



## LOWER SCHOOL PARENT & STUDENT HANDBOOK 2022-2023

### **MISSION STATEMENT**

First Presbyterian Day School exists to educate and equip students 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.

## **PROFILE OF A GRADUATE**

A graduate of First Presbyterian Day School will be –

- **A LIFELONG LEARNER –**  
academically prepared with knowledge, skills, and habits of mind to succeed in university studies, preparation for career, and as an independent lifelong learner,
- **CHALLENGED BY THE GOSPEL –**  
grounded in the Gospel and its implications, with the tools to grow spiritually and understand and apply a Biblical worldview and ethic,
- **EQUIPPED FOR WELLNESS –**  
equipped with skills, knowledge, and habits of mind and body to live a healthy and responsible lifestyle,
- **SELF-AWARE AND GROWING –**  
confidently developing academic, artistic, and/or athletic gifts and interests and using them in fulfilling and impactful ways while appreciating the gifts and interests of others,
- **ENGAGED AND PERSUASIVE –**  
able to winsomely participate in the public marketplace of ideas as a listener and communicator – understanding, critiquing, and challenging worldviews and their implications – working effectively with others of diverse viewpoints and backgrounds while maintaining integrity of beliefs, and
- **SENSITIVE TO OTHERS –** cognizant of the needs of others and the community and challenged to participate in meeting those needs.

## **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. We recommend no more than 10 absences or tardies, in order to reduce the negative impact tardies and absences have on student learning. The school reserves the right to counsel parents when attendance patterns interfere with a child's learning. A recommendation may be made to the Head of School for dismissal due to failure to attend class and/or meet grade level benchmarks due to truancy.

### **Work Missed**

Work missed due to absences must be made up by the student. When your child is absent, please notify your child's teacher and make plans to pick up your child's assignments at the end of the school day. Please do not call and request assignments to be ready earlier than 3:00. Make up work will be placed in the gray buckets at the preschool/elementary carpool circles.

### **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. 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, and half-day K school day is **8:15 a.m. to 12:30 p.m.**

The full-day PreK and 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. Afternoon carpool begins at 2:50.

### **Grades 1-5**

The 1<sup>st</sup>-5<sup>th</sup> grade 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. Afternoon carpool begins at 2:50.

### **Early Dismissal**

Whenever there is an **Early Dismissal**, the dismissal time is **12:00 noon** for all Lower School students. Afternoon carpool on early dismissal days begins at 11:50.

### **Academic Expectations**

Students in 3K and PreK receive reports of progress each trimester. Students in the elementary school receive quarterly evaluations. In Kindergarten through 2<sup>nd</sup> grade, the reports indicate student performance on major objectives in Language Arts and Mathematics. 1<sup>st</sup> and 2<sup>nd</sup> 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.

3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students receive numerical grades, as well as grades using an evaluative scale (S, N, and U.) Students are assessed in Language Arts, Math, Science, Social Studies, Bible, Spanish, Art, Music, Physical Education, Citizenship and Penmanship.

Numerical 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).

The unique roles of the male and female are clearly defined in Scripture. Genesis 1:27 provides the definitive statement: *"So God created man in his own image, in the image of God he created him: male and female he created them."* FPD has always upheld the Biblical view of gender and will adhere to a Biblical view of gender in its admissions, hiring, teachings, curriculum, administration, and policies. Consequently, FPD expects its students to similarly reflect and uphold this Biblical view of gender. Students who violate this policy will be subject to discipline, dismissal, or expulsion.

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 Lower School Principal and Head of School. Additional support may also be offered by FPD's Director of Spiritual Life and School Counselor.

### **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 preschool and/or elementary office and sign out a student prior to them leaving campus.
2. Hateful or vulgar language is always unacceptable.
3. No personal electronic devices or toys are to be brought to school. Any necessary smart phones or smart watches for afterschool use should be left in bookbags throughout the school day.
4. Before using a tablet, 5<sup>th</sup> grade parents and students will be required to sign a tablet contract.

### **Specific Rules**

1. Students are not to bring knives (to include pocket knives), weapons, 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, as well as 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 toward all faculty and staff at all times, in or out of school. Any student who is disrespectful to faculty and/or staff will be subject to disciplinary action.
4. Harassment - Each student at FPD has a right to his/her own dignity and individuality. Any student found assaulting, harassing, or mistreating 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.

