession of said items or under the influence on campus, or at school-related or school-sponsored activities or events (even off campus), the student will be subject to expulsion from the school.

### **Alcoholic Beverages**

Alcoholic beverages are not allowed on campus or at school-related or school-sponsored activities or events, even off campus. Any student who uses alcoholic beverages at school functions, whether on or off campus, or who comes to school activities after having drunk alcoholic beverages will be subject to expulsion from the school.

### **Drugs**

Non-prescribed or illegal drugs are not allowed on campus or at school-related or school-sponsored activities or events, even off campus. Any student who possesses, who is under the influence of, or who sells or distributes non-prescribed or illegal drugs or drug paraphernalia on campus or at school activities off campus will be subject to expulsion. Any student who possesses prescribed drugs but sells or distributes them on campus or at school events off campus will be subject to expulsion. The school maintains the right to test students based on reasonable suspicion. Confirmed positive test results may result in expulsion from the school.

## **MANDATORY REPORTING**

Legislation requires individuals who suspect that a child has been abused, neglected, or abandoned by any person to report it to the Florida Abuse Hotline. All Seacrest faculty and staff are mandated reporters for abuse, neglect, and abandonment of minors. Any report of suspected abuse, neglect, or abandonment requires immediate notification by the reporter to the Director of Counseling, the appropriate Division Head, and the Head of School.

Any allegations a child was abused, neglected, or abandoned by a caregiver will be investigated by the Department of Children and Families, while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately electronically transferred to the appropriate local law enforcement agency where the child lives. Suspecting a child is being abused, neglected, or abandoned but failing to report it, is a felony. If you suspect or know of any child who is being harmed, call the Florida Abuse Hotline at 1-800-962-2873 (TDD 1-800-453-5145). If you see a child in immediate danger, call 911.

## **STUDENT SUPPORT SERVICES**

Seacrest Country Day School believes each child should benefit from the strongest support not just with their academic learning, but equally important, their physical, emotional, social, and mental well-being. These areas are supported by all employees at Seacrest, but the primary responsibility comes from the Director of Counseling, the Counselor, the school Nurse, the Learning Specialists, the Division Heads, and each student's Advisor. The involvement of the members of the Student Care Committee (and the possible addition of others) is determined by the circumstances of the particular situation and what best serves the student and family in need.

## **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 Division Heads, LS/MS Coordinators, the Counselor, the school Nurse, the Athletic Director, Learning Specialists, and other relevant professionals. The committee meets every other month, unless deemed necessary to do so more frequently due to need. 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, coach, parent, or student.

## **REPORTING PROCEDURES: THREAT OF HARM TO SELF OR OTHERS**

Course of action once a threat regarding a student's intention to harm him/herself or others is understood by the school:

First incident:

1. The student is placed under direct supervision of the Counselor, Director of Counseling, or another administrator, to ensure the student's safety until his or her parent/guardian can assume responsibility for the child's welfare.
2. The Director of Counseling and Head of School will be notified of the situation and a designated school representative will investigate the situation.
3. The student's parent/guardian will be contacted and directed to pick up the student and take him/her to be evaluated by a mental health professional to determine both the student's well-being as well as the safety of the school community.
4. The parents/guardians must sign a Release of Information (ROI) form with the mental health professional, so that he/she can initially report verbally to the Director of Counseling or school representative if the child in question is in crisis or no longer a harm to themselves or others.
5. When the Counselor, Director of Counseling and/or another administrator has confirmed with the mental health professional that the student is not a threat to harm self or others, the student's parent/guardian will be contacted by a Seacrest representative, once the Head of School approves, and notified when or if the student may return to Seacrest.

6. Ongoing counseling for the student may be required by the school in order for the student to remain enrolled here.
7. Additionally, the ROI form grants permission for the treating mental health professional to maintain regular contact with the designated school representative and provide the counseling strategies and verify the student's participation and progress with therapy.

