



## LOWER SCHOOL PARENT & STUDENT HANDBOOK 2019-2020

### MISSION STATEMENT

The mission of First Presbyterian Day School is to educate and equip children to change the world for God's Glory.

### CORE VALUES

- **Glorify God:**

We believe the chief end of man is to glorify God and, therefore, we seek to bring glory to Him in everything we do, whether in thought, deed or action.

- **Biblical World Life View:**

We believe God has given the Holy Scriptures as His authoritative and infallible rule for faith and life. God's truth revealed in the Bible provides the frame of reference or lens through which we view all of life. It is the foundation and integrating point for all truth. Thus, our curriculum and instruction, our programs and administration, our communication, every aspect of our school will be founded in a biblical understanding of the world and life.

- **Advancing God's Kingdom:**

As Christians we are called to be redemptive agents in the world, acting as stewards of creation and having an impact on our culture that glorifies God and advances His kingdom. We will seek to strengthen believers and the church, profess the Gospel of Jesus Christ, relieve those in need, and stand against ideas and initiatives of the ungodly—in all, bringing glory to God and acknowledging with gratitude that He accomplishes the work.

- **Excellence:**

We strive for excellence in all aspects of our program. We pursue excellence in our curriculum, our faculty and staff, our Board of Trustees, our athletic programs, our fine arts programs, and our plant, property and equipment. We aim to provide an education that enables our graduates to attend and succeed in any college and university they choose to attend.

- **Integrity:**

We desire to exhibit complete honesty and integrity in our interactions with parents, students, faculty, staff, vendors and all others whom God may put in our path. We also seek soundness in our financial condition, business practices and policies. We understand that honesty and transparency does not mean disclosing some things that must necessarily be treated with confidentiality. Our desire is to be beyond reproach in everything we do and say.

- **Serve Families:**

We acknowledge that God has given the responsibility of raising and training a child to the parents. We view our role as one of supporting parents and assisting them as they seek to fulfill God's command to "train up a child in the nurture and admonition of the Lord." Our policies and actions are intended to support parents first. We believe that serving families means being financially responsible and making an FPD education within the financial reach of as many families as possible.

## GUIDING PRINCIPLES OF CURRICULUM AND INSTRUCTION

To educate and equip students to change the world for God's glory –

The faculty and staff of First Presbyterian Day School seek to enable students to develop and embrace a biblical view of the world, to integrate that view into every area of life, and to act responsibly to redeem our culture for the glory of God. Our whole educational program is carefully designed to prepare students for the challenge of a strong university education.

**Our philosophy of curriculum and instruction assumes:**

- I. Children are **created in the image of God** with **unique personalities and gifts**.
  - A. Our students are treated with **dignity in all situations as rational and purposeful individuals**.
  - B. We understand that the best learning **combines direct instruction with active learning by doing**.
  - C. We emphasize **making meaning at all ages as well as developing skills**.
  - D. We employ **varied instructional techniques** to address students' unique interests, gifts, callings, needs, and learning styles.
  - E. We provide **a range of opportunities** for students to develop their gifts and interests through the arts, a variety of academic endeavors, athletics, other extra-curricular activities, and service both in the regular school day and through off campus experiences.
  
- II. Children are created with God-given **responsibilities** in this world.
  - A. We emphasize **conceptual understanding** and the **applications and implications** of knowledge for all students.
  - B. We see all learning as an exercise to succeed in **problem solving** and expect students to develop the ability to solve problems, including similar or more advanced problems and in different contexts than those taught.
  - C. We expect students to be able to **explain** how they arrived at a response/interpretation/solution/conclusion.
  - D. We stress that students have not truly learned until they have **committed to and acted on** knowledge.
  - E. We regularly **involve students in service** to our community and world.
  - F. We expect students to **understand** current community and world issues and **apply** their knowledge and abilities to **addressing issues from a biblical perspective**.
  - G. We expect students to **clearly communicate orally and in writing** across the curriculum and outside of the classroom.
  
