

St. Andrew's School
Lower School Parent
Student Handbook
2016-2017

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LOWER SCHOOL SECTION OF THE STUDENT HANDBOOK

Welcome to the Lower School at St. Andrew's School! We hope the information we have prepared will help make your year go smoothly. If we have missed anything or you have any questions, please feel free to call the Head of the Lower School for clarification.

REQUIRED FORMS

All new and returning students are required to complete a St. Andrew's Student Information and Permission Form A and Student Health Information Form B before the beginning of each school year. These forms are available on the school website. The State of Georgia requires each student to have on file prior to the beginning of school:

- a) Form 3231 Certificate of Immunization
- b) Form 3300 Certificate of Ear, Eye and Dental Examinations (EED) for students in Kindergarten and above.

DRESS CODE

Experience has shown that students, who are required to maintain a neat appearance and to coordinate their wardrobe within established bounds, are more likely to carry over these habits to the performance of their schoolwork. It is a method of cultivating a climate of discipline and responsibility. The school expects students to present a neat, clean appearance at all times and will enforce standards of attire and personal grooming.

Dress Code for Girls

- **Tops:** Shirts, dress sweater tops, and blouses which show no more than 3" between the collarbone and the neckline and which cover the lower back are acceptable. Tops must be tucked in if they are designed to be worn that way. Tops which are designed to be un-tucked may be worn that way, but must extend a few inches below the waist even with the arms raised. Graphic pictures or tees are not considered acceptable for dress code. Girls may wear shirts with solid or patterned prints. Any insignias or brand name tags should be small and non-obtrusive.
- **Bottoms:** Non-denim skirts and shorts are acceptable which are worn at the waist with the length no more than 4" above the back crease of the knee. Pants other than jeans are also permitted. Dresses or jumpers of most materials except denim, which are of appropriate length, are acceptable.
- **Footwear:** Closed shoes with low heels, including tennis shoes, are the only acceptable footwear. No sandals or open backs are allowed.
- **Outerwear:** Sweaters, vests, and jackets are permitted.

Dress Code for Boys

- **Tops:** Shirts with collars and sleeves are acceptable and must be worn tucked in. Turtlenecks are considered collars. In Pre-K and Kindergarten, collarless shirts are acceptable when purchased as a matching set.
- **Bottoms:** Slacks and pants which are worn at the waist are permitted. Non-denim shorts which are worn at the waist and are knee-length or just above the knee are also permitted. If slacks or shorts have belt loops, students in grades 2-4 must wear a belt.
- **Footwear:** Closed shoes, including tennis shoes, are the only acceptable footwear. No sandals or open backs are allowed.
- **Outerwear:** Sweaters, vests, and jackets are permitted.

Special Days: Casual Days (All students): It is expected that casual days will occur frequently and that nominal fees will be associated with the privilege of wearing casual attire. The fees will be collected for various charities. On casual days, cargo pants, shorts, and jeans worn above the hips are permitted, as are tucked-in tee-shirts which conform to our standards of modesty and decency. Casual footwear, except flip-flops, beach sandals, etc. will be permitted on casual days.

Other Standards: All clothing must be in good repair, must fit properly, with no undergarments revealed. Clothing must be of styles made for dress or casual wear (not athletic attire like nylon shorts or sweat suits, nor "work" clothing such as camouflage or overalls). Brand names, writing, or insignias should be small and unobtrusive. Clothing and accessories must be free of any profanity, vulgarity, or inappropriate messages or symbols. The only visible "pierced" jewelry allowed are ladies' earrings. All footwear should have non-marking soles and low heels (defined as no more than 2" heels).

Young men's hair should not fall below the top of the collar or cover their eyes. Sideburns must be squarely cut and should not exceed the bottom of the earlobe. Should a child come to school with an inappropriate hair style or length of hair that is too long, they will be given a warning and have one week from that date to adjust their hair to be in dress code. If a student fails to meet this deadline, they will be unable to attend classes until they are within the standard.

* This policy is currently under review for the 2016-2017 school year.

Should a student come to school in inappropriate clothing, they will receive a warning for the first time unless clothing is so offensive or inappropriate that it distracts from the learning environment. In such cases and in repeated offenses, parents will be contacted to bring replacement clothing for the child and they will be unable to attend classes until they are within standards for the dress code.

