

Parent Handbook

2018-2019



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SCHOOL VISION AND MISSION

We have high expectations for all students and strive to prepare them to meet all academic challenges. Our school aims to develop literate, articulate, and socially responsible young citizens. We hold high educational standards with academic success for all students. Our staff provides a supportive environment, which encourages students to develop into young learning leaders. Our school community works collaboratively so that we may create an academically challenging environment. In concert, we continue as a community of lifelong learners.

The SEEALL Academy is dedicated to creating a nurturing environment where both the home and the school collaboratively strive for excellence and high achievement for all children. We set our expectations using a standards-based integrated curriculum.

THE SEEALL PHILOSOPHY

The philosophy of Students Educationally Enriched As Learning Leaders (SEEALL) is that all students are active learners and participants in the educational process. Leadership qualities are promoted and shaped through cooperative and collaborative learning, individual and group presentations, public speaking, and ongoing autonomy in all curriculum areas, including the Arts and Technology.

ARRIVAL PROCEDURES

School Hours:

Monday through Friday 8:10 AM to 2:30 PM

Students will be allowed into the school building no earlier than 7:40 AM.

Office Hours:

Monday through Friday 8:10 AM to 3:30 PM

BREAKFAST

Kindergarten through Grade 8:

Breakfast will be served at 7:40 AM in the dining hall and is free for all students. Students should leave the dining hall prior to 8:00 AM to arrive at their designated line-up on time. It is the **responsibility** of all students who attend breakfast to arrive on time, clear their table, and exit promptly when breakfast ends.

Pre-Kindergarten:

Breakfast will be served upon arrival in the Pre-Kindergarten classroom and is free for all students.

LINE-UP PROCEDURES

Pre-Kindergarten:

Parents/guardian of Pre-Kindergarten students bring their child to the 57th street entrance. They will be greeted by staff members who will escort them to line-up in the auditorium, starting at 8:00 AM.

Kindergarten through Grade Five:

Upon arrival, students in the elementary school will enter through the main entrance, pass through the dining hall and assemble in the schoolyard at their designated area. During inclement weather, students in kindergarten through grade four will assemble in the auditorium and students in grades five and six will assemble in the third floor gymnasium.

Grades Six through Eight:

Middle school students will enter through the main entrance, pass through the dining hall and assemble in the schoolyard at their designated area. During inclement weather, students in grades five through six will assemble in the third floor gymnasium and students in grades seven and eight will assemble in the dining hall (7th & 8th grade students may access their lockers at 7:55 AM and may proceed to homeroom at 8:00 AM).

DISMISSAL

Pre-Kindergarten through Grade Five: Students are dismissed at 2:30 PM in the schoolyard by their classroom teacher. (K-2 in the “well” area, 3-5 through the auditorium exit). Please arrive early for dismissal pickup. In the event that a parent/guardian is late, school safety personnel will direct parents/guardian to the family room.

Grades Six through Eight: Sixth grade students are dismissed at 2:30 PM into the schoolyard through the dining hall exit, while seventh and eighth grade students exit at 2:30 PM through the 56th street doors.

BUS STUDENTS: Children are picked up from their classrooms and brought to the auditorium or dining hall. They will be arranged by bus group and escorted directly to their bus by school staff members.

Please be on time to meet the bus at your child’s bus stop. Attempt to meet other parents/caregivers/guardians at your child’s stop and exchange contact information. If no one is at the stop for pick-up, the child will remain on the bus until the driver can return the child to school. If school personnel are no longer at the school, the driver will take the child to the 66th Police Precinct located on the corner of 59th Street and 16th Avenue.

If your child is not going to ride the bus on a particular day, a note must be sent into school requesting that your child not ride the school bus on that day. Verbal communication requesting this **will not** be accepted. Only **written communication** will be accepted.