- III. Children are dependent and in need of **support, discipline, and restoration**.
  - A. We desire that all students come to a **saving knowledge of Jesus Christ**.
  - B. We understand that children need **discipline, instruction, and loving support** restoring them through Jesus Christ to the dignity of an image-bearer of God.
  - C. Our faculty understands that the **teacher is very important** for development and takes seriously the decisions made in leading students to truth, commitment, and action. They understand that the **teacher is a mentor and model**.
  - D. Our discipline system stresses the redemptive activity of Christ as well as the **student's responsibility**. We hold students accountable to norms, apply appropriate consequences when norms are violated, and **the application of all norms and consequences are directed toward redemption and restoration**.
  - E. We provide **support services and policies** to allow restoration for **students who are at risk spiritually, socially, and academically**.
  
- IV. All truth is God's truth and God's truth is best represented in **an integrated curriculum founded in the traditional liberal arts and responsive to the needs of society and the individual**.
  - A. The curriculum reflects the **existence of and the ability to know and understand absolute truth** evident in God's Word and creation.
  - B. The various disciplines all reflect **important but different ways of understanding** and dealing with the world around us.
  - C. It is important that, while students have different interests and abilities, they receive **a strong foundation in each area of the traditional liberal arts** so they have the cultural knowledge to understand our world and society.
  - D. The curriculum, however, is more than the sum of its parts. Thus, we strongly emphasize **integrated curriculum**, including significant reading and writing requirements across the curriculum.
  - E. As society changes, the curriculum must also be **progressive** to meet new needs that arise.
  - F. To understand our culture, students must **engage our culture** under the careful guidance of a redeemed teacher.

## **FPD FACULTY/PARENT PLEDGES**

### **As faculty and staff we promise to:**

- Provide a high quality Christ-centered college preparatory education from a biblical world and life view.
- Give students advantages necessary to succeed as God calls them academically, aesthetically, athletically, socially, and spiritually.
- Offer a safe and disciplined learning environment to support students' development.
- Treat all students and parents with respect and support.
- Communicate in a clear and timely fashion following the example of Matthew 18 in dealing with conflict.
- Be a positive representative and advocate of Christ, my family, and FPD in the community.
- Be mindful of our calling to serve Christ, families, and the community in keeping with our Mission and Core Values in all of our policies, procedures, and actions.

### **As parents we promise to:**

- Make sure our student is on-time and prepared for school and their extracurricular activities daily.
- Provide a home environment that is supportive of our student's development and achievement in a college-preparatory educational program.
- Make sure our student understands and follows the school's rules and procedures as outlined in the Student Handbook, and support the school's disciplinary procedures.
- Treat all school personnel with respect and support.
- Communicate in a clear and timely fashion following the example of Matthew 18 in dealing with conflict.
- Support FPD to the best of my ability through such means as volunteering, attending school functions, meeting financial commitments, and giving to the annual fund and capital campaigns.
- Be a positive representative and advocate of my family and FPD in the community.

## **FPD STUDENT PLEDGES**

### **Students 3K – 3<sup>rd</sup> Grades**

I promise to:

- work hard and do my very best at school.
- help others and treat them kindly.
- take care of my school buildings and play areas.
- help others see that it is great to be a Viking.

### **Students 4<sup>th</sup> – 12<sup>th</sup> Grades**

I promise to:

- work hard and do my best in all of my responsibilities.
- treat others with respect and support.
- be a good steward of our resources and facilities.
- live as a positive representative of my school and family in the community.

## **ATTENDANCE POLICIES**

Regular punctual attendance is essential to the success of a student's school experience and is expected of every student. We expect each student to arrive on time and to remain at school for the entire school day. Parental support and priority to conscientiously follow this policy will greatly enhance the probability of academic success for the student.

### **Absences**

A written excuse from the parents stating the specific reason is required for all absences, tardies, or requests to leave early. As an elementary school, we believe parents have the responsibility of determining what constitutes a valid reason for their son or daughter to miss school. The school reserves the right to counsel parents when attendance patterns interfere with a child's learning.

**Please make sure your child is fever free for 24 hours before returning to school.**

### **Work Missed**

Work missed due to absences must be made up by the student. When your child is absent, please check the FPD elementary website or call the elementary office and tell the administrative assistant that you plan to pick up your child's assignments in the office at the end of the school day. Please do not call and request assignments to be ready earlier than 3:00.