Second incident:

1. The student is placed under direct supervision of the Counselor, Director of Counseling, or another administrator, to ensure the student's safety until his or her parent/guardian can assume responsibility for the child's welfare.
2. The Director of Counseling and Head of School will be notified of the situation and a designated school representative will investigate the situation.
3. The student's parent/guardian will be contacted and directed to pick up the student and take him/her to be evaluated by a mental health professional to determine both the student's well-being as well as the safety of the school community.
4. The parent/guardian must sign a Release of Information (ROI) form with the mental health professional, so that he/she can initially report to the Director of Counseling or school representative if the child in question is in crisis or no longer a harm to self or others.
5. The Counselor, Director of Counseling and/or another administrator will confirm with the mental health professional that the student is not a threat to harm self or others. Additionally, the mental health professional must provide a written statement to the school representative that in his/her professional opinion the student is no longer a threat to harm self or others. Once this written statement is received by the designated Seacrest representative, and the Associate Head of School or Head of School approves, he/she will contact the student's parent/guardian to notify when or if the student may return to school, as a permanent separation from Seacrest may be deemed appropriate.
6. Ongoing counseling for the student will be required by the school in order for the student to remain enrolled here.
7. Additionally, the ROI form grants permission for the treating mental health professional to maintain regular contact with the designated school representative and provide the counseling strategies and verify the student's participation and progress with therapy.

Third incident:

1. The student is placed under direct supervision of the Counselor, Director of Counseling, or another administrator, to ensure the student's safety until his or her parent/guardian can assume responsibility for the child's welfare.
2. The Director of Counseling and Head of School will be notified of the situation and a designated school representative will investigate the situation.
3. The student's parent/guardian will be contacted and directed to pick up the student and take him/her to be evaluated by a mental health professional to determine both the student's well-being as well as the safety of the school community.
4. The parent/guardian must sign a Release of Information (ROI) form with the mental health professional, so that he/she can initially report to the Director of Counseling or

school representative if the child in question is in crisis or no longer a harm to self or others.

5. The Counselor, Director of Counseling and/or another administrator will confirm with the mental health professional that the student is not a threat to harm self or others. Additionally, the mental health professional must provide a written statement to the school representative that in his/her professional opinion the student is no longer a threat to harm self or others. Once this written statement is received by the designated Seacrest representative, and the Associate Head of School or the Head of School approves, he/she will contact the student's parent/guardian to arrange a meeting to discuss other arrangements for the student.
6. If it is determined that Seacrest cannot support the academic or mental health needs of any student, he/she will be officially withdrawn from Seacrest and we will help the family to find other providers by offering advice of who might be a better fit to support the student's needs at that time and we will make every effort to connect the student and family with appropriate resources.

# DISCIPLINE GUIDELINES AND PROCEDURES

## OVERVIEW

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/or protection of the community. We aim to deal with situations swiftly, document details of each incident accordingly, judge fairly, and enforce accountability. Each disciplinary situation will be addressed on an individual basis and all variables will be taken into consideration when forming a response and logical consequence.

Our goal is to help students resolve their differences by using “I care” language, taking personal responsibility for their choices, and learning from the experience so that they don’t duplicate this same poor choice in the future. Students are accountable to school rules at any time they are on school premises or involved in a school-related activity off-campus.

Disciplinary consequences are assessed by administration according to the breadth of dissemination, gravity of impact, malice of intent and seriousness of the disrepute implied. Examples of consequences include conversations with administration, parent conferences, restitution, and suspension and expulsion in the most serious cases. The school reserves the right to respond at its full discretion in theoretical situations where family members and connections of students are the responsible parties.

## DISCIPLINE PROCESS

Discipline is vital to the development of character and self-control. Seacrest’s disciplinary policies and procedures are established to protect the good of all and teach responsibility, accountability, and character building. School rules and regulations exist in order to create a respectful campus atmosphere in which students of differing interests and personalities come together in community to live out the mission and core values of Seacrest Country Day School. Gum is NOT allowed on campus at any time.