EARLY DISMISSAL: A written request from the parent/guardian **must** be sent to the classroom/homeroom teacher to ensure adequate notice and preparation for dismissal. A parent or guardian must be present for the release of his/her child from the school by signing them out in the main office. Have your child’s official class number/homeroom so he/she can be easily located. **IN CASE OF AN EMERGENCY OR IF A CHILD IS SICK, STUDENTS WILL ONLY BE RELEASED TO A PERSON OF LEGAL AGE WHO IS LISTED ON THE EMERGENCY BLUE CARD AND PRESENTS PROPER IDENTIFICATION. A STUDENT CANNOT BE PICKED UP FOR EARLY DISMISSAL BY ANYONE OTHER THAN THE PARENT/GUARDIAN UNLESS IT IS AN EMERGENCY OR IF THE CHILD IS SICK.**

If a student of the SEEALL Academy is attending a sibling’s Kindergarten Stepping Up or a 5th Grade Moving Up ceremony and will not be returning to class at the conclusion of the ceremony it is extremely important that the parent/guardian sign each child out in the main office.

LATENESS

Lateness to class has a negative impact on the educational process. Students who arrive late lose valuable instructional time and interrupt meaningful classroom instruction. Please plan to arrive early.

When a student is late, an automatic phone call will be generated to the telephone number on file alerting the parent/guardian of this lateness. Any student who arrives late due to the school bus will be marked as an excused late.

If a student is late, the parent/guardian must provide a note explaining the reason. Excessive lateness without a legitimate reason can be grounds for disciplinary action. Excused lateness requires official documentation from a court office, MTA office, or other official documentation.

Pre-Kindergarten through Grade Five: Elementary students who arrive after 8:10 AM must enter through the main entrance, sign in, and receive a late pass. They will proceed directly to their class, and submit the late pass to the classroom teacher. Students who arrive to school after 8:10 AM will be marked late. Students who arrive to class/lineup after 8:10 AM will also be marked late.

Grades Six through Eight: Students who arrive after 8:10 AM must enter through the main entrance. They must sign in and receive a late pass. They will give the pass to their teacher to be attached to the section sheet. The student must notify their homeroom teacher that a late pass was issued and submitted to the department teacher. Students who arrive to school after 8:10 AM will be marked late. Students who arrive to homeroom after 8:10 AM will also be marked late.

ABSENCES

When a student is absent, parents/guardians are required to contact the school by 8:00 AM. Please report your child's absence to the attendance office at 718-851-8070 ext. 5. Absent notes are required in addition to the phone call. **All absence notes must be submitted to the classroom/homeroom teacher on the day that the student returns to school.**

In order to maintain progress with classwork and assignments, all students are asked to consult their teacher's website or to contact a classmate in the event of an absence. It is the student's responsibility to complete missed assignments during their absence to the best of their ability. It is the student's responsibility to ask what was missed and what make up work is required.

When a student is absent, a phone call will automatically generate to the telephone number on file, alerting the parent/guardian of this absence.

Doctor or dental appointments should be scheduled for after school or on weekends. The tentative yearly calendar can be found at www.schools.nyc.gov to ensure that appointments and vacations are not scheduled for days when school is in session.

VISITOR PROCEDURES

Visitors must enter and exit the building through the main entrance. All visitors must sign in and out with school safety personnel. Proper photo identification is required. Visitors will not be allowed into the building without the proper identification. No child/children will be released to a person not listed on the blue Emergency Contact Card.

Visitors are issued a pass, which must be visible at all times.

At no time should a student open an exit door to admit an individual or group.

Unauthorized outsiders are subject to legal action. Staff and students are expected to immediately report the presence of unauthorized persons who are seen in the building.

Visitors to the building are not permitted to walk freely throughout the building. They are to be escorted by applicable staff members.

When exiting the building, visitors must return their visitor's pass to the school safety desk.

WELCOME PACKET - BEGINNING OF THE YEAR FORMS

It is important that each year parents/guardian complete, sign, and return the following documents:

- Three Blue Emergency Contact Cards
- Dismissal Pick up Form
- Lunch Form (Completed and signed form is mandatory unless online application was completed)
- Signed Media Release Form
- NYC Discipline Code and Behavioral Contract (Signed by student and parent/guardian)
- Internet User Form

EMERGENCY CONTACT CARDS (BLUE CARDS)

Each student must have an emergency contact card on file in the main office. You will receive three blue cards in the welcome packet at the beginning of the year. Parents or guardians must complete, sign, and return the three blue cards to the classroom/homeroom teacher immediately.

The information on the card must always be accurate and current. If you change your address or phone number please notify the school that you will need to complete new ones. This is especially important for the middle school and high school application process.