### **Tardy to School**

Because school is the equivalent of a job for students, it is vital they learn the importance of a good work ethic, by being at school daily and on time. A parent/guardian will need to sign in any student arriving after 8:15 a.m. Occasionally tardiness is unavoidable; however, tardiness to class is always disruptive. Attendance records will be kept by the office. After an excessive number of tardies, the principal will contact the family concerning ways to improve the situation. 3K, PreK and K parents must ring the doorbell to enter the building after 8:15 a.m. to accompany their child to class. Every Wednesday late arrival will be marked after 8:50 a.m.

### **Doctor, Dental, and Orthodontist Appointments**

Whenever possible, medical and dental appointments should be made outside of regular school hours. If this is not possible, parents/guardians should notify the child's teacher of the absence in advance. The child should present the note to the office for verification and a parent/guardian must sign the child out before leaving school.

## **INCLEMENT WEATHER**

The closing of school due to weather conditions will be announced as soon as possible (including delayed opening or early closing due to inclement weather). The administration will notify parents of approximate time for the decision if adjustments to the school day are necessary for student safety. The announcement that school will be closed or that the daily schedule will be altered will be posted on the school's website, [www.fpdmacon.org](http://www.fpdmacon.org), FPD's Facebook page, [www.fpdmacon.org/FPDMacon](http://www.fpdmacon.org/FPDMacon), and reported on the following stations: WMAZ Channel 13 (CBS), WGXA Channel 24 (FOX), WMGT Channel 41 (NBC), WPGA Channel 58 (ABC).

In the event of weather related closing, 5<sup>th</sup> graders should use their 1 to 1 devices for that day's instructional plans unless power outages prevent completion of expectations.

## **SCHOOL HOURS**

### **3K, PreK, Kindergarten**

The 3K, half-day PreK, K school day is **8:15 a.m. to 12:30 p.m.** The full-day PreK, K school day is **8:15 a.m. to 3:00 p.m.** Every late start Wednesday the school day will begin at **8:50 a.m.** The school calendar announces school holidays.

### **Grades 1-5**

The school day is **8:15 a.m. to 3:00 p.m.** *Wednesday's late start time is 8:50 a.m. to 3:00 p.m., except as noted in the school calendar.* The school calendar announces school holidays and specific dates when there are early dismissals.

### **Early Dismissal**

Whenever there is an **Early Dismissal**, the dismissal time is **12:00 noon** for all 3K, PreK, Kindergarten, and grades 1-5.

## **Academic Expectations**

Students in the elementary school receive quarterly evaluations. In Kindergarten through 3<sup>rd</sup> grade, the reports indicate student performance on major objectives in Language Arts and Mathematics. First through third grade students also receive evaluations in Social Studies, Science, Bible, Art, Music, Physical Education, and Character/Stewardship. Sets of objectives are evaluated in the following form:

- 4 – Consistently exceeds expected performance on objectives.
- 3 – Meets expected performance on objectives.
- 2 – Approaches expected performance on objectives.
- 1 – Exhibits important weaknesses.

This detailed reporting system helps identify weaknesses a student may have that could be overlooked with a single summary evaluation for a subject area. Evaluations of 2 or 1 should be a concern for the parent and teacher. Teachers will initiate contact with parents in cases where students receive a 1.

Fourth and fifth grade students receive numerical grades in Language Arts, Mathematics, Science, and Social Studies. Effort evaluations (S, N, and U) are received in Bible, Spanish, Art, Music, Physical Education, Citizenship and Penmanship.

Grading Scale:

- A 90-100
- B 80-89
- C 74-79
- D 70-73
- F 0-69

## **Standardized Testing**

Students in grades 1-5 will take **Achievement Tests in April**. **Achievement Tests** in grades 1 and 2 are criterion-referenced, measuring student performance on accepted college preparatory objectives. **Tests** in grades 3-5 compare our students' performance to that of other college preparatory students nationwide on commonly accepted elementary school objectives.

