**2019-2020: 3rd/4th Grade Pod**

Welcome to the the 3rd & 4th Grade Pod! The beginning of this year has been full of changes. 3rd/4th is now a two-teacher Pod. Mrs. Z has moved up from 2nd Grade to teach math and science and we have welcomed Mrs. Katrina Meyers to SeA. She will be teaching ELA and social studies. We are confident this will be a fun and challenging year for your child.

We are truly blessed to work with these wonderful scholars each day. As educators we look forward to partnering with you so that your child can achieve his/her full potential. Please read through the ABCs of out Pod. If you have questions or concerns, please do not hesitate to contact Mrs. Z or Mrs. Myers. Have a wonderful school year!

**ABCs of Our Pod**

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| **A**ttendanceAttendance is a vital component of academic success. Please make every effort to make sure your child is at school on time (by 8:00 AM) and remains at school for the full school day. We understand that doctor’s appointments and illnesses occur. However, please try to limit unnecessary absences, tardiness, and early check-outs as much as possible. If your child is ill, by all means, keep him/her at home.  |
| **B**athroom **B**reaksBathroom breaks are built into our schedule to maximize instructional time.  Students using the restroom outside of these times are self-monitored and must ask permission. If your child has a medical condition that causes him/her to use the restroom more frequently than normal, please let us know. |
| **C**ommunicationStaying in touch is key to success in 3rd & 4th grade.  SeA uses a robo-call program to share major school reminders. Teachers will utilize NC’s PowerSchool portal to share grades, classroom website for weekly newsletters, email, and school planners for reading and behavior information.  Please check in with all these tools as the primary means of communication between home and school. Call or email us any time before 8pm; we will do the same!  |
| **D**isciplineSeA’s Code of Conduct and Dolphin Honor Code is included in a student’s agenda and builds a cohesive school guide for student expectations.  While classrooms run within those guiding rules, 3rd & 4th grade students use the following principles to meet the academic mission and vision of the school:1. Be Respectful
2. Be Responsible
3. Be Ready

Students who comply with these rules receive rewards and compliments during academic and resource classes.  Rewards occur throughout the quarter as they are earned and at the end of each quarter. Students who do not meet these expectations will be given verbal warnings the 1st and 2nd time. The third time, the teacher will contact you by phone, the 4th time, students will be required to complete a written reflection about his/her behavior and have it signed by a parent/guardian and returned to school the next day. The 5th offense will result in a referral to the principal’s office. Students receive 5 conduct points per day. Their conduct points will be applied to their conduct grade on their report card as a “S” for satisfactory, “N” needs improvement, or “U” unsatisfactory. |
| **E**lectronics It is SeA policy to leave electronic devices at home. If devices are brought to school they should stay in backpacks or stored in student lockers and silenced.  If teachers confiscate a device, parents will be required to pick up the device from school. |
| **F**ield TripsWe plan on taking at least two field trips during the year. Information about the trip will go home several weeks (usually one month) before the trip. Field trip permission forms and payment need to be paid by the due date. Late payments will not be accepted. SeA cannot issue refunds for field trips due to the fact that the cost of the trip is split between students. |
| **G**radesSeA uses PowerSchool to manage student information and grades.  SeA policy dictates all grades from a week will be updated the following Monday in PowerSchool. Parents and students have password-protected access to this portal.  Grades are reported in progress reports and quarterly report cards in the following categories:  English Language Arts, Mathematics, Science, Social Studies, and Conduct.Grading Scale

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| Academic Classes | Conduct |
| A | 100%-93% | S | 100%-80% |
| B | 92%-85% | N | 79%-50% |
| C | 84%-77% | U | 49%-0% |
| D | 76%-70% |  |  |
| F | 69%-0% |  |  |

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| **H**omeworkStudents are assigned homework daily with a Friday due date.  Students record homework daily in their planners and use their notebook to transport assignments back and forth to school.  *The student reading log is checked weekly.*Assignments cover English Language Arts, Mathematics, Science, Social Studies, and a Daily Reading Log.  Occasionally, homework may include projects. |
| **I**ndependenceAs 3rd and 4th  graders, we expect students to demonstrate a degree of independence appropriate for his/her age. Students are responsible for making sure they have their assignments, and homework complete, appropriate materials for class, and to complete independent work, tests, and quizzes on their own. It is perfectly fine to assist your child at home. However, please do not complete work for your child. If he/she is returning homework that is correct, we will assume that your child has mastered the concept. Homework is not graded for accuracy. It is graded for completion and making corrections. **J**ust AskIf you have specific questions or concerns, please contact us at school: 910-738-7828 or via email: lzekanis@southeasternacademy.org (Mrs. Z) or kmyers@southeasternacademy.org (Mrs. Myers). We check our email frequently throughout the day