### **Classroom Behavior**

The culture of a Seacrest classroom requires respect among peers and between faculty and students. Behaviors that disrupt the learning environment detract from the opportunity for students to learn. The classroom teacher is the leader of the classroom. The teacher will address any concerns directly with the student. Teachers will communicate with administrators and parents/guardians. Administrators reserve the right to investigate, respond, and pursue corrective action. If the negative behavior persists, the faculty member and/or administration

will communicate with the parents/guardians and implement a plan of action and disciplinary consequences. This ensures the classrooms are conducive to learning and safe for everyone.

### **Parental Communications**

Parents may receive 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 discuss the issues or concerns. Partnering with parents allows us to coach students to improve their behavior and ensure consistency between home and school.

### **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, the following:

- Classroom disruptions
- Chronic 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
- Inappropriate or vulgar language
- Accumulation of rule infractions

### **Major violations**

- Any violations of the law
- Physical acts or psychological harm towards an individual
- Harassing or discriminatory communication including social media use that impacts the school community
- Damage to property
- Possession of legal or illegal controlled substances (such as tobacco, alcohol, or other drugs) or related paraphernalia
- Fighting or aggressive behavior
- Stealing
- Vandalism
- Violation of Safety Standards, such as tampering with a fire alarm or possessing any item deemed a weapon.
- Leaving campus without proper permission
- Academic dishonesty
- Dishonesty in sporting contexts

- Serious and/or recurring violations of Seacrest’s Core Values (Respect, Responsibility, Kindness, Curiosity, Perseverance, and Integrity).

The above, major situations, require a formal meeting with parent(s)/guardian(s) and the relevant faculty member(s) and administration.

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

Depending on the circumstances, the disciplinary response from Seacrest may result in the student:

- Meeting with a Disciplinary Committee of appropriate faculty, administrators and advisors, usually resulting in a student's loss of free time or penalty of time after school.
- Grade and course credit penalties (if offense is academic in nature)
- Additional community service hours being assigned
- Restitution (pay for the full cost to replace any damaged/lost school property)
- In-school suspension
- Out-of-school suspension (may be noted on student’s official school transcript)
- Non-renewal of school contract
- Dismissal from Seacrest Country Day School

## **DISCIPLINARY DAY OF REFLECTION**

Under some circumstances, students who have violated a major school rule may be asked to serve a Disciplinary Day of Reflection (either on or off campus). It is a serious response to student behavior, and as the name suggests, the purpose is for the student to reflect upon the decision-making and behaviors that led to the violation. In addition, the student will be permitted to work on any academic assignments during the day, but will not be allowed to attend classes or participate in extracurricular activities during this time period. The same is true if the Disciplinary Day of Reflection is spent off campus and the student is supervised at home by a parent/guardian.

## **PROBATION, SUSPENSION, DISMISSAL**

Students are expected to act with integrity in all academic and personal matters. Seacrest Country Day School complies with NACAC’s Code of Ethics and Professional Practices. Students are responsible for reporting disciplinary violations, including suspensions and expulsions, under the guidance of the Director of College Counseling.

## HEALTH & MEDICAL POLICIES

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 with the student's teacher, and the division head. This will eliminate any confusion regarding your child's care. We encourage you to view [Nurse Rae's Corner online](#) for Health & Medical Policies at Seacrest Country Day School.

Parents are encouraged to administer their child(ren)'s medications at times outside of school hours. If, however, there is an exceptional reason for administering medication at school, the school nurse will do so. If the school nurse is not on campus at the time medication is needed, the authorized office personnel will administer.

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.

If a child should become ill during school, parents will be called. If your information in Alma is not current, we will not be able to contact you, so please ensure that all of your personal information is always updated and current.

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** or email at [ryoung@seacrest.org](mailto:ryoung@seacrest.org)

## ILLNESS

### **If your child wakes up sick on a school day:**

- Please call the school prior to 8:15 a.m. 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, Covid 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.