YOUR CHILD WILL ONLY BE RELEASED TO PARENTS/GUARDIANS (OR OTHERS LISTED ON THE BLUE CARD IN THE EVENT OF AN EMERGENCY OR SICKNESS) THAT HAVE THE PROPER IDENTIFICATION.

EMERGENCY DRILLS

Evacuation drills (i.e., fire drills), lockdown drills and shelter in drills will be conducted throughout the year. All students and teachers must be familiar with the school's emergency procedures. Printed copies of these procedures are posted in every classroom.

LUNCH FORMS

We encourage all parents or guardians to complete the lunch application online at nyc.applyforlunch.com. Alternatively, students will receive a lunch form in September from the classroom/homeroom teacher. Parents or guardians are required to complete the form and return it to school in a timely manner. Once the application is received, it is forwarded to SchoolFood Services for processing. The SEEALL Academy does not **retain any information provided on the application**. Although all students receive free lunch, a lunch form must be completed for each family, even if the student brings lunch from home. The lunch forms determine the school's eligibility for Title I funding.

LUNCHES AND DINING HALL

Neither food nor beverages are to be taken from the dining hall. Students are expected to act in a responsible manner while using the dining hall. To ensure neatness, all students are expected to clean papers and food from the table area used. It is imperative that the dining hall and the school be kept clean. Students may be directed to assist dining hall staff in maintaining cleanliness of the dining hall and are to respond in cooperative spirit. All trash and recycling are to be deposited in the receptacles provided.

Please make sure your child has his/her lunch when coming to school. It is very disruptive to the learning process to call children out of classrooms to come to the office to pick up their lunches. Please clearly label your child's lunchbox with his/her name and grade. **GLASS BOTTLES ARE NOT PERMITTED.**

Parents/guardian are not permitted to bring special lunches (Burger King, McDonalds, etc.) to their children at lunchtime.

Students in grades six through eight are expected to know their lunch PIN cards daily.

BIRTHDAY PARTIES

Birthday parties in grades Pre-Kindergarten through grade five must be requested for approval in writing and await approval. The teacher will then discuss with the parent/guardian the details for the party that complies with Chancellor's Regulations. **Parents/guardian may not send in favors or goodie bags.**

MESSAGES FOR STUDENTS

Except for EMERGENCIES or alternate dismissal plans, the school will not excuse students from class to receive or make phone calls. Please do not ask us to relay a message during classes to a student, unless it is an emergency or if it pertains to an alternate dismissal plan.

MONEY

Money that is brought to school for a specific purpose (class trip, bake sales, etc.) must be put into an envelope with the child's name and class on it. If a student does bring money to the school, the money should be personally kept and not left in the schoolbag, coat pocket, lunch box, or desk. The school is not responsible for lost money.

MEDICATIONS

A Medication Administration Form (504) is required for any student who needs any medication during the school day. The completed form must be submitted directly to the school nurse. The medication is to be brought to the school nurse and kept there. A written statement from the parent/guardian requesting administration of the medication in school as ordered by the licensed prescriber is also required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- Student name
- Name and phone number of the pharmacy
- Licensed prescriber name
- Date and number of refills
- Name of the medication and dosage
- Frequency of administration

CHILD ABUSE LAWS:

Under NYS law, school personnel are legally mandated to report suspected cases of child abuse or neglect to the New York State Central Register (SCR) of Child Abuse and Maltreatment.

CHILD CUSTODY:

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the school a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.
- Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent and verbal communication from the main office to that custodial parent confirming this request.

CUTTING CLASS/TRUANCY

If a student cuts class or is a truant, his/her parents/guardian will be notified and must come to school to meet with a dean. The student will be given consequences pursuant to the NYCDOE Discipline Code.

DISCIPLINE CODE

The Citywide Standards of Intervention and Discipline Measures (the Discipline Code) provides a description of unacceptable behavior, called infractions. It is the responsibility of parents/guardian and students to read the Discipline Code.

The Discipline Code can be found online at:

<https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

BULLYING

Bullying is unacceptable and will not be tolerated in The SEEALL Academy.

