

EPISCOPAL DAY SCHOOL
OF
THE CHURCH OF THE GOOD SHEPHERD

2018-2019

Parent and Student Handbook



EPISCOPAL DAY SCHOOL

Foundations for Life

DUALLY ACCREDITED BY:

THE SOUTHERN ASSOCIATION OF INDEPENDENT SCHOOLS (SAIS) & AdvancED

MEMBER OF:

THE SOUTHERN ASSOCIATION OF INDEPENDENT SCHOOLS (SAIS)

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EDUCATIONAL RECORDS BUREAU (ERB)

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MISSION STATEMENT AND BELIEFS

Mission

The Episcopal Day School is a mission of the Church of the Good Shepherd and exists to guide children to discover their place in God's world for lives of wisdom, love, and service. Informed by a Christian perspective, we offer an education that attends to the nurture and development of the whole child, so that each may form a sure foundation for life.

We Believe...

- each person is uniquely created in the image of God and we are called to recognize, respect, and honor the freedom and dignity of every person.
- the school, the family, and their faith community are called to work in partnership to encourage all children to discover their God-given gifts.
- children learn and develop in many ways and we are called to creatively nurture the growth of each child in heart, mind, body, and soul as we pursue excellence in academics.
- differences are part of God's creative plan and we are called to grow into that truth as a school community that seeks to embrace racial, economic, and religious diversity.
- with Jesus Christ as our center and by his grace, we may all live lives of wisdom, love, and service for God's glory.

POLICIES AND PROCEDURES

I. ADMISSION POLICIES

A. ELIGIBILITY: In its admission, financial aid, personnel policies, and general practices, Episcopal Day School acts without regard to race, color, sex, religion, ethnic origin, physical handicap, or age.

B. APPLICATION AND ADMISSION

1. Episcopal Day School complies with the Georgia State Law concerning age limit for school admission.
 - a. Students entering the young three-year-old program must be three by December 31.
 - b. Students entering the three-year-old program must be three by June 30.
 - c. Students entering prekindergarten or kindergarten must be 4 or 5 years old, respectively, on or before September 1 of the year that they are to enter.
 - d. Students entering first grade must be 6 years old on or before September 1 of the year they are to enter.
 - e. **Parents of children entering EDS for the first time will be required to provide the child's birth certificate at the time of registration.**
2. All applicants for admission must be tested, present a transcript from their previous school, submit a recommendation from a former teacher, and complete the parent questionnaire.
3. **TOILET TRAINING POLICY**
All children entering Episcopal Day School must be toilet trained.
Beginning the first day of school, there will be a two week grace period for young three and three year old students. This includes children enrolled in the extended day program. After this grace period, if a child continues having accidents, the parents may be asked to keep the child home for a period of time, to be determined by the Preschool Head, the child's teacher, and if needed, Director of Auxiliary Programs. This policy covers the child's entire day on campus.

C. RE-ENROLLMENT: Information on re-enrollment for the following year will be sent to parents of present students in early February.

II. SCHEDULE

A. SCHOOL CALENDAR: A detailed calendar is available online on or before the first day of school.

B. PROGRAM HOURS:

Before school care opens	7:00 a.m.
Opening Bell, Homeroom	8:00 a.m.
Tardy Bell	8:10 a.m.
Morning Prayers, Announcements	8:11 a.m.
First Period Begins.....	8:15 a.m.
Threes and PK Dismissal	12:30 p.m.
Grades K - 8 Dismissal	3:00 p.m.

III. ATTENDANCE POLICIES

A. ATTENDANCE REQUIREMENT: We encourage students to attend school on a regular basis. No student will be promoted to the succeeding grade if that student has been absent more than **sixteen school days in a given school year**. Exceptions may be granted by the Head of School in case of extenuating circumstances.

B. ABSENCES DUE TO ILLNESS OR FAMILY EMERGENCY: Please email homeroom teacher, advisor, or division head by 8:30 a.m. each day your child is absent. Students who are absent from school due to illness will have a maximum of three school days beginning with the day they return to school to make up missed assignments, including tests and homework. The responsibility for making up work is the student's. Work not made up will receive a grade of zero. If a child is absent from school for two or more consecutive days but is able to do school work, parents should notify the front office by 8:30 a.m. so make-up assignments can be compiled for pickup that afternoon.