Written rules cannot anticipate every situation that may arise in enforcing the dress code. The administration reserves final authority in deciding what is acceptable and for determining the consequences of improper appearance. Student appearance will not be tolerated which, in the opinion of the administration, a) is disruptive of the educational process, b) is a poor example for other students, or c) reflects negatively on the school and its mission. **TRAFFIC, PARKING AND PICKING UP/DROPPING OFF STUDENTS**

1. **AUTHORIZATION FOR PICK-UP:** Student Information and Permission Form A lists people who are authorized to pick up your child. Please do not send other persons to pick up children without advance notice for the school staff. School personnel are instructed to not allow students to leave with anyone other than someone listed on this form unless proper notification is given.
2. **CAMPUS SPEED LIMIT:** Traffic flow is congested during drop-off and pick-up times. Drivers are urged to be extremely cautious and patient at all times on campus -- especially during times when students are near the roadways. Please note that the speed limit on campus is 5 MPH.
3. **DROP-OFF AND PICK-UP PROCEDURES:** Drop off and pick up times each morning and afternoon can become congested. Please be patient and work with us to help these times run smoothly. The safety of the children is of utmost importance to us; therefore, please remain in the carpool line, do not use your cell phone and do not drive around the pick-up area.

ARRIVAL

We have staff available to supervise your children at 7:00 in the morning. If you arrive before 7:45 a.m., please bring your child directly to the gym classroom. After 7:45, students should be dropped off at the walkway next to the playground where teacher assistants will be on duty to welcome your children. Please do not park along the front of the building during carpool times. Students in grades 1-4 should be present by 8 AM. All PreK and K children should arrive no later than 8:15. Please make every effort to help your child arrive on time. Children arriving late will miss important learning time and will be counted tardy. Students arriving late must enter through the front of the building by the administrative offices and be signed in with Ms. Sapp. This procedure is to ensure student safety and accountability.

Students in grades 1–4 will report directly to the Johnson Center gymnasium where a teacher will be supervising them until assembly begins at 8:00. Every Friday, grades 1-4 will meet with the entire student body in the Compton Hall gymnasium on the main campus at 8:00 for an all school assembly. Please bring your child directly to Compton Center. A teacher will be there to supervise until 8:00 when the assembly begins.

DISMISSAL

Dismissal time for children in 3PK-Kindergarten is 2:55 (Please note the change from 2014-2015). Dismissal for grades 1–4 is 3:00. Drop off and pick up times each morning and afternoon can become congested. Please be patient and work with us to help these times run smoothly. The safety of the children is of utmost importance to us; therefore, please remain in the carpool line and do not drive around the pick-up area. It is important that the 2:55 carpool line be for PK and K only. We ask that parents of students in grades first through fourth grade parents wait to join carpool for dismissal at 3:10. If parents of 1st-4th grade students arrive before 3:10, they may wait in the lower parking lot by the bridge. If you have children in both car pool lines, we will care for your younger child until the 3:10 dismissal. There will be no parking or waiting allowed near the building. In the afternoon, the carpool line begins at the entrance to the main campus and circles back to the Johnson Center over the bridge. Please share this information with anyone who may be driving your children.

Children that are not picked up at dismissal time will be taken by the faculty to Sundowners, our after school program, and the regular daily fee per child will be charged. Children are not allowed to wait in the main office or outside unattended.

BEFORE AND AFTER SCHOOL CARE

The Johnson Center is open at 7:00am for parents who need to drop off their children early. The Sundowner's after school program is provided until 6:00 PM for students in grades PK-8. There is no fee for early drop-off, but there is a daily fee for Sundowners. Late pickup from Sundowners results in an additional fee of \$10.00. There are discounted rates for long term enrollment in the Sundowners program. Details are available on the school website.

Students in grades PK-8 who are not picked up within fifteen minutes of the end of school, will be taken (or instructed to report) to Sundowners, and parents will be assessed

the regular daily fee.

MORNING SNACKS AND DINING HALL MENU

We provide a morning snack for the children in the Pre K and Kindergarten programs. Snacks for the students in grades 1-4 should be brought from home. Please try to limit the snacks to healthy foods such as cheese, crackers, popcorn, granola bars, and other nourishing treats. We do not allow candy, soft drinks, or caffeinated beverages. We request that no liquid snacks be sent such as juice, yogurt or fruit cocktail since cleaning up can prove difficult when spills occur.