All reported incidents will be immediately investigated to determine the scope and severity of the behavior, identify the violator(s), evaluate the harm to the victim(s), and determine the disciplinary and corrective action. Making fun and calling others names based on physical attributes, looks, race, religion, or physical and mental abilities is bullying and will not be tolerated. This includes cyber bullying. Cyber bullying is any harassment that occurs via the Internet, social media, texts or cell phone. Vicious posts and name calling, posting fake profiles on web sites, and mean or cruel email messages or texts messages are all ways of cyber bullying. As a school community, we seek the highest consequence allowed by the DOE for a first time bullying infraction.

LOCKS AND LOCKERS

The Middle School Assistant Principal will assign students in grades seven and eight a locker. These are not to be changed without permission. Students will be required to bring in their own lock.

All students are reminded to be extremely security conscious. All students should make sure the door of their locker is locked. Students should never leave valuables anywhere in the school unattended. While the school assumes no liability for articles left in the school or missing from lockers and classrooms, any missing articles should be reported to a dean as soon as possible. We strongly urge all students to leave jewelry at home and only carry the cash necessary to get them through the day.

Since all lockers are the property of The SEEALL Academy, the school safety officers have the right to inspect school lockers if there is reasonable suspicion or probable cause of a crime.

Students are to keep their lockers in good order. They are not to deface or alter their lockers in any way. If a locker does not operate correctly, this matter should be reported to a dean so repairs can be made as soon as possible.

Students may only access their lockers before AM homeroom, at lunchtime, and after PM homeroom.

PARENT TEACHER ASSOCIATION

Parental involvement plays a crucial role in your child's education. Parents/guardian are strongly encouraged to join the PTA and volunteer in as many events as possible. A suggested contribution of \$10 is requested to support school events.

The 2018-2019 PTA Executive Board consists of the following:

President	Arlene Graziano
Vice President	Sebahat Sandy Selmani
Treasurer	Eddie Morales
Corresponding Secretary	Gracie Morales
Financial Secretary	Shabra Sultana
Recording Secretary	Fahima Akhter

PTA MEETINGS

September 17, 2018	5:00 PM
<i>Welcome Breakfast</i>	
<i>September 21, 2018</i>	<i>9:00 AM</i>
October 9, 2018	7:00 PM
November 13, 2018	7:00 PM
December 11, 2018	7:00 PM
January 15, 2019	7:00 PM
February 6, 2019	7:00 PM
March 12, 2019	7:00 PM
April 9, 2019	7:00 PM
May 16, 2019	6:30 PM
June 12, 2019	7:00 PM

LOST AND FOUND

Found articles should be turned in to the Parent Coordinator's office. For easy identification, all books, lunch boxes and personal articles (including cases for eyeglasses) should have the student's name and homeroom written on them. Lost articles should be reported to Ms. Ferguson in the Parent Coordinator's Office. The SEEALL Academy assumes no responsibility or liability for lost or stolen property.

COMMUNICATION

As your child's first teacher, you are our partner in education. Therefore, regular communication is essential. Scheduled parent conferences allow teachers and parents/guardian to discuss student achievement and develop a plan to assist students in areas of difficulty. A parent/guardian may request a meeting with a teacher at any time by sending a note to the teacher and in turn, the teacher will arrange a meeting that is a mutually convenient time. Please note that teachers have time built into their schedules on Tuesday's between 2:30pm and 3:10pm for parent communication.

PARENT-TEACHER CONFERENCE DATES – ALL GRADES

September 17, 2018	Evening: Curriculum Conferences
November 15, 2018	Afternoon & Evening
March 26, 2019	Afternoon & Evening
May 16, 2019	Evening: Family Interactive Night

REPORT CARDS

Report cards are issued three times a year for elementary school students and four times a year for middle school students.

DRESS CODE POLICY Kindergarten through Grade Eight:

The following guidelines shall apply to attendance at school and all school activities and events:

Shirts: *September, May & June:* Students must wear the official SEEALL Academy polo shirt (long or short sleeve) or plain, solid color polo shirt with NO visible writing or pictures.

October-End of April: Students must wear a plain, solid color button down shirt daily with a tie of any color and style.

Slacks: Students must wear plain, solid color uniform style slacks.

Shorts: Students may wear plain, solid color black, navy, or khaki walking shorts (knee-length) or capris style pants during September, May and June.

Skirts: Students may wear plain, solid color skirts. NO skirt may be higher than an inch above the knee

Sweater: Solid color sweaters may be worn over dress code shirts.