## **GENERAL DISCIPLINE POLICY**

### **A Philosophy of Christian Discipline**

Discipline is the foundation upon which orderly society rests. This is clearly seen in the entire Bible, both Old and New Testaments. The Scriptures explicitly teach that God requires obedience to laws which He reveals. Further, it is equally evident that man has the responsibility to teach and enforce these laws which govern human relationships.

The first instance of this is seen in the relationship God established with Adam, in which laws were revealed and obedience required. It is continued in the story of Noah when more specific instructions were given, requiring obedience to the law and specific discipline for offenses. Finally, in the Covenant with Israel, both general laws (Ten Commandments) and detailed explanation and application of specific laws were given by God as the basis for national life. History, as seen in the Old Testament, is the record of Israel's success or failure based on their obedience or disobedience to these laws and their willingness to discipline themselves.

The role of discipline in the New Testament Church is just as vital. In fact, the words "disciple" and "discipline" come from the same root word indicating that a Christian by definition is one whose life is under the discipline of the law of God.

No institution, school, or church (which does not conform to the biblical mandate of godly discipline) can lay claim to being Christian. To do so is to misuse the name Christian and is a violation of the Third Commandment.

A biblical view of discipline within a Christian school rests on two fundamental truths. First, children are created in the image of God to glorify, enjoy, and serve Him (Gen. 1:26) and, second, they are fallen and by nature rebel against God and seek independence from Him (Rom. 3:23). As image-bearers, we see children as possessing inestimable worth to be treated with great dignity. As fallen, we see children as needy ultimately of redemption, but also of instruction, guidance, and correction (Prov. 23:13) that calls the child back to the restoration of God's image through Jesus Christ.

Our fallen natures lead us to forget we are creatures wholly dependent on a creator. We thus turn our image-bearing attributes – our reason, communication and social nature, capability to rule, tendency to morality – toward seeking autonomy and independence from God. We understand and strongly teach that our restoration rests in Christ alone and not in the keeping of the law (Eph. 2:8,9). God has, however, used authority, rule and discipline to point out our helpless sinfulness and to restrain the effects of sin in the world (Rom. 5:20; Rom. 13:1-5; 1 Cor. 10:1-11; Matt. 18:15-17). Furthermore, discipline is a means in the sanctification of believers (Heb. 12:4-13; recurring theme in Proverbs). Thus, we establish a system of discipline that recognizes and protects a child's dignity, provides accountability for and restrains sin, ultimately calls the student to repentance and faith in Christ, and promotes growth in godliness.

It is our position that Christian education is impossible without the foundation of biblical discipline. FPD is unequivocally committed to both and requires the same of its students.

### **Discipline Procedure**

The goal of discipline is correction. At First Presbyterian Day School there are definite steps in the discipline process, which should aid in student progress regarding behavior. The first opportunity in the discipline process involves classroom teachers and their relationship with the students. A goal of the school is to work toward a consistent approach on the part of the teachers in regard to student discipline. What is acceptable behavior and what is not should be reinforced throughout the school. When necessary, additional steps in the discipline process will be instituted in accordance with the following policy under the discretion of the Elementary Principal, Dean of Students and Headmaster.

### **Expectations**

All First Presbyterian Day School students are expected to do the following:

1. Give positive support of the Honor Code
2. Show genuine respect at all times to school personnel and adhere to general school policy
3. Be respectful of the rights and property of others
4. Be attentive to their teacher while in class
5. Be positive, polite, and gracious
6. Adhere to the Dress Code
7. Be punctual
8. Demonstrate morally good conduct

### **Basic Restrictions**

1. Students are not allowed to leave campus without parent/guardian permission. Parent/guardian will need to come to the elementary office and sign out the student prior to them leaving campus.
2. Hateful or vulgar language is always unacceptable.
3. No personal electronic devices or comic books are to be brought to school.
4. Parents will be required to sign a Technology Permission Form when students use electronic devices (kindles, nooks, iPads etc.) for classroom use.