**Our recommendation is that Lower School students should NOT have their own social media accounts and that parents monitor all student texts, Facetimes, and communications carefully.**

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 faculty member involved will initiate appropriate discipline measures. Lower School students 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 Lower School Principal or Head of School. Depending on the situation and frequency, the student could be subject to in-school or out-of-school suspension, loss of privileges, required counseling or mentoring, meetings with the Head of School, development of a Plan for Success, dismissal from school, etc.

### **Plan of Success**

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 a Plan for Success. Development of a Plan for Success is in recognition of a student's need for special concentration on behaviors or attitudes which must be improved. Details 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 this intervention period will be stated in a written contract. Failure to comply with the Plan for Success may result in the student being 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. Administration will work closely with parents in such serious cases.

### **HUMAN DIGNITY POLICY**

FPD provides its faculty, staff, 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.
- 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 4:29—written, spoken, or shared digitally.
  - Any repetitive actions or teasing of others based on race, physical characteristics, ability, family background, or similar feature.
  - Intimidation/mistreatment 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 mandated 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).**

#### **THREATENING LANGUAGE**

A student who threatens harm to oneself or another person will be removed from class immediately and reported to the head of school office. The head of school will review the information and make a judgement which could include in/out of school suspension or dismissal. Before the student can return to school, the head of school and respective principal must meet with the student and parents, and a student "Plan of Success" will likely be initiated.

## **THE HONOR CODE**

Grades 3K-5

"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, stealing, harassment, and/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, which may vary according to the age of the child.

#### **LOST AND FOUND**

Clothing, books, and personal articles found around the campus will be taken to lost and found locations in the Preschool and Elementary offices. 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 child must sign in at the elementary office and then check-in at Viking Hall. Adult visitor lunches will be charged to student lunch accounts.

#### **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 (including watches with texting or internet capability) 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 Preschool 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. While 99.9% of all visitors on our campus have legitimate reasons for being here, 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 faculty, staff, and administration for spiritual growth of all students. Regularly scheduled chapel times will be held for our Lower School students to encourage them in their daily Christian growth. Topics for age-appropriate chapels are planned by the Director of Spiritual Life and Lower School Principal. Parents/guardians are welcome to attend Chapel, especially those in which their children will be participants. Dates for these grade-level led chapels will be identified in classroom and Lower School 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 or PreK children should always be in the left lane of the on-campus road in order to be able to turn left into the Preschool Building carpool lane. Parents of children in grades K-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 Preschool 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 Preschool Building area. After your child has been dropped off at the Preschool 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 and PreK students should report to the

Preschool building, while elementary children report to the Library until 8:00 a.m. Staff members are on duty in the Elementary and Preschool 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 and PreK children. Dismissal for half-day students will begin promptly at 12:30 pm at the Preschool building. All full day K – 5<sup>th</sup> graders will dismiss from the Elementary carpool circle 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.

#### **MEDICAL AND NURSE'S OFFICE PROCEDURES**

All students are required to have a *Student Medical Form* completed through Viking Connect each school year. This form allows school personnel to provide emergency and first aid treatment.

Students are not allowed to attend school if he/she has the following:

Testing positive for COVID19, Flu, Strep throat

Vomiting

Diarrhea

Head lice

Widespread rash

Conjunctivitis/pink eye

Fever of 100.0 degrees or above

Students may return to school when they are symptom free, fever free for 24 hours without the use of fever reducing medications (Motrin/Tylenol), and/or have received a note from their doctor's office clearing them to return to school. This documentation must be on file with the school nurse.

#### **MEDICATION ADMINISTRATION**

FPD strongly encourages all medications to be taken at home. In the event a student needs medication during school hours, over-the-counter medications will be administered per manufacturer's labeled instructions only when parental/guardian consent has been given through the *Consent for OTC Medications* form in Viking Connect.

The following over-the-counter medications are available in the nurse's office:

Acetaminophen (Tylenol), Ibuprofen (Motrin), antacid (Tums), antibiotic ointment, hydrocortisone cream, and cough drops.

For administration of prescription medications during school hours or on field trips, a *Medication Authorization and Release Form*, must be completed by both the parent/legal guardian and the prescribing healthcare provider. This form states that all prescription medications must be brought to the front office or clinic by an adult, in the properly labeled original prescription container. Please communicate with the school nurse about obtaining this form.

#### **MEDICATION DOCUMENTATION**

All medications administered to students will be documented in the student's medical profile in Viking Connect which will include date, time, name of medication, dosage amount given, route of administration, and details of assessment.