Hot lunches for PreK and K children are delivered to the classrooms. Students in grades 1-4 may bring lunches from home or may purchase them from our food service. Thrive, a private concession, provides all meals and payment should be made directly to them. They will be planning and preparing our food with an emphasis on nutrition and healthy meals and we urge parents to utilize this food service. Go to our website, www.saintschool.com to see the monthly menus. Please let your teacher and the school nurse know if your child has a serious food allergy.

CLASS PARTIES/SOCIAL EVENTS

Lower School children are treated to several scheduled class parties or activities during the year. The events are planned and conducted by the teachers and room parents. If parents would like to provide a special treat for the class to celebrate a birthday they must consult the classroom teacher.

Arrangements for parties given by individual students at home or elsewhere should not involve the school. Invitations to such parties cannot be given out at school, unless the entire class is invited.

FIELD TRIPS

Teachers are encouraged to introduce their classes to the historic, cultural, and scientific resources of the community. Trips are considered a fundamental component of the curriculum. School policy dictates that a parent signs a document, the Student Information and Permission Form A, giving blanket permission for participation in field trips which occur during regular school hours. The school reserves the right to deny participation in field trips to students whose conduct is deemed unsatisfactory.

Reasonable costs associated with day trips are included in tuition and end of year parties will be billed to students.

VISITORS

All visitors on campus during school hours must check in with the office immediately upon arrival.

PARENT-SCHOOL COMMUNICATIONS

The long tradition of parental support for St. Andrew's is sincerely appreciated and valued by the administration, faculty, and staff. It is important for parents to know that their views concerning the welfare of their own children in particular or of the school in general, are always welcome. When parents have a question, concern, or comment, they are invited

to contact the school. The first communication should be with the person most directly concerned and most able to provide a response. Usually, questions and concerns should start with the teacher involved. If this does not result in a satisfactory conclusion, the parent should then contact the division administrator. If parents have taken these steps and are not satisfied, they should contact the Head of School. The school routinely communicates with parents and other groups in the following ways:

- Teachers use a special envelope that students bring home the last school day of each week. These envelopes include progress reports, class work, classroom news, and special notices. Parents are asked to sign the envelope and return it on the first school day of the following week.
- A monthly newsletter specific to the Lower School will be published monthly with reminders, special events and dates, and noteworthy happenings. The newsletter will be sent out by e-mail and posted to the website.
- The school maintains a website which contains current information about school events, schedules, the lunch menu, contact information, etc. The address is www.saintschool.com.
- The Lower School Newsletter is posted monthly to the St. Andrew's School website. Its content informs parents about school issues and upcoming events.
- The Highlander, the school's printed newsletter, is a publication of the Advancement Office and is produced several times per year. It is distributed to all constituencies - current and former parents, alumni, and friends of the school in the community. Student and faculty achievements are highlighted in this publication, as well as progress reports on institutional advancement.
- The St. Andrew's Blast is an e-mail communication sent weekly during the school year with timely reminders and current highlights of school events.
- The school office maintains computer databases to produce these mailings. If parents move or change telephone numbers, they are asked to contact the school with this information. We also appreciate having a primary email address for each family to facilitate communications. In order to minimize postage expense, mailings are sent at the bulk mail rate whenever possible. Usage of the website as the major method of communication is being encouraged.

GRADING AND REPORTING STUDENT PROGRESS

1. **REPORTING STUDENT PROGRESS:** The academic year is divided into four grading periods. Student progress is reported following the conclusion of each grading period, but teachers will contact parents immediately if there is any notable change in a student's progress. Our scheduled official reporting progress to parents is done in the following ways:

- At the end of the first quarter parent-teacher conferences will be held for all grades.
- At the semester, students in grades 1-4 will receive report cards with a report of progress for the students. Students will receive written narratives from the enrichment teachers.
- At the end of the third quarter parent-teacher conferences will be held for all grades.
- Final report cards are mailed in early June. These will include report cards with core class progress and enrichment teacher narratives in grades 1-4 in

PreK and Kindergarten.

2. **GRADING:** In the PreK and Kindergarten there is little emphasis on grading; rather, school experiences are introduced in pre-kindergarten, practiced in kindergarten, and developed in early grades. The concept of readiness best describes educational goals; evaluation of students' progress is provided using developmental checklists and terminology appropriate to the age of the learners. In grades 3-4 numerical grades are given in addition to a checklist of progress in core content areas. Numerical averages are related to letter grades as follows:

A = 90 - 100 B = 80 - 89 C = 73 - 79 D = 70 - 72 F = Below 70

3. **PROMOTION:** Promotion is determined by passing grades in reading and math. The recommendation of the classroom teachers is also required.