Physical Education Days: SEEALL Academy or plain, solid color sweatshirts, t-shirts and dark, solid athletic pants may be worn on PE days.

Dress Down: This is the only day students are permitted to wear jeans. Jeans may not have writing or be torn.

Spirit Days: These are the ONLY days where pajamas and other type costume clothing are allowed at school or school events.

** Clothes shall conceal undergarments at all times. See-through fabrics, sheer, fishnet fabrics (clothing with holes or torn), halter tops, off the shoulder tops, low cut tops, and bare midriffs are not allowed. **

Violations to Dress Code will Result in:

1st Violation:

- 1) Student changes clothes (loaner clothes will be provided if necessary)
- 2) Documented in School Dress Code Violation Log

2nd Violation:

- 1) Student changes clothes (loaner clothes will be provided if necessary)
- 2) Documented in School Dress Code Violation Log
- 3) Parent will be called and notified

3rd Violation:

- 1) Student changes clothes (loaner clothes will be provided if necessary)
- 2) Documented in School Dress Code Violation Log
- 3) Parent will be called and notified
- 4) Parent will be asked to come in for a meeting with a dean and the student

BUS SERVICE

General Education:

The Office of Pupil Transportation (OPT) of the City of New York provides bus service. OPT can be reached at the following number: 718-392-8855 between 5:30am-7:30pm or you can visit their website at optnyc.org. Any eligible student may ride the school bus. Students may only ride the bus to which they have been assigned. **MISBEHAVIOR ON THE BUS WILL NOT BE TOLERATED.** Any misbehavior received by write up from the bus driver and/or bus matron can be considered grounds for suspension from bus service. A MetroCard is issued to students who have met the distance and destination requirements. Please forward all inquiries to Ms. Esposito, the bus coordinator in Room 200. **If your child is not going to ride the bus on a particular day, a note must be sent to the classroom/homeroom teacher.** Verbal communication will not be accepted and your child will be placed on the school bus unless a written note is received by the teacher.

Special Education:

If your child has an IEP with special education bussing, a letter will be mailed to you from the Office of Pupil Transportation (OPT) with pertinent bus information prior to the first day of school. Please call OPT directly to confirm morning pickup and afternoon drop off. OPT can be reached at the following number: 718-392-8855. Students may only ride the bus to which they have been assigned. **MISBEHAVIOR ON THE BUS WILL NOT BE TOLERATED.** Any misbehavior received by write up from the bus driver and/or bus matron can be considered grounds for suspension from bus service. Please forward all inquiries to Ms. Ramos in Room 200. **If your child is not going to ride the bus on a particular day, a note must be sent to the classroom/homeroom teacher.** Verbal communication will not be accepted and your child will be placed on the school bus unless a written note is received by the teacher.

BOOKS

Textbooks issued to students are for use during the school year and must be returned at the end of the year and collected by the teacher. Teachers will record the number of the textbook to ensure accountability. Books are to be covered and handled with care. Students will be responsible for restitution of lost, unreturned, and damaged books.

SPECIAL EDUCATION

The Department of Education is improving the service of students with disabilities. Students with disabilities are placed in the least restrictive environment to ensure access to the general education curriculum.

More information can be found at
<https://www.schools.nyc.gov/special-education>

GUIDANCE DEPARTMENT

The aim of the Guidance Department is to assist the students in their personal, academic, social and vocational development. The guidance program provides systematic aid through the direction of the counselors by means of group classes, interviews, counseling sessions, and testing tools. If parents/guardian desire to speak with a counselor, they may arrange a meeting by contacting the school.

The guidance personnel work in conjunction with the classroom teachers. The Guidance office is open to all students and offers a variety of educational and vocational guidance to those who seek advice and counseling. Individual interviews enable students to discuss with the Guidance Counselor whatever will promote attitudes and habits, which will assist them in making choices and adjustments productive of personal satisfaction and effectiveness.

WORKING PAPERS

Applications for working papers may be obtained in the Guidance Office. In order to file papers it is required to present a birth certificate, a signed application form, and a doctor's medical note.

CLASSROOM PROCEDURES

Students are responsible for working immediately upon entering class. Students need to be clearly aware of expectations. Middle school teachers will have a "do now" or "warm up" activity for students to begin as soon as they are seated.