### **Specific Rules**

1. Students are not to bring knives, weapons, or explosives (fireworks, etc.) or facsimiles of to school.
2. The defacing or damaging of school property which is malicious or careless in nature, and which results in destruction or damage to any school property will result in the replacement of such property by the student and/or his parents or legal guardians and appropriate disciplinary action, which could result in suspension or dismissal.
3. Disrespectful conduct or attitude, disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed. Respect for authority is expected of each student for any staff member at any time in or out of school. Any student who is disrespectful to staff members will be subject to disciplinary action from the staff member involved or the principal.
4. Harassment - Each student at FPD has a right to his/her own dignity and individuality. Any student found assaulting, harassing, or demeaning another student will be disciplined. Such activity may result in suspension or dismissal. This includes inappropriate postings on social media as well as texting, sending and/or receiving inappropriate communications or pictures.

5. Dishonesty in the form of lying, cheating, or stealing will not be tolerated.
6. FPD reserves the right to SEARCH any book bags and personal belongings on campus on a random basis or on suspicion of possession of restricted substances.

### **Violations of Rules**

Any violation of school rules or policies shall subject the student to disciplinary action. The classroom teacher or the staff member involved will initiate appropriate discipline measures. Elementary children who have broken such rules and/or policies will be subject to losing privileges or other appropriate outside activities during the school day. Teachers will administer corrective measures for a vast majority of discipline matters in the elementary school; however, discipline matters of a more serious nature will be handled by the principal or designated school official.

### **Behavior Probation**

At the discretion of the administration, after all normal and expected measures of correction have been made concerning a child, he/she may be placed on Behavior Probation. Placement on Behavior Probation is recognition of a student's need for special concentration on behaviors or attitudes which must be improved. The length of probation will be set by the administration, during which time certain privileges may be withheld until it is deemed that sufficient progress is evident. The length and terms of the probation will be stated in a written contract. A student who does not successfully remove himself from the Behavior Probation by the end of the probation period will be asked to withdraw from FPD.

Suspension and dismissal/expulsion are reserved for extreme situations where all other approaches have been exhausted or a certain behavior requires such response. The principal will work closely with parents in such serious cases.

### **HUMAN DIGNITY POLICY**

FPD provides its staff members and students with a safe environment, one that seeks to be free from offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created in God's image.

Specifically,

- Students (and faculty) should realize that their commitment to living a life of integrity and following the standards set forth in God's Word (the Bible) is ongoing, not limited to the school day.
- FPD does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons either at school, during school events, or online, particularly related to social media and text messaging. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to his/her administrator, or if it is the administrator he/she is reporting, to the Head of School, or if it is the Head of School he/she is reporting, then and only then to the Chair of the Board of Trustees. Each report will be given serious consideration and investigated appropriately.
- Reports of harassment and subsequent investigations will be handled as discreetly as possible to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Persons engaging in harassment will be disciplined according to disciplinary procedures for a serious matter. Harassment includes, but is not limited to:
  - Any unwholesome actions, as defined in Ephesians 4:49- written, spoken, or shared digitally.
  - Any repetitive actions or teasing of others based on race, physical characteristics, ability, family background, or similar feature.
  - Intimidation/bullying of any kind
  - Destruction of personal property
- Any suspected cases of child abuse or neglect are required by law to be reported to the proper state agency which

protects the rights of individuals in such cases. (FPD faculty, staff and other adult volunteers who regularly supervise students are 'mandatory reporters'.)

- All students and all school employees are expected to honor God by conducting themselves with respect for the dignity of others.
- If a student or parent feels any part of this policy has been violated, they should immediately report it to the teacher or appropriate administrator to ensure correction can take place.

**Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for staff members) or suspension or dismissal (for students).**

### **The Honor Code**

"A Good Name is to be More Desired than Great Riches." (Proverbs 22:1) The Honor Code at FPD rests squarely on biblical principles. Moral uprightness must be diligently taught and nurtured in a Christian school committed to the Lordship of Jesus Christ.

The Honor Code requires that students act honorably in all phases of student life. The Honor Code rests on the premise that lying, cheating, and stealing, harassment or demeaning of another student constitute a breach of the spirit of honor and mutual trust and are not tolerated within the FPD community. The Honor Code at FPD provides a valuable aid to student life as it seeks to encourage students to develop as individuals by accepting responsibility for their own actions. As Scripture says, "Each one of us shall give an account of himself to God" (Romans 14:12). The Honor Code also provides tangible benefits. In a school dedicated to learning, it is an obvious advantage for the students to know their work will be accepted as their own and their word accepted as truth. The Honor Code expects individuals to think beyond themselves and to realize that any infraction threatens the privilege of the rest of the student body and undermines the trust upon which the system is built.