C. ALL OTHER ABSENCES: We greatly discourage any absences aside from those caused by illness or family emergency. If a student must be absent:

- Homeroom teachers or advisors must be notified as soon as possible but no later than 48 hours (two school days) in advance of the absence (except for family emergency) to prepare make-up assignments.
- Requirements for making up an absence will be determined by the teacher and division head, and may include but are not limited to the following: reading, independent written assignments, tests, quizzes, extra help sessions, or tutoring from an outside source.
- Not all assignments may be given in advance; therefore, students may have additional make-up assignments upon returning to school.
- Make-up assignments should be given to the appropriate teacher within three (3) days after the student returns to school.

All students should report to their homeroom at 8:00 a.m. or upon arrival thereafter.

D. **ARRIVAL:** Any students who arrive between 7:00 a.m. and 7:45 a.m. must go to Early Birds Extended Care in room 108. Three-year-olds arriving at school between 7:45 a.m. and 8:10 a.m. will go directly to their classrooms. Prekindergarten and kindergarten students arriving between 7:45 a.m. and 8:00 a.m. are supervised in room 108 and are dismissed to their classrooms at 8:00 a.m.

E. **TARDINESS:** To obtain full benefit from the educational program, it is essential that students arrive at school on time. Therefore, students arriving after **8:10 a.m.** will be marked tardy. **All** tardy students must obtain a pass from the front office. Teachers, division heads, and/or the head of school may impose disciplinary action for excessive tardiness, including the non-renewal of a student's contract in exceptional cases.

Moreover, **middle school students** are marked tardy if they fail to report to each class on time. Disciplinary action for middle school students may commence after the third incidence of tardiness.

F. **DISMISSAL:** Please pick up students promptly at dismissal time. Students who are not picked up within twenty minutes after their dismissal time will be taken to the EDS After School Program for supervision by after school personnel.

Students who are not picked up by 3:20 p.m. are sent from the front office to the After School program; a drop in fee of \$17 will be charged to your TADS account.

Out of respect for our employees, please pick up your child promptly at the end of all school activities. Students may not be on campus unsupervised, and will be directed to the after school program and charged accordingly.

Teachers working with students after school must either wait until the student is picked up or send the child to After School, having coordinated with parents and After School.

G. **EARLY DISMISSAL:** Early dismissals or absences for a brief period during the day are strongly discouraged. If possible, medical appointments should be scheduled after school. In order for your child to leave school early or to be excused during school hours, a written excuse must be given to the teacher in the morning of that day. Students being dismissed early must be signed-out in the office by an adult, and will be called to the office when the parent arrives. **No student may be dismissed during the school day to walk or bike home or to an appointment.** It is the responsibility of the parent to notify the regular carpool driver when your child is absent or being picked up early.

IV. FINANCIAL INFORMATION

Enrollment, financial aid, and billing are managed by TADS, an on-line tuition management system. Please refer to the Admissions Office or Business Office for questions regarding TADS.

A. WITHDRAWAL/TRANSCRIPT REQUEST PROCEDURE: At the time a student withdraws from the school, parents must visit the Admissions Office to complete a Student Withdrawal Form and the Business office to complete a Tuition Refund Insurance Claim form (if applicable). All financial obligations must be current at the time of withdrawal. All transcripts will be mailed to the requesting school and cannot be hand delivered by a parent or guardian.

B. FINANCIAL AID: The Board of Trustees of Episcopal Day School is committed to a strong program of financial aid. EDS Financial Aid Policies and Procedures may be downloaded from www.EDSAugusta.com. One may apply online for Financial Aid at www.mytads.com. All financial aid information and deliberation will be handled by the Financial Aid Committee and will be held in the strictest confidence. No award may be designated unless a student's account is current.

C. PHILANTHROPIC SUPPORT: EDS is a non-profit institution and relies on the generosity of members of the community each year to maintain and enhance the programs of the school. Philanthropic support is one of the very few ways that EDS can control the rising cost of tuition for our families and continuously enhance the daily experience for our students.

