

A Sea of Learning



Handbook

General School Information

School hours:

Office Hours Monday-Friday 7:30-3:00

Drop Off 7:55-8:10

Tardy Bell 8:15

Students should be unpacked, seated, and prepared for the morning meeting to begin at 8:15 in the commons.

Students must be picked up by 2:30. Students not picked up by 2:45, parents must come inside the building to pick up.

School building closes at 3:00 (except for designated areas of after school care)

School Security

The safety and security of the students is a critical priority at ASOL. Therefore, our school building will be secured throughout the day. Parents and all visitors must use the ring doorbell and check in at the Main Reception desk (Building B) before proceeding anywhere else on campus. The school will give badges, and they must be worn at all times. If a parent is picking a student up for an early dismissal, then he/she should not go beyond the main reception area. A student will be paged for checkout. No student may be dismissed to anyone other than his/her parent or person on the approved pickup list without parental consent.

Parents are welcome to visit the school to eat lunch with their child(ren). Lunch times will be shared during parent orientation (and schedules included in Google classroom). Visitors must check in at Main Reception desk (Building B) before proceeding to the dining area.

Academic Records

By law, student records are confidential and will not be released to any person or institution without the written consent of parents/guardians. Parents may access student records when a request is made to administration.

Curriculum & Testing

A Sea of Learning curriculum meets or exceeds the NC state standards. Curriculum guides may be viewed on the school's website: www.aseaoflearning.org
Grades 3 & 5 (Math and Reading) will participate in the Iowa Test of Basic Skills standardized tests at the end of the school year. Parents will be informed of test dates in the spring, and emailed copies of the test results when available.

Attendance

Regular attendance in school is essential to a student's success! Daily hands-on experiences, teacher-directed lessons, and cooperative learning activities that are missed cannot be made up. Therefore, regular attendance is imperative to academic growth. Students are expected to attend consistently to ensure continuity in education progress.

In the event that a student misses more than 10 days, the school may require remediation for missed instruction.

In the event of planned student absences, teachers are not required to give work in advance. Students may make up work upon return to school. The number of missed days determines the amount of time to complete missed work. (ie. 2 days absent= 2 days to make up work).

Absence Due to Prolonged Illness

Teachers may provide assignments to a student who is absent due to illness. Parents should not request work from a teacher on the first day of absence. These requests should be made only if the student misses multiple days. On the second or additional day of absence, the parent may call or email admin assistant, Miss Jenn, or classroom teachers no later than noon on the day to pick up the work. Parents may pick up the work from the main reception desk (Building B) by the end of the school day. The number of missed days determines the amount of time to complete missed work.

Illness Outside School

Parents should notify the school promptly if their child(ren) contracts a communicable disease (chicken pox, mono, strep throat, etc.). Students should remain at home if there is fever, vomiting, diarrhea, or excessive coughing. Students should be fever free and/or vomiting free for 24 hours before returning to school. Note: Covid quarantines will follow up to date CDC guidelines. Special announcements regarding updates will be posted on the school website.

Immunizations

A Sea of Learning will adhere to the NC Public School Immunization requirements. All students will be required to provide proof of immunization. Medical and religious exemptions may be allowed.

Medications

If possible, medication should be administered while students are at home. Medications needed during school hours must be approved by parental consent to administer along with instructions. Medication may not remain in the child's possession, but should be submitted to the main office. As the course of medication is completed, a parent/guardian must pick up the medication bottle.

Note: A completed Medication Authorization Form must accompany all medications that need to be administered during the school day.

Dismissal From School

Any parent/guardian checking out a student during the school day must do so at the Main Reception Desk (Building B). Teachers may not release a student from class without official authorization. Parents must sign students out on the designated log page. Note: early checkouts should be kept to a minimal. Pick up changes occurring prior to 2:30 need to be arranged by noon. Students who are checked out from school prior to 11:30 AM will be marked as absent as the student will have missed more than half of a day of instruction.

Tardiness To School

Running late is very disruptive to the morning routine. Students should be unpacked and seated for the morning meeting by 8:15. A student who arrives after 8:15 must be accompanied by a parent and signed in. Families will receive written notice if their student is repeatedly tardy.

After 3 unexcused tardies, a parent/admin assistant meeting will be required.

Grade Reports

Parents are encouraged to be aware of student grades throughout each grading quarter. Report cards are issued at the end of every quarter as an indicator of the student's performance in each course. See school calendar for end of quarter and report card dates.

Classroom Field Trips

As appropriate for students in grades K-6, teachers will periodically plan optional field trip opportunities. These excursions are intended to enrich classroom learning experiences and to provide community service opportunities. The sponsoring teacher(s) will send home a description and details of the field trip.

Homework

Homework services to develop regular habits of self-directed work, responsibility, time-management, and self-discipline. Homework also serves as a reinforcement and further application of the skills and material taught within the classroom. A Sea of Learning homework policy is based on current research and best practices that allow time for students to participate in interests outside of school. An abundance of homework does not necessarily equal academic rigor. Rather, it is the quality of instruction and intellectual challenge of assignment, both in and outside of school.

Disciplinary Policies & Expectations

A Sea of Learning School sets high standards for student conduct. We aspire to establish and maintain a welcoming and safe environment for all. It is expected that student behavior demonstrates respectfulness, responsibility, integrity, and safety. Explicit classroom and schoolwide guidelines are taught and reinforced to clarify acceptable norms and to encourage the development of citizenship and self-discipline among students.