A child who breaks one of the honor violations (lying, cheating, and stealing) will be subject to counsel with his/her teacher and/or other appropriate school officials and then to appropriate means of correction according to the age of the child. Correction measures may vary considerably from a first grader to a fifth grader.

### **LOST AND FOUND**

Clothing, books, and personal articles found around the campus will be taken to the Elementary Office. The School assumes no responsibility for articles left lying about the building, campus or improperly stored. Several times each year we will notify parents that all "lost and found" articles should be claimed. Those items not picked up after a reasonable time will be given to a local charitable organization. **Parents, please place your child's name in all articles of clothing (including sweaters and coats) and on all personal belongings (book bags, lunch boxes, etc.)**

### **LUNCHROOM GUESTS**

Parents and guests who desire to eat lunch with their children must sign in at the office and pay for a visitor lunch pass.

### **STUDENT PICTURES**

Each fall individual school pictures are taken by our approved photographer. A class photo is taken in the spring.

### **PHONES**

No cell phones or other personal electronic devices from home may be used during the school day. These devices should be turned off and should be stored in book bags during the school day. Children may use the phone in the office to call home with teacher permission; therefore, it is recommended that students not bring cell phones or other electronic devices to school. This will prevent possibility of such items getting lost or broken.

### **CLASSROOM VISITING**

Parents/guardians and visitors are invited to visit any classroom, provided that a request for such a visit is made one day in advance and approved by the Principal. Family friends and visitors may not spend the day in classrooms. Prospective students may shadow in classrooms with prior approval from the Admissions Office and/or the principal.



**Anyone visiting the campus must first sign in at the Elementary or Kindergarten front desk and wear a visitor nametag. Parents should not go to a classroom without first checking in with the office and receiving permission.** This measure is in place for your child's security. Obviously 99.9% of all visitors on our campus have legitimate reasons for being here, but as a school we must take precautions to ensure this is the case for each person on our campus.

### **CHAPEL**

At the heart of Christian education is the concern of the faculty, staff, and administration for spiritual growth of all our students. Regularly scheduled chapel times will be held for our elementary students to encourage them in their daily Christian growth. Topics for age-appropriate chapels are planned by the school chaplain and principal. Parents/guardians are welcome to attend Chapel, especially those where their children will be participants. Dates will be identified in our Elementary Newsletters.

### **ARRIVAL AND DEPARTURE**

We believe the safe, orderly arrival and dismissal of students is essential. The following procedures will be followed:

**Arrival:** Be sure to follow the perimeter road around our campus. Calvin Drive (adjacent to the soccer field) is the entrance road for everyone. Parents who have 3K, PreK or Kindergarten children should always be in the left lane of the on-campus road in order to be able to turn left into the Kindergarten Building carpool lane. Parents of children in grades 1-5 should always be in the right lane in order to turn right into the elementary carpool loop. After dropping off your child at carpool, bear left and continue back to the exit road. You will not be able to go through the elementary parking lot to exit. Parents who have children who need to be dropped off at both the Kindergarten Building and the Elementary building should use the right lane to (1) turn into the elementary loop, and then (2) bear left and go across the exit road to the Kindergarten Building area. After your child has been dropped off at the Kindergarten Building, you should turn left onto the exit road.

Children in 3K through 5<sup>th</sup> grade should begin arriving between 7:45 and 8:00 a.m. 3K, PreK and K students should report to the Kindergarten Building, while elementary children report to the Library until 8:00 a.m. Staff members are on duty in the Elementary and Kindergarten buildings at 7:30 a.m. After 8:00 a.m., students report directly to their classroom. \*\*

***Wednesdays will be late arrival days - students may go to their classrooms at 8:35 a.m. The school day will begin at 8:50 a.m. \*\****

**Dismissal:** Please use the left lane when picking up 3K, PreK and Kindergarten children. Dismissal for half-day students will begin promptly at 12:30 pm at the Kindergarten building. Full-day PreK and K students who have an elementary sibling will be taken by a teacher to elementary carpool for dismissal at 3:00 p.m. Students without elementary siblings may be picked up at the Kindergarten Building. All 1<sup>st</sup> – 5<sup>th</sup> graders will dismiss from carpool area at 3:00 p.m. Children can be released from carpool area to the care of an older sibling (6<sup>th</sup> grade and up) if a parent/guardian sends a note. Walkers must have written permission as well. 3K-5<sup>th</sup> grade parents should display a card with their family name on the visor of the rider's side during pick up. If you need multiple copies of this card, please contact the office.