4. **HOMEWORK:** Homework is not required in the pre-kindergarten and kindergarten grade levels although activities that can be used to reinforce classroom learning will be sent home for families interested in using that material. Homework is introduced in the elementary grades and is considered an integral part of the academic program. Full participation in academic classes requires daily preparation of materials and assignments to be completed outside of class. This homework is the students' responsibility and their grades will reflect their participation. In grades 1-3, up to one hour of homework is expected. In 4th grade, sixty to ninety minutes of homework is anticipated. Parents must assume the responsibility of providing an appropriate time and place for student homework. While parents should not do the homework for students, they should take an active interest and accept responsibility for ensuring that homework is completed. Also, students are encouraged to read each night beyond the regular assignments.

5. **STUDENTS WITH SPECIAL NEEDS AND/OR LEARNING DIFFERENCES:** It is our desire to help students admitted to the school be successful in their work and behavior. Individualized care is taken with each student to create a structure and partnership between home and school to provide the best support possible. Students with diagnosed learning differences, through an Individualized Education Plan or through a Psychoeducational Evaluation, should bring this information to the attention of the Head of the Lower School. This information is considered confidential until the parent gives the school permission to release any documentation for their teachers or their file. We encourage parents of children with diagnosed learning differences to set up an appointment with the Head of the Lower School and the classroom teachers so that everyone can have the fullest information in order to best support the child. At this meeting, we will establish what accommodations and support can be given in the classroom and if we feel it is in the best interest of the child to seek any additional outside support. This meeting is typically best done as early in the school year as possible.

6. **LEARNING RESOURCE CENTER:** We also have a Learning Resource Center, coordinated by Ms. Shannon Rossiter, through which we refer students for academic counseling and additional support. Ms. Rossiter will work with families and teachers to design a program and schedule that addresses the need of that student. Any contracts done at school should go through Ms. Rossiter.

The school provides annual standardized achievement testing for all students in grades 2 through 8. In grades 2 and 3 the Stanford 10/OLSAT 8 is administered. In grade 4 we are using testing programs developed by the Educational Records Bureau (ERB).

Individual student score reports are provided to parents and the administration welcomes parent inquiries regarding student progress and the interpretation of test results. The dates for testing are announced at the beginning of each academic year. Please do not schedule any outside appointments or trips during this testing period. Questions regarding standardized achievement testing should be directed to the Division Head.

ACHIEVEMENT TESTING

The school provides annual standardized achievement testing for all students in grades 2 through 8. In grades 2 and 3 the Stanford 10/OLSAT 8 is administered. In grade 4 we are using testing programs developed by the Educational Records Bureau (ERB). Individual student score reports are provided to parents and the administration welcomes parent inquiries regarding student progress and the interpretation of test results. The dates for testing are announced at the beginning of each academic year. Please do not schedule any outside appointments or trips during this testing period. Questions regarding standardized achievement testing should be directed to the Division Head.

GOOD TOUCH, BAD TOUCH

Good Touch, Bad Touch is an educational program offered through the Rape Crisis Center for students in kindergarten and second grade with a refresher program in grades 1, 3, and 4. The program educates children about safe and healthy relationships with parents and caregivers, as well as giving students tools to recognize warning signs and report danger. A trained instructor comes into the classroom to give age-appropriate instruction on these topics. All students who will participate are required to have a permission form signed by a parent.

School personnel in the state of Georgia are mandated reporters. As such, there are criteria and guidelines that we must follow regarding the reporting of information that a student discloses or evidence of substantial safety concerns for a child. The school takes this responsibility with seriousness. While we try to counsel with a family where there is a concern, we are legally obliged to report our concerns or specific instances to the designated authorities when necessary.

TEXTBOOKS AND iPADS

Textbooks and iPads are school property and are provided at no additional expense in all grades. They are issued and collected by the teachers. Students are expected to properly care for them and return them in good condition at the conclusion of the year. Good condition means that there must be no writing, drawing, or moisture damage. Lost or damaged books must be paid for by the parent(s).