#### **MEDICATION STORAGE**

All medications will be kept in the nurse's office in a locked medication cabinet. EpiPens and Inhalers may be kept in the classroom if deemed appropriate with the school nurse, teacher, and parent/legal guardian of the student. Medication requiring refrigeration will be stored in the medication refrigerator in the nurse's office.

#### **SELF CARRYING/MEDICATING**

FPD does not allow students to carry medications or self-medicate except for students who require rescue medications. Rescue medications include EpiPens, inhalers for asthma, and medications required for students with diabetes. Students may carry and/or self-medicate as needed only after their healthcare provider or parent/legal guardian and school nurse have deemed it appropriate.

### MEDICAL EQUIPMENT

FPD does not supply personal medical supplies/equipment. In the event a student runs out or experiences an equipment malfunction, students do have access to certain supplies in the nurse's clinic.

### CERTIFICATE OF IMMUNIZATIONS

Georgia schools are required to have an up-to-date Certificate of Immunizations on file for each student enrolled. Certificates will be pulled from the Georgia Registry of Immunizations Transactions and Services (GRITS). A religious or medical exemption may be filed. Please notify the school nurse to receive the proper documentation to file any exemption to immunizations.

### PANDEMIC PROTOCOLS-subject to change as needed

If your student tests positive for FLU or COVID and has symptoms, he or she may return to school when:

- At least 5 days\* have passed since symptoms first appeared AND
- At least 24 hours have passed since last fever without the use of fever-reducing medications and symptoms (e.g., cough, shortness of breath) have improved

If your student tests positive for FLU or COVID and has NO symptoms, he or she may return to school when:

- At least 5 days\* have passed since the positive laboratory test AND
- Your student remains asymptomatic
- *Note, if your student later develops symptoms, you should follow the guidance for symptomatic persons above*

\* If returning to school earlier than 10 days, your student should continue to wear a mask around others and do their best to maintain social distancing for the remainder of the 10 days since symptoms started (if initially symptomatic) or the remainder of the 10 days since the positive test (if your student has remained asymptomatic).

### **If you feel your student has been exposed:**

- Communicate with Nurse Katie Collier that your student may have been exposed;
- Wear a mask for 10 days at school;
- If symptoms occur, stay home, get tested.

### 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 field driver information must be on file in Viking Connect 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 instructional 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 Lower School Newsletter, classroom newsletters, Viking Connect, and information 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 may only wear clothing that is approved from Lands' End Uniforms or that is uniform clothing, outerwear, and accessories from The Viking Store. It will be the responsibility of the Administration 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 Lands' End uniform shirt, the undershirt 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.

**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, black, gray or brown. Socks should be predominately solid red, white, black or gray. Crocs and flip flops are NOT allowed.

**Specific to Girls:** Skorts and dresses must not be shorter than 4" above the top of the knee. Leggings or tights may be worn in PLAIN SOLID red, white, black or gray. **All accessories (including hair bows, etc.)** MUST be in uniform colors: red, white, black or gray. Hair should be a natural hair color.

**Specific to Boys:** All shirts must be tucked in and worn with a belt. Exceptions for elastic waist pants for 3K, PK, and K. Pants must be worn at the natural waistline. Extreme hair styles are not allowed; **hair should be a length that does not cover the ear, collar, or eyes** and should be a natural hair color.

**Spirit Fridays:** 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 Jean Day.

**Dress Down Days:** Select Fridays are chosen as Dress Down Days. Dress Down Days are ways FPD raises money for specific charities chosen by the students overseen by the Community Service Director and Community Service office. In exchange for a donation to the select charity, students may wear a FPD Spirit shirt and jeans or approved bottoms 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. For colder days, a heavy jacket or overcoat 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. In the spirit of Matthew 18, we expect all parties to communicate in a clear and timely fashion. 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. A principal's first question when approached with a conflict 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 faculty member in order to discuss the problem. If resolution does not occur, the student and/or parent should approach the Lower School Principal in matters concerning academics; discipline; and/or the Head of School in matters concerning an administrator.

If the conflict is still unresolved, the parents should submit a written APPEAL to the Head of School. The Head of School will review the case and determine whether school policy and/or procedures were applied appropriately and notify the parents. If the parents feel that the issue is still unsettled, they can forward the appeal to the Executive Committee of the Board through the Head of School for further review. The Head of School 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.