### **ADMINISTRATION OF MEDICINE/MEDICAL CARE**

In the Kindergarten and Elementary school, all medication must be administered by school office personnel or the teacher. The child or parent should deliver the medication labeled with name to the office along with a signed note from the parent/guardian and a copy of the prescription or physician's directions stating what the medication is for, how often it is to be taken, and the length of time to be taken. Any special handling such as refrigeration, dilution, etc., must be placed in writing. Time will be provided in the child's schedule to come to the office to take the medicine. In order for your child to receive generic 325 mg. Tylenol at school for headache, etc., he/she must have a parent's signed consent form on file. All students are required to have a signed parental medical/emergency permission form on file in the office before we may administer a generic form of Tylenol containing no aspirin.

#### **First Aid**

Designated faculty/staff members shall give first aid treatment. A rest area in the clinic will be provided for those who need to lie down. Students who become ill at school will be kept in the clinic until transportation home can be arranged. Under no condition will a student be released without the proper authorization of the parent/guardian. A student who has run a fever should be fever free for 24 hours before returning to school.

### **Emergency Phone Numbers of Parents Required**

We require at least one emergency phone number be on file in the office. In addition, the school also needs a work phone number or number of a close friend, neighbor, or relative who can be contacted in the event that the parent/guardian cannot be reached.

### **Medical Release Statement Required**

FPD must have a medical release statement for each student. This will allow physicians and other medical officials to perform medical **emergency treatment** in the event it is impossible to reach a parent/guardian. Most hospitals or doctors will not treat a patient under 18 **without parental consent**. Every attempt to contact parents/guardians or relatives will be made if there is an emergency before the child is taken to the nearest Emergency Room. This consent statement will be used only by a school official when a parent/guardian cannot be contacted.

### **FIELD TRIPS**

Parents/guardians or others who drive on school-sponsored field trips must possess a **current driver's license**, **proof of insurance** for the vehicle, and **proper registration** of that vehicle. **This information MUST be on file in the office prior to transporting students.**

### **APPOINTMENTS TO SEE TEACHERS**

Parents/guardians are encouraged to speak with their child's teacher(s) as needed. Teachers are available after school for this purpose. To facilitate conferences, parents are asked to call the office to confirm the teacher's availability. If a telephone conference is desired, please leave a message with the office, and the teacher will attempt to return your call at their earliest convenience. Please understand that during the school day, teachers may not be able to respond immediately to emails, calls or texts while they are having instruction class time.

### **Parent/Teacher Conferences**

Regularly scheduled conferences will be held each school year for grades 3K-5<sup>th</sup>. Parents will be given the opportunity to meet with each of their child's teachers. Unscheduled conferences at all grade levels may be held at the discretion of the parent, teacher, or principal at any time using the procedure outlined above.

### **SCHOOL COMMUNICATIONS**

FPD is committed to effective communication between home and school. Please read the Principal's Elementary Newsletter, classroom newsletters and blogs, and view Net Classroom (4<sup>th</sup> and 5<sup>th</sup> grades) on our website ([www.fpdmacon.org](http://www.fpdmacon.org)) for updated school information, grades, and homework assignments. FPD also sends out school-wide bi-weekly e-newsletters with calendar updates, school information, and feature stories. If you are not receiving this e-newsletter, please contact our Communications Department at 478.477.4774, ext. 121.

Email is an increasing tool of choice for communication. Please understand the impersonal nature of email limits its effectiveness to constructive inter-personal communication. Faculty and staff will make every effort to respond within 24 hours; however, there is a possibility that a message gets lost, blocked by the school's 'spam' filter, or misfiled. If a response is not received in a timely manner, please call the school to follow up on important and time-sensitive emails.