Notebooks are required to have the proper heading:

The SEEALL Academy
Class

Name (First and Last)
Date

Elementary school students should use pencil for classwork and homework, and pen when directed.

Middle school students should use black ink for all classwork and homework with the exception of mathematics.

Teachers may have different procedures or methods for listing homework assignments, collecting work, or distributing books. It is your child's responsibility to know these procedures and follow them.

HOMEWORK

Homework will be assigned daily. It is the responsibility of each individual student to record homework assignments as dictated by the teacher and/or posted on the board. If a student is absent, he/she must determine which assignments were missed and then complete them. Students can speak with the guidance department for suggestions on arranging a time management schedule for after school work and extracurricular activities. Parents/guardian should actively monitor their child's homework to ensure it is brought home and completed daily.

CURSIVE WRITING

Cursive handwriting will be taught mid-year in grade two and is required for grades three through eight.

PASTING NOTEBOOK PROCEDURES (KINDERGARTEN THROUGH FIFTH GRADE)

The pasting book contains most of the daily homework assignments and important school memos

- The pasting book is to be brought home, and then brought back to school every day.
- Please ask your child to see the book every night.
- All completed worksheets are to be pasted into the pasting book. Completed homework worksheets should be pasted into the pasting book, upon completion, at home.
- Students will not be writing in the pasting book. The pasting book is for pasting (gluing) only.
- Parents/guardian are asked to sign all homework assignments.
- When the homework is written by the teacher on the pages of the pasting book, the children are asked to find pictures (in magazines or newspapers) which are related to the assignment, and cut and paste (glue) the pictures onto the page.
- Important documents to be reviewed and signed by the parent/guardian will be found in the envelope at the back of the pasting book. Please check this envelope daily.

ELEMENTARY SCHOOL GRADING POLICY

Report Cards

Students will receive report cards three times in the school year. Report cards will be issued at the end of each marking period as follows:

Marking Period 1	November 2018
Marking Period 2	March 2019
Marking Period 3	June 2019

In Grades 3 through 5, the final report card will also include an average (arithmetic mean) of all three marking periods for each major subject.

Progress Reports

Parents will receive notification regarding midway checkpoints for the second and third marking period.

Ongoing Feedback

Teachers in Grades 1 through 5 utilize Skedula, an online gradebook. Parents have access to Skedula and may access it at any time to view their child's scores on various assignments. Login information will be sent home in September 2018.

Report Card Grades

Students in **Kindergarten through Grade 2** will receive level grades (4, 3, 2, 1) and students in **Grades 3 – 5** will receive percentages (55% - 100%) for the following subjects:

- English Language Arts Overall
- Reading
- Writing
- Mathematics
- Science
- Social Studies
- Listening and Speaking (K – 2)
- English as a Second Language (if applicable)
- Academic Intervention Services (if applicable)

Students in **Kindergarten through Grade 5** will receive letter grades (E±, E, G±, G, S±, S, N±, N, U) for the following subjects:

- Physical Education
- Music
- Visual Art

Calculation

Classroom exams account for 45% of the overall grade.

Participation and classwork accounts for 30% of the overall grade.

Homework and projects account for 25% of the overall grade.

Conversions

Level 4: 92% -100%	E+	98%	G	85%	S-	73%
Level 3: 80% - 91%	E	95%	G-	83%	N+	68%
Level 2: 65% - 79%	E-	93%	S+	78%	N	65%
Level 1: Below 65%	G+	88%	S	75%	N-	60%
					U	55%

MIDDLE SCHOOL GRADING POLICY

- Report Card Weighted Average is an average of MAJOR SUBJECTS (English, Math, Science, and Social Studies **at full weight**) and MINOR SUBJECTS (PE, Art, Music, Languages and Enrichments **at half weight**).
- 75% of the MARKING PERIOD AVERAGE = MAJOR ASSIGNMENTS
- 25% of the MARKING PERIOD AVERAGE = MINOR ASSIGNMENTS

Major Assignments include formal, full period assessments/tests and projects.

Minor Assignments are graded assessments, assignments, and performance tasks done in class and/or at home.

Examples include, but are not limited to: vocabulary quizzes, skills quizzes, quizzes on a homework reading, Science lab sheets, oral presentations, notebook/note checks, reading log checks, collected and graded group assignments, math skill checks, collected “free writes,” document based questions, take home quizzes, graded homework assignments, and class participation grades.