Annual Fund

The EDS Annual Fund is a tax-deductible opportunity to make a donation that directly benefits the students and faculty at Episcopal Day School each year. As with all independent schools, tuition alone does not cover the costs of the education our school provides. The Annual Fund goes into the school's operations and makes it possible for EDS to offer its excellent program and as such, is the school's number one philanthropic priority. A gift to the Annual Fund is the most important way a parent, grandparent, alumnus, or friend can show support for EDS.

A Place to Grow Campaign

The "A Place to Grow" Campaign is the joint capital campaign for the school and parish to develop the Flowing Wells Campus. In June 2016, the EDS Board of Trustees and Vestry of the Church of the Good Shepherd approved a master plan and a capital campaign for the development of the 30-acre campus comprised of facilities for Academic, Athletic, and Community Resources. Gifts to the **EDS Foundation** are designated for the fulfillment of the approved master plan and phased construction of that project.

EDS Endowment Fund

The Endowment Fund is money that has been given or designated to EDS with the stipulation that the principal will be permanently invested and a portion of the investment income expended for restricted or general purposes. The EDS Endowment Fund is funded through a variety of sources. These include: 1) planned gifts, 2) outright gifts from parents, friends, and alumni, 3) a donation of 10% of its annual earnings from the EDS Association, and 4) a commitment of excess funds from the Annual Fund by the Board of Trustees. Gifts to the endowment ensure the long-term security of the school.

Library Fund

Gifts to the EDS Library help the school develop and maintain its permanent collection of literature, reference books, materials, and technology. The **Birthday Book Club** offers parents, grandparents, and friends the opportunity to honor a child's birthday by donating a book to the library.

Tributes

Gifts in memory or in honor of an individual may be made to any fund: Annual, Library, or Endowed. When a tribute gift is made, notice is sent to the honoree or family members and an acknowledgment card is sent to the donor.

V. ACADEMIC

A. EDS PRESCHOOL: EDUCATIONAL PHILOSOPHY

We believe:

Children learn through direct participation in their environment. Learning is an active process for young children; therefore, instruction must provide for active exploration, concrete experiences in a rich environment, and many language experiences to foster learning.

Learning activities and materials should be concrete, real, and relevant to the lives of young children.

Children advance at different rates through stages of cognitive, emotional, physical, social, and spiritual development. It is our goal to provide learning experiences to enhance and stimulate all of these developmental areas.

Children learn responsibility by participating in age-appropriate decision-making. Self-help skills are encouraged.

Children possess a natural curiosity about the world that should be utilized to foster enthusiasm and a love of learning!

Children are uniquely created by God. Therefore, each child has God-given abilities and talents to be discovered and nurtured. It is important to provide an environment where spiritual awareness and growth are recognized and encouraged.

B. PRESCHOOL PROGRAM DESCRIPTION AND OVERVIEW

Episcopal Day School's Preschool Program is comprised of three classes of three-year-old children, and two classes of prekindergarten. The threes and prekindergarten classes are half-day classes. Episcopal Day School complies with Georgia state law concerning age limit for school admission. After-school care is offered in the afternoon to any children enrolled full-time in the morning program.

It is the intent of the preschool program to support and enhance all aspects of each child's development - cognitive, spiritual, social, emotional, and physical. This is accomplished through "child-centered" units of study that integrate all curriculum areas --pre-reading, reading, writing, math, science, social studies, art, and music. These units, which are groups of activities related to themes, are used as a means of providing experiences. Unit topics that are of interest and relevance to children are selected. A variety of materials are incorporated for hands-on learning and active participation. A print-rich environment is provided to stimulate the development of language and literacy skills. It is the goal of our staff to maintain a balance between teacher-directed and child-centered activities. Activities are accomplished through large groups, small groups, individual activities, and learning centers. Units that embrace multi-cultural and non-stereotyping themes are incorporated to enable children to develop self-esteem, as well as the ability to understand and appreciate people of different cultures, races, sexes, and abilities. Opportunities for parent involvement are provided and encouraged.

C. CLASS ASSIGNMENTS: While we do not accept specific parent requests for class assignments or other placements, relevant information about individual student needs may be submitted to the division head by no later than the end of the current school year.

1. Class assignments for all other students are made by the faculty in consultation with the division head with the best interest of the individual student in mind.
2. All students may receive their class and homeroom or advisory assignments in advance of the first day of school.
3. A visitation for all preschool, lower school, and middle school students will be scheduled preceding the opening of school.