## **MEDICAL LEAVE**

Seacrest Country Day School strives to provide the fullest possible support to its students and families.

It is possible that a student might encounter a medical issue that is physical and/or emotional in nature that interferes with his or her ability to function in the school setting. When such a situation arises, the student's family or the school administration may initiate a medical leave for the student. Given the unique nature of prolonged illness or injury, the school will discuss and coordinate the conditions of the leave with each family individually.

Seacrest reserves the right to determine the legitimacy of the issue after consultation with the health professionals involved and the appropriate school officials. The Head of School will approve both the student's leave and return to school.

In all cases, Seacrest reserves the right to determine whether a student can be supported in returning to our school from a medical leave. In addition, a note from a medical professional clearing the student to return to school activity is required.

## **IMMUNIZATIONS**

The state of Florida requires all students entering a Florida school to have a fully-completed Florida Certificate of Immunization (Form DH 680) at time of registration. Seacrest does not have the blank immunization form. This form must be obtained through a Florida healthcare provider or the Collier County Health Department. It is mandatory that all out-of-state immunization records or immunization records from another country be transferred onto the FL DH 680 Form by a healthcare provider licensed to practice in the state of Florida.

The Collier County Health Department provides this service free-of-charge, by appointment only at the Naples Clinic: Government Complex, Bldg H, 3339 East Tamiami Trail, Naples. Call 239-252-8595 or 239-252-6264 to schedule an appointment.

Florida State Law requires that all kindergarten students must have received the second Measles, Mumps, Rubella (MMR) and Chickenpox (Varicella) vaccination prior to the start of kindergarten. Seventh grade students must receive the Tetanus, diphtheria, and pertussis (Tdap) booster before the start of seventh grade. [You may refer to the Florida School Requirements form for additional immunization requirements.](#)

## EXPOSURE NOTICE

If a student is diagnosed with one of a number of contagious diseases, an “Exposure Notice” will be sent via email to all relevant school parents, noting the condition and the grade in which it was found. The diseases include, but are not limited to, the following: Chicken Pox, Hand, Foot and Mouth Disease, Impetigo, Head Lice, Ringworm, Scabies, Pink Eye, Scarlet Fever, Strep Throat, Influenza, and COVID. Notice of other conditions may also be sent out, if necessary.

If lice or nits are discovered on any student, the parents will be contacted to pick up the child. The student should be treated before they return to school. If the student is treated at home, he/she will be re-checked in the office before returning to class. If a professional treats them, students must bring in a certificate of treatment when returning to school.

## PHYSICAL EXAMINATION REQUIREMENTS

At the time of enrollment, students entering a Florida school for the first time must provide a record of a physical examination completed within the past 12 months. Although not required, it is recommended that Florida School Entry Exam form DOH 3040 be completed to fulfill this requirement. For students transferring to a Florida school, a comparable form from another state is acceptable if it has been completed within the prior 12 months.

The physical examination must be completed and signed by a healthcare provider licensed to practice in the United States. Physical examination may be obtained from your physician, health care provider or a walk-in-clinic.

## SPORTS PHYSICAL REQUIREMENTS

In accordance with the rules of the Florida High School Athletic Association (FHSAA), the student athlete “must undergo a pre-participation physical evaluation and be certified as being physically fit for participation in interscholastic athletics ([Form EL2](#)). The physical is valid for 365 calendar days from the date that it was administered after which time the student must successfully undergo another physical evaluation to continue his/her participation. Parents and students must also submit a [completed EL3 Consent and Release from Liability Certificate](#) (4 pages). (FHSAA Bylaw 9.7)

## FOOD 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 does not declare itself a nut/peanut-free school. The school does make reasonable accommodations in an effort to keep all our children safe. At the parent’s or guardian’s annual written request, accommodations can be offered. Please contact the respective Division Head or school nurse to discuss these options.

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

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 over-the-counter and vitamins) with them and may not self-medicate under any circumstances. In addition, 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.