### **PRE-SCHOOL/ELEMENTARY UNIFORM POLICY**

**All Students:** FPD students must wear clothing approved from Lands' End Uniforms, or approved outerwear and accessories from The Viking Store. The Administration is responsible to determine whether a uniform fits according to policy. Uniform colors are red, white, black or gray. When wearing a short or long sleeved undershirt with a uniform shirt, it must be solid red, white, black or gray. No body piercing is allowed, except for pierced ears for girls. Girls earrings should not be dangling due to safety at PE and other times during the school day. Tattoos are not allowed.

**Shoes-** Lower School students are encouraged to wear tennis shoes for safety purposes. Tennis shoes must be worn on PE days to participate. Preferably, tennis shoes should be predominantly red, white, black, or gray. Shoes may include dress style shoes or boots that are red, white, black, gray or brown. Socks should be predominately solid red, white, black or gray. Crocs and flip flops are NOT allowed.

**Specific to Girls:** All clothing must fit to the specifications established and approved by FPD. Leggings or tights may be worn in PLAIN SOLID red, white, black or gray. All accessories (including hair bows, etc.) **MUST** be red, white, black or gray. For safety purposes, earrings should not dangle.

**Specific to Boys:** All shirts must be tucked in and worn with a black or brown belt. Pants must be worn at the natural waistline. \*(3K-1<sup>st</sup> are allowed to wear elastic waist bottoms.) Extreme hair styles are not allowed. **Hair should be a length that does not cover the ear, collar, or eyes.**

**Spirit Days:** Fridays have been designated as Spirit Days. Students may wear FPD spirit wear (jerseys, cheer tops, spirit logo shirts or t-shirts) instead of uniform shirts. Uniform bottoms must be worn unless otherwise specified, such as a Dress Down Day.

**Dress Down Days:** Select Fridays are chosen as Dress Down Days, where FPD staff and students may bring a donation for specific charities or missions outreach chosen by the students and overseen by the Community Service Director. In exchange for a \$1 donation to the charity, students may wear an FPD Spirit top and jeans instead of uniform bottoms. Athletic bottoms are not allowed.

**Outer Wear:** Coats, sweatshirts and jackets worn **IN** the classroom must be from Lands' End Uniforms or The Viking Store. On colder days, a heavy jacket or raincoat may be worn into the buildings or on the playground.

**\*\*\*Please label ALL items with your child's name\*\*\***

## **CONFLICT RESOLUTION**

### **Suggestions for helping students handle their concerns about school:**

If a student and/or parent has a concern or complaint regarding a specific teacher and/or administrator, it is essential that communication begin with that teacher and/or administrator. When a student brings a complaint home, please take time to advise him/her as to how to approach the teacher and/or administrator to begin the resolution of this conflict. Although sometimes difficult, this approach will provide an important learning opportunity. Conflict resolution is a skill that needs development and training just as self-discipline, attention to detail, self-control, and so many other quality personality characteristics. (With younger students, or if a major conflict or problem exists, it is appropriate to accompany the student when meeting with the teacher and/or administrator.)

As a school we believe all conflicts should be resolved at the lowest level possible. An administrator's first question when approached with a conflict concerning a staff member will normally be to ask what discussion concerning the conflict has already taken place. If the above process has not been initiated, parent and student will be encouraged to approach the teacher and/or administrator with the problem. If resolution does not occur, the student and/or parent should approach the elementary Principal in matters concerning academics; discipline; and/or the Headmaster in matters concerning an administrator.

If the conflict is still unresolved, the parent should submit a written Appeal to the Headmaster. The Headmaster and the Executive Committee of the Board of Trustees will review the case and determine whether school policy and/or procedures were applied appropriately. The Headmaster and/or board chair will notify the parent of the committee's decision and/or actions taken.

At all stages, it is the hope of the faculty, administration, and Board of Trustees that the entire process be undertaken in a spirit of reconciliation. All involved are expected to treat the complaint with confidentiality, involving only those directly involved in the process. Only those who have a true need to know should be made aware of any complaint or inquiry filed by student or parent.