Positive behaviors are praised and reinforced. Frequent repetition of misbehaviors will call for a review of the student's conduct in a parent conference with school administration.

Electronic Device Policy

Students may use laptops, tablets, and e-readers (Kindles, Nooks, etc.) for educational purposes only. Inappropriate use will result in loss of privilege to use the device on campus.

Cell phones and smart watches should be turned off and stored in the student's backpack each morning. Electronic devices are allowed after 2:30 in the school building.

Students who disregard this policy will have their electronic device(s) taken from them and a parent must arrange a time for pickup from the main reception desk.

After School Care

A Sea of Learning offers onsite after school care. To utilize this service and for specific details, please visit our school office, or website.

Backpacks

Students may use backpacks or bags to transport books and other personal items to campus each day. During the school day, students may not carry backpacks throughout the building or leave in classrooms. Backpacks should be left in their designated area.

Birthdays

Children look forward to and enjoy celebrating birthdays at school!. Therefore, we encourage parents to send in birthday snacks/treats for lunch time. If you wish to provide treats for your child's class, please keep them simple and easy to serve. Also, please make sure to provide any needed paper supplies (ie. napkins, plates, etc.). It is also important to be mindful of any food allergies in your child's class. Please communicate your plans with the teacher and/or Admin Assistant, Miss Jenn.

Classroom Parties

Classroom activities may be held to celebrate special occasions. Under the guidance of teachers, parents and students may plan events and arrange for the supplies that are needed. Each grade level will have a room parent to take lead for classroom parties. Parent sign up will be coming soon. If you are interested in representing your child's grade level, please contact the Admin Assistant, Miss Jenn.

Communication and Staying Informed

Parent-School communication is key for student success. Our school Website will be updated regularly to share events, reminders, and details. Other important information will come through our "Phone Tree" (reminders, closings, etc.)

Communication with Faculty/Staff

All communication with school personnel should be in person, via school email, or school phone. Parents and students should not message teacher personal phones. School personnel will not communicate school matters via social media.

All school matters should go through A Sea of Learning School (not Teacher's Pet).

Faculty and staff will strive to respond to parent messages during regular school hours and within 24 hours with the exception of Fridays, weekends, and holidays. Please SCHEDULE all appointments with Terri Fowler by calling the school number.

Teacher emails: firstname.lastname@aseaoflearning.org

Each teacher maintains a class Google site and/or Dojo account.

School: info@aseaoflearning.org Phone: 252-240-2566

Grievance Process

We love our families! A Sea of Learning believes in the capability of our staff members and the importance of working together with parents. In the event that parents have a concern, please make initial contact with the teacher. If a parent remains dissatisfied with the outcome, a scheduled meeting will be arranged for parties involved and Admin. Please contact the Admin Assistant, Miss Jenn, and she will set up the meeting in an attempt to resolve the issue. Together, an appropriate course of action will be determined.

Emergency Notices

When it is necessary to close school, delay opening, or release early because of weather or hazardous conditions, the school will post changes on the school's website. Teachers will also make such announcements on class Dojo and/or Google classrooms. This information will also be available on local television channels in our region. Schedule adjustments will strictly prioritize the safety of students, faculty, and staff.

Student Messages and Phone Calls

Cell phones remain turned off and in the bookbag. Phone calls may not be placed by students unless faculty permission has been given and the school office phone must be used. Students should come to school prepared; therefore, calling home for homework will not be allowed.

Lunch and Snacks

Students may bring lunch to school daily. Meals and a la carte items will also be available for purchase through outside catering companies/restaurants. Menus and payment arrangements are available on the school's website.

A snack break is scheduled for each school day. Students may bring in snacks from home or purchase from school for \$1.00.

Note:

Delivery of meals will not be permitted during lunches.

Cafeteria behavior in the designated dining area is expected to conform to the norms of good manners. Expectations include the following:

- *Leave the table and floor around you clean.
- *Be polite and grateful to the stewards who are assisting with and overseeing meals.
- *Wait for permission to be dismissed.
- *Use inside voices.
- *Remain seated at the lunch table until given permission to leave the area.

Safety Drills

Fire, weather, and intruder on campus drills will take place on a routine basis. To ensure a quick and safe exit, students will practice and proceed silently to the designated assembly locations.

Parent and Student Carpool Responsibilities

All parents and students are asked to follow the directions of the staff member who are on duty:

- *Do not park on roads or lawns while waiting.
- *Campus will open at 7:50. Please do not enter the carpool lane prior to 7:55 so that faculty can access their designated parking area.
- *In the morning, students should remain in their vehicles until a staff member opens the car door. Back passenger doors should be used. Students should be prepared to exit the car.
- *Please see our map for the traffic pattern.
- *Display family name tags identifying your rider(s).
- *Parents should remain in vehicles at all times.
- *Stay in the line of traffic.
- *For safety, do not park and walk to the pick-up area to collect your child(ren).
- *When approaching the loading/unloading area, move as far forward as possible to wait for your riders.
- *Remember to put your vehicle in PARK as children exit the loading area.

*Pull out slowly and carefully and exit the carpool lane as directed by ASOL staff member.

*If there is a change in carpool arrangements, prior notification is required from parents. Please notify the school about transportation changes prior to 1:00. Any changes that occur after 1:00 should be communicated via a phone call to the school.

Contact information:

School Office:

info@aseaoflearning.org

Phone Number:

252-240-2566

EMERGENCY ONLY:

252-732-4909 Jenn Morere

252-269-3612 Terri Fowler