Class Performance and Participation

- Completion of classwork and participation in class activities are expected.
- Credit for classwork and participation are recorded and reflected as both **Major Assignments** and **Minor Assignments**.

Homework

- Students are expected to complete all major and minor assignments on time.
- Students are expected to record all assignments as written or dictated by their teacher in class.
- Credit for work that is required to be completed at home is recorded and reflected as both **Major Assignments** and **Minor Assignments**.
- Important components of homework are **studying** and **preparation**. Students are expected to review their notes and complete all reading assignments in preparation for upcoming tests, quizzes, projects and other connected assignments.

Late Assignments

- Students **will not** be permitted to make up assignments at the end of a marking period to raise their grade. Allowing students to do this fails to teach the valuable lesson of **responsibility**, and lacks to reinforce the skills learned in class in a timely manner.
- **Minor Assignments** must be submitted in on time. A **Minor Assignment** that is due on Monday is considered late on Tuesday, and will not receive full credit.
- **Major Assignments** turned in late will not receive full credit.
- Students with excused absences will receive full credit for assignments made up in a timely manner.

Extra Credit Assignments

- Teachers may allow students to complete **extra-credit assignments** throughout the marking period.

PLAGIARISM AND COPYING

Plagiarism and copying are forms of cheating and are prohibited by the **Discipline Code**. Cheating is unacceptable. Plagiarism is when you use someone else's words or ideas and pass them off as your own. It is not allowed in school, college, or beyond, so it is essential to learn the proper way to use resources, such as websites, books, and magazines. Plagiarism is stealing ideas. Cutting and pasting sentences, paragraphs, articles, and pages from the internet and calling one's own your work is plagiarism. If students use someone else's words they must give them credit. Your child will be taught how to do this. Copying another student's work is a form of plagiarism. Students are expected to do their own work and present their own original ideas. If it is determined that student work has been plagiarized, disciplinary action will be taken. Students may be asked to redo their work, or they may not receive credit.

In the middle school, the following consequences for plagiarism will be enforced:

1st offense

Minor assignments – 3 days growth lunch and an automatic ZERO for the assignment

Major assignments – 5 days growth lunch and 10 point deduction upon timely submission of new assignment

2nd and future offenses

Minor assignments – 5 days growth lunch and an automatic ZERO for the assignment

Major assignments – 1 day Principal's suspension and a 10 point deduction upon timely submission of new assignment

ELEMENTARY SCHOOL HONOR ROLL

Grades 1 and 2

Gold Honor Roll

Attain a "4" or "3" rating in all subject areas.

Attain a "4" rating in work habits and personal and social development areas.

Two excused absences or less (exception: doctor's note for extended absences and religious observance).

Two latenesses or less

Silver Honor Roll

Attain a "4" or "3" rating in all subject areas.

Attain a "3" rating in work habits and personal and social development areas.

Two excused absences or less (exception: doctor's note for extended absences and religious observance).

Two latenesses or less

Grades 3 through 5

Gold Honor Roll

Attain a 90 in all subject areas.

Attain an E or G rating in work habits and personal and social development areas.

Two excused absences or less (exception: doctor's note for extended absences and religious observance).

Two latenesses or less

Silver Honor Roll

Attain an 85 in all subject areas.

Attain an E, G, or S rating in work habits and personal and social development areas.

Two excused absences or less (exception: doctor's note for extended absences and religious observance).

Two latenesses or less

MIDDLE SCHOOL HONOR ROLL

Students will be honored for their grades at the end of every marking period.

Principal Honor Roll

Attain a 95% average for the marking period
90 or higher in all subjects
E or S for conduct in all subjects

Gold Honor Roll

Attain a 90% average for the marking period
85 or higher in all subjects
E or S for conduct in all subjects

Silver Honor Roll

Attain an 85% average for the marking period
80 or higher in all subjects
E or S for conduct in all subjects

For Valedictorian, Salutatorian, and the SEEALL Outstanding Graduate, exemplary attendance, punctuality, and exemplary behavior are expected.