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| **K**atrina MeyersHello! My name is Katrina Myers. This is my first year here at SEA. My favorite subjects in school were always Reading and Social Studies so I am excited to be teaching them this year. I moved to North Carolina three years ago from Tennessee. I graduated from Middle Tennessee State University. I am married and have two boys, a two year old and a baby. I spend as much time with them as possible when I am not teaching. I am so excited for the school year to watch each of the students learn and grow.. |
| **L**isa ZekanisHello! My name is Lisa Zekanis and I am the 3rd and 4th grade Math & Science teacher at Southeastern Academy. The 2019-2020 school year marks my fifth year at SeA and my tenth in the classroom. SeA is truly a special place and I am blessed to be a part of this magnificent team of educators.I have taught 2nd and 4th grade in Robeson County and 3rd grade in Cumberland County during my career. At SeA, I have taught 2nd grade the past four years and have loved every minute.  I am excited about my new journey in 3rd and 4th grade and to have many of my former students back in my classroom, as well as some new faces.  Teaching is truly my passion and I look forward to creating creative, challenging, and fun learning experiences for my students. |
| **M**ultiplication Facts Learning multiplication facts (tables 0-12) is an integral part of math success in upper elementary and beyond. All 3rd & 4th grade students will be taking a multiplication fact quiz every Friday. Students are at various levels in their pursuit of mastery of this skill. Your child may be working on different facts than other students in the class. Please check your child’s planner for his/her specific sets each week. This will count as a quiz grade each week (like a spelling test in ELA). |

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| **N**otebookOur students carry a Pod Notebook from class to class and back home again each day.  Students use this notebook to record homework assignments in their planners, file papers for each class in folders, and carry communication for parents.  Folders are labeled by subject and “keep at home” and “return to school.” Most of the work in the folders are things we are working on in class. Please check with your child before you remove work from their folders as it may be something he/she needs in class and may have gotten placed on the wrong side of the folder. The cost of this notebook is built-in to the beginning of the year supplies and is used all year long. |
| **O**rganization ofParents, Teachers, & Students (**O**PTS) OPTS is SeA’s parent teacher support organization.  In the last three years, they have been responsible for renovating the school, providing technology & security upgrades, and providing volunteer support to students & teachers.  We NEED you to support this organization through membership and participation. An annual membership drive begins in August, and we will reward our students for participation! |
| **P**lannersYour child’s binder contains a planner provided by the school 3rd & 4th grade students are required to write down the weeks assignments in his/her planner on Monday. Information recorded in the planner may be more specific than the general homework on the website (i.e. work not finished in class, differentiated work).  |
| **Q**uestionsMany questions and issues can be taken care of directly through an email or call to Mrs. Z or Mrs. Myers. We appreciate you contacting us first to answer questions or resolve other issues that may occur. We will gladly report problems and ask assistance from Mrs. Stone, should the need arise.Athletics-Matt McDaniel, mmcdaniel@southeasternacademy.orgComputer Lab & Email Issues-Karla Beth Waller, kwaller@southeasternacademy.orgLibrary, Drama Club, Beta Club-Sara Kennedy, skennedy@southeasternacademy.orgArt, Catered Lunch, Front Desk-Bebe Bollinger, bbollinger@southeasternacademy.orgAttendance, Bus, OPTS, PowerSchools-Lisa Ard, lard@southeasternacademy.orgSchool Finance-Tanya Branch, tbranch@southeasternacademy.org |
| **R**esourceStudents attend resource classes daily for 70 minutes from 11:25-12:40 pm.  Resource and homeroom teachers work together to plan enrichment projects and supplement your child’s learning.  Resource time is also a great time to schedule parent/teacher conferences. Please check resource teachers’ websites--they are full of good tips & tricks!  |
| **S**nack & LunchStudents need to pack lunches that give them energy for learning!. We will eat lunch daily from 12:40 -1:10 pm.  Please join us anytime! SeA offers catered lunch to students on Mondays, Wednesdays & Fridays. They must be purchased a month ahead of time.  We will have snack from 9:40-9:50 am. Please send snacks that are quick, easy, and not messy. Students may keep a water bottle at their desks during class. |
| **T**ransportationSeA students are car, van, and bus riders.  Students are welcomed on campus at 7:30 am each day; dismissal is at 3pm.  If a student’s normal transportation is not taken please send a note or email to make this change.  Last minute texts and phone calls communicating this information can frequently lead to problems. We want your children home safely! |
| **U**niqueEach child in our pod is unique, and we are excited to work with each one!  Meeting your child’s individual needs is key to growing them this school year.  Keep us updated on changes they may be going through or concerns you have about their success. |
| **V**olunteersA school community doesn’t work well without the support of families before, during, and after school in a volunteer capacity.  We will need volunteers to complete tasks in and out of school this year to create more exciting learning opportunities. The website and school marquee will advertise these opportunities. |
| Student **W**orkStudents will bring home work (graded and non-graded) daily. Please check your child’s folder on the “return to school side.” Occasionally we may ask you to sign work. |
| E**x**tra Effort Students can occasionally participate in extra credit opportunities. These opportunities will be offered to the whole class as enrichment opportunities. |
| **Y**earlong CalendarSeA’s school calendar and our pod’s events are located all the time on the opening page of the class website.  Under the Schedule and Prepare tabs, please find a class schedule and printable school calendar. Students also have a copy in their agendas. |
| **Zzzzz**s Your child succeeds in school when they are well-rested & prepared. Teachers need the same preparation. Please send texts or make calls prior to 8:00 pm to make time for this rest.  Prepared teachers have their instructional plans, websites and supplies ready for students each day. Prepared parents read emails, texts, websites, and planners so they are aware of events and assignments their child will be participating in each day.  Prepared students have their assignments, supplies and planners with them each day for all classes. |

Mrs. Z Cell: 910-973-4807Mrs. Myers Cell: 731-363-0201 |
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