## INJURY

### **If your child sustains an injury outside of school:**

Please contact the school nurse regarding injuries that require medical treatment during the school day. Medical treatment required once the student returns to school may include ice and elevation, medication, bandage change, use of crutches, or the use of a wheelchair.

### **Concussion/Head Trauma**

According to information provided by the CDC, a concussion is described as a “type of traumatic brain injury that changes the way the brain normally works.” Signs and symptoms of a concussion do not always appear immediately following a bump, blow, or jolt to the head. It may be days or weeks before signs and symptoms appear. If a student/athlete reports one or more symptoms of a concussion, the parent/guardian will be notified and an evaluation performed by a health care provider will be required before the student/athlete will be allowed to return to school/sports.

### **Wheelchair use**

- Students with a sprained or broken leg/foot/ankle who have been issued crutches by a healthcare provider often find it difficult to get around campus.
- A wheelchair is available for student use at a parent’s request.
- Please communicate your child’s needs to the nurse. Elevator use
- Students requiring the use of the elevator to get to a classroom must be issued a pass from the school nurse.
- A parent/guardian should communicate their child’s specific needs to the school nurse.
- Use of the elevator is limited to the student and one buddy or adult.
- Students are never allowed to ride the elevator alone.

## 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.

## AED

Cardiopulmonary Resuscitation/Automated External Defibrillator

Many staff and faculty members are certified in CPR and AED usage. The school nurse, all P.E. teachers and athletic coaches are required to be CPR certified.

Seacrest School has six AEDs on campus:

1. Health Clinic (outside - mounted on wall in cabinet)
2. Stingray Center (across from the athletic office)

3. Softball and soccer fields (located in softball visitor's dugout)
4. Baseball field house
5. Upper School Common Area
6. Lobby of Upper School Gymnasium/Science Center

Each AED is encased in a red storage case. A separate bag with gloves, a disposable shaving razor and CPR mask is located on the shelf with the AED.

In the event of a medical emergency:

- Remain calm
- Assess the situation (victim conscious/unconscious)
- Call for help (nurse/qualified staff member, bystander)
- Call 911 (if appropriate)
- Send bystander for AED

## HEALTH RECORDS AND FORMS

Seacrest Country Day School utilizes Magnus Health SMR (Student Medical Records), a web based system that allows you to have continuous access to your child's health records as well as the ability to make updates when needed. In addition to health records, Magnus stores and maintains required school forms and documents such as emergency contact information, the Parent/Student Handbook, the Acceptable Use Policy and many other documents. Magnus must be completed prior to the first day of school and must be updated every year. You may access Magnus via the Seacrest Parent Portal. Click on Magnus, there is a short tutorial you may watch and then open the page. This will take you directly to your child's account. You will notice there are a number of requirements to be completed. Some are as simple as "yes/no" with an electronic signature. However, some requirements will take longer to complete. Initially it may take you 15-20 minutes to complete all of the required health and contact information, but in future years the process will be greatly streamlined. Please contact our school nurse, Rae Young [ryoung@seacrest.org](mailto:ryoung@seacrest.org), if you have questions or need assistance completing Magnus.

# EXTRACURRICULAR ACTIVITIES

## 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 Aftercare, the Seacrest Enrichment Activities (SEA), or tutoring. The athletic department will notify front office staff of rosters and changes to schedules. Please see arrival and dismissal procedures regarding Aftercare.

### Lower School & Middle School Aftercare: Preschool-Grade 8

Aftercare provides supervision daily until 5:30 P.M. There is a fee for Aftercare supervision. In the event a child is not picked up by 5:30 P.M. a staff member will contact someone listed on the child's Alma Health emergency contact list.

Middle School students in the 6<sup>th</sup> through 8<sup>th</sup> grades who are dismissed at 3:20 P.M. and do not have an athletic or extracurricular commitment are required to report to the STEAM Center West Lab by 3:30 P.M. for a supervised study hall. At 4:30 P.M., the middle school students remaining on campus will be supervised by the Lower School Aftercare program.