TECHNOLOGY

We request that students do not bring personal technology to school. If a student or parent believes a child needs personal technology at school, it should remain in their bookbag during school hours. The school is not responsible for lost or damaged items of personal technology. Because such items are easily misplaced, we strongly urge parents to keep such items at home.

SCHOOL SUPPLIES

Supply lists are posted by grade level on the school website. Parents are responsible for purchasing these items for students for the first day of school. Canvas school bags are provided for students in 3PK, 4PK, and 5K. Students in grades 1-4 should purchase their own backpack.

ATTENDANCE

Regular attendance is necessary for students to meet their academic goals. The school realizes there will be unusual circumstances which arise from time to time, vacation plans and regular medical appointments should not interfere with school if it can be avoided.

While we expect regular attendance, we do not want children sent to school if they are ill. To protect the health of all the children any child who has been running a fever or has been vomiting must stay home for 24 hours after being fever free without medication. Our school nurse is available if you have any questions about this. Attendance will be taken by the classroom teachers and managed by Ms. Sapp. In the event of an absence, parents are asked to notify Ms. Sapp by 8:30 AM. Teachers should be notified in advance of absences that are pre-arranged.

If a child arrives after the start time for school (8:00 AM for grades 1-4, 8:15 AM for grades PK-K), they must enter through the main entrance and sign in with Mrs. Sapp. This is to ensure student safety and accountability.

DISCIPLINE

In the Lower School, any disciplinary action always has at its core an objective to help students reflect upon their actions and develop successful character skills. More than academic success, good character will be the cornerstone and foundation for lifelong success and contributes in meaningful and significant ways to success in the classroom.

Young children are still in the process of learning what behaviors are appropriate and inappropriate, developing the ability to reflect on how their actions impact those around them. Both classroom and school wide expectations and approaches to discipline aim to help students understand how their inappropriate behaviors disrupt the environment and potentially harm other students emotionally or physically.

It is an expectation within the school that all of our students will treat each other and adults with respect and consideration. This includes using a respectful tone of voice and choice of words in all interactions. Additionally, it is never considered acceptable to physically intimidate or harm another individual. We ask that parents support the school in this expectation and model it for their children alongside our faculty and staff. Students are expected to adhere to standards of dress code, which are outlined in the dress code section.

Each grade level has classroom rules and procedures that are developmentally appropriate. When a student repeatedly neglects or ignores classroom rules and procedures or has a serious disciplinary infraction, that student will meet with the Head of the Lower School or an available administrator and the parent will be contacted. If a student can reflect upon their actions and take appropriate steps toward reconciliation, a first contact is usually considered a warning. However, if the student is unable to correct

future behaviors or repeats inappropriate or harmful behaviors, it will result in further disciplinary action, which could include a more thorough reflection in writing, a conference, or suspension from school for part or all of the day. In rare cases where counseling with a student and family do not help a student improve behavior, a student may be counseled out of the school. The administration reserves the right to dismiss a student with no warning for destructive or extremely harmful behavior that threatens the safety or well-being of the school community.

Every situation presents a unique set of circumstances and behaviors, which are considered by the school on a case by case basis in order to act in the best interests of our students.

MEDICATIONS

The following policies apply to both prescription and over-the-counter medications which are brought to school:

- Parents must sign an Authorization to Dispense Medication Form C if students are to be allowed to receive medications.
- Medications must be brought to school by a parent and presented to the school nurse.
- Over-the-counter (OTC) medications must be in the original container. Prescription medications must be in the original container, listing the name of the student, physician's name, dosage, the time interval for administration and the name of the drug.
- The parent must complete and sign a copy of the "Authorization to Dispense Medication" form. These forms may remain in effect for the school year, but not beyond one school year.
- All medications must be stored by school staff, except in cases where the parent specifies in writing that the medication must be kept with the student and permission to do so is granted by the school nurse.
- Students who may need access to self-administered medications during sports or physical education should follow the above procedures; however, during the physical activity the medication must be given to the coach or PE teacher to be secured during the event.

POTTY TRAINED STUDENTS

Being fully potty trained is important for student success in the class room. We define being fully potty trained as the following:

- * Be able to tell an adult they need to use the restroom
- * Be able to pull down their underwear and pants and get them back on without assistance
- * Be able to wipe them selves after using the toilet

We understand that accidents may occur from time to time and will always treat students with respect if this occurs. If students demonstrate they are not fully potty trained, they may be asked to take time away from school until they can demonstrate mastery.