Arista (Middle School)

Standards for Arista:

- 90% average on first three marking periods
- No individual subject grade lower than 85%
- Exemplary attendance and punctuality
- Exemplary behavior ('E's' or 'S's' for conduct and satisfactory disciplinary record)
- Service credit requirement
- Minimum of 10 hours of community service to the school or community
- 3 teacher recommendations and approval from Homeroom Teacher, Dean, and Assistant Principal

Please speak with the Guidance Department about methods of maintaining good grades and acquiring community service credits.

Archon (Middle School)

Standards for Archon:

- 75% average on first three marking periods
- No individual subject grade lower than 75%
- Exemplary attendance and punctuality
- Exemplary behavior ('E's' or 'S's' for conduct and satisfactory disciplinary record)
- Service credit requirement (6th – 5 points, 7th – 10 points, 8th – 15 points)
- 3 teacher recommendations and approval from Homeroom Teacher, Dean, and Assistant Principal

Please speak with the Guidance Department about methods of maintaining good grades and acquiring community service credits.

If a student would like to participate in both Arista and Archon, they must apply to each society separately.

MIDTERM AND FINAL EXAMINATIONS (Grades 2 through 8)

- A **midterm examination** will be administered for Grades 2 through 8 in January.
- A **final project/examination** will be administered for Grades 2 through 8 in the final Marking Period.

SKEDULA (Grades 3 through 8)

- Skedula is an online grade book where teachers update the submission of student assignments and grades for quizzes, tests, and/ or projects.
- Students and parents/guardian may review assignments through a personalized login assigned in September.
- Parents/guardian and students may only view the work of the individual child. The grade book is strictly confidential, and the login may only access the data for the individual student.
- The Skedula login may be accessed on the school's website at www.SEEALLAcademy.com.

PHOTO/MEDIA RELEASE FORM

Parents/guardian have the right to exclude their children from videotaping, audio recording, school pictures, and other photography or participation involving printed materials or on the Internet. Parents/guardian should provide such documentation to the school office; otherwise, they must fill out the photo/media release form.

CELL PHONES AND ELECTRONICS

The SEEALL Academy, in collaboration with the School Leadership Team, has established its policies governing student use of electronic devices (cell phones, computing devices, portable music, and entertainment systems).

As stated in Chancellor's Regulation A-413, students are permitted to be in possession of cell phones, laptops, tablets, iPads, and other similar computing devices, and portable music and entertainment systems; however, it is The SEEALL Academy's policy that these devices are not permitted to be turned on or used on school property unless authorized by a SEEALL Academy staff member. This restriction is applicable on or off the school premises at all times during the school day including recess in the yard, field trips, after school programs, school fire drills or any emergency preparedness exercise.

If a student violates the school policy for cell phone use, the following protocol will be in place:

1st offense - verbal warning to turn off the phone or device and put it away.

2nd offense - phone or device is surrendered, locked in deans room, returned at the end of the day.

3rd offense - phone or device is surrendered, locked in deans room. Can only be returned to guardian after brief meeting with Administration.

If a student must contact a parent/guardian and permission from staff is granted, telephones are available in the main office. Conversely, if a parent/guardian must contact a student, they may call the main office at 718-851-8070 ext.0.

Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except as authorized by the school, or pursuant to an Individualized Education Plan or a Section 504 plan.

The SEEALL Academy assumes no responsibility for lost, damaged, or stolen electronic devices

CHROMEBOOKS

The SEEALL Academy has placed a strong emphasis on incorporating technology into instruction and has invested heavily in Chromebooks to improve teaching and student learning. Upon returning signed parental forms, students in grades 4 – 8 will receive a Chromebook within the first quarter of the school year. Middle school students will use the devices in school and out, while 4th and 5th grade students will keep their devices secure in school. Students are expected to abide by the standards of behavior for internet use and communication outlined later in this handbook.

USE OF INTERNET

Regarding Internet use, inappropriate use or a violation of any of the following standards will result in consequences in accordance with the NYCDOE Discipline Code.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the school activity.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After school/home access requires students to follow the same student expectations as stated in the Internet usage agreement and NYCDOE Discipline Code.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the continued consequences of the school's policy.

STANDARDS OF BEHAVIOR FOR INTERNET USE AND COMMUNICATION

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or in videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Proofread your message before sending.
- Never agree to get together with someone you “meet” on-line.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- If you are unsure whether your text, email, or post will offend anyone, do not send it.

We anticipate a successful and enriching educational journey in collaboration as a unified school family!