When unforeseen circumstances arise during the day, email the child's teacher or advisor and/or if later in the day, call the office to arrange for your student to stay in Aftercare.

**There is no Aftercare on Early Dismissal Days.**

### 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.

### Tutoring

Teachers are required to provide a list of after-school, on campus tutoring commitments to their Division Heads. Student pick up after tutoring must go through the front office and be accompanied by the tutor.

The school's core values and Code of Conduct are expected to be observed during after-school activities.

## **STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS**

Student activities at Seacrest Country Day School that are outside the athletic, arts, and academic programs are organized into clubs and organizations that carry out projects of interest to their members.

Meeting times will be established during the school year. The Student Government grants charters to any student groups that can demonstrate sufficient interest in the formation of a club, that can articulate a reasonably serious purpose for existence, and that can secure a faculty advisor who will participate in club activities. The Student Government monitors activities of the clubs with quarterly reports filed by the club and signed by the faculty advisor. The Division Head reserves the right to revoke the charter of any club that does not comply with the expectations and guidelines set forth.

## **FIELD TRIPS**

At Seacrest, field trips are an integral part of the school curriculum, and students should participate. Students will be permitted to go on school-sponsored trips only after their parents/guardians have signed the written permission slip supplied by the school.

A student who does not have the necessary permission forms signed will be initially retained in school (and possibly sent home with a parent/guardian) and forfeit any money paid for the trip. A parent/guardian granting verbal permission via telephone is not acceptable, nor are hand written notes from a parent/guardian.

## **BEHAVIORAL EXPECTATIONS OFF-CAMPUS & SCHOOL SPONSORED EVENTS**

We expect all students to be positive, well-behaved representatives of Seacrest. During school sponsored or related events, and when representing Seacrest in any way, students are expected to model the Seacrest core values. Infractions will be reported immediately to administrators and disciplinary responses will be decided and delivered upon return to campus.

Field trips will be scheduled and noted on the monthly school 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 and dress code);
- 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 aquatic and beach field trips, girls are required to wear one-piece bathing suits with a rash guard T-shirt over their swimsuit. Boys are required to wear a rash guard T-shirt with their swimsuit.

## ATHLETICS

[View the Seacrest Country Day School Athletic Department Manual](#)

# SEACREST COUNTRY DAY SCHOOL SONG

## BE THE BEST

**SLOW & GENTLE** A Verse 1

**LEIGHTS SHIMMER** YOU CAN SEE THE DEEP BLUE S - DEEP IN A  
 SHE HAD OUT OF DREAMS YOU CAN CLIMB TO THE TOP OF THE MOUNTAIN - TAIN NO MIST-SEE HOW NEAR IT SEEMS YOU CAN  
 WRITE A SONG SO BEAD - TI-FUL FOR EYE-TO-SEE TO SING JUST USE YOUR I - MI-SI-NA - TION  
 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  
 WA - VE - AL SHORE - MAY, IF YOU BE THE BEST THAT YOU CAN BE THE BEST THAT YOU CAN  
 BE. YOU CAN MAKE A DIFF - FERENCE IF YOU  
 DON'T BE-LIEVE YOU CAN, AND YOU GET A GOOD EX - AM - PLE FOR EYE-TO-SEE MAN, CHILD AND MAN, YOU CAN  
 HOLD TO SAVED ONE PLAN - NET SAVED THE LAMBEN, SAVED THE TOWER - YOU'RE A PRO-GAM STEWARD AND LE - VING FULL OF  
 HOPE - SI - BI LI - TIES IF YOU ONLY BE THE BEST THAT YOU CAN BE,  
 SHINE YOUR LIGHT FOR THE WORLD TO SEE, OH SEA CREST IS A  
 WA - VE - AL SHORE - KEY, JUST BE THE BEST THAT YOU CAN BE THE BEST - THAT YOU  
 BE THE BEST THAT YOU CAN BE

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