E. HOMEWORK: Homework is an important part of the learning process. A parent's responsibility is to help the student establish good study habits. Failure to complete homework will be handled by teachers on an individual basis.

F. STUDENT SUPPORT SERVICES: If a student experiences academic, social, and/or emotional difficulties/differences, faculty or parents may request a referral to the division head or Head of School for consultation with the student support team. The Student Support Team (SST) may include the division heads, Head of School, chaplain, faculty, parents, and referred professionals. The SST recommendations may include educational assessments, counseling, tutoring, or other support services.

G. ADDITIONAL ACADEMIC ASSISTANCE (Grades K-8): If a student experiences difficulty in any academic area, the teacher(s) will work with the student individually after school. Arrangements for extra-help sessions will be made in advance with the parent and individual student. Help sessions can be requested by a parent, teacher, or a student. Occasionally a student requires more than periodic extra-help sessions. Some students benefit more from regularly scheduled one-on-one tutorial instruction, and we recognize this need. Arrangements should be made with each Division Head for a school-approved tutor to implement such a session into a student's weekly schedule. Parents will be responsible for remuneration of the private tutor.

H. TUTORING: Faculty members may not tutor their present students for pay, as this presents a conflict of interest.

I. CARE OF SCHOOL MATERIALS (Grades 1-8): Tuition pays for all textbooks and most materials. It is essential that we maintain our texts in good condition. Students are responsible for everything issued to them. Hardcover textbooks must be covered but not with self-adhesive materials. The students will be responsible for any damage to materials and will have to pay the replacement cost (up to \$85) for any lost items and fines for unnecessary wear to textbooks.

*Please see Responsible Use Policies for grades 1-4 and 5-8 regarding the care of technology devices.

Each student in grades 5-8 will be assigned two lockers at the beginning of the school year. Locks will be provided by the school. There will be a \$5.50 charge for lost locks or for locks that have to be cut off. Students are responsible for any damages and will be charged accordingly. All locks are keyed and the administration reserves the right to open a locker at anytime.

Only magnets (no tape) may be used to affix papers to locker surfaces, and only on the interior.

It is useful for all students to have backpacks or book bags to carry folders, books, lunch, school supplies, etc. **Rolling book bags are not permitted for preschool – grade 3 due to safety concerns.**

J. ACCELERATED READER provides EDS students with the means to improve, increase and encourage their reading opportunities. This non-competitive, incentive based reading program is used in kindergarten through fourth grade to further enrich and promote independent reading. Each academic division within the school determines the proper use of Accelerated Reader for its appropriate age level.

K. REQUIRED SUMMER WORK: All (entering and returning) students are required to participate in the EDS Summer Reading appropriate to their level. Please refer to the forms and information page of the EDS website for this information. Requirements vary from grade to grade in other academic areas.

L. LIBRARY: The school library is operated on the same basis as the community library. Books must be checked in and out properly and handled with care.

M. CHOIR: The Chapel Choir will be open to all students in 2nd - 4th grades interested in singing. This choir is a voluntary choir. Any student who is interested in “making a joyful noise” is welcome to join our Chapel Choir. Chapel Choir leads the congregation’s singing twice a month during our Wednesday chapel service. Students in the Chapel Choir will prepare for weekly chapel services during the last period of the day on Monday’s from 2:15-3:00. Seating is limited in the Chapel Choir, we are only able to accommodate 20 students in this choir so early registration is recommended.

The St. Cecilia Choir, named in honor of the patron saint of musicians and church music, is an auditioned choir for students in 2nd-4th grades. Students selected for the St. Cecilia Choir will perform anthems during our special chapel services, perform for special school assemblies such as MLK holiday and Grandparents Day, and participate in at least two choir concerts per year. They will also lead the congregational hymn singing twice a month during the lower school chapel services. St. Cecilia Choir rehearses every Monday from 3:00 to 4:15 (students should bring a snack and water bottle with them to rehearsals). The music chosen for this group is challenging and upbeat and will combine both sacred and secular music. We can accommodate up to 25, but because of the limited seating.

N. PROMOTION POLICY: In order to be promoted to the next grade at the end of the school year, a student must meet the following minimum criteria:

Threes - 3rd grade:

A decision regarding promotion of any student about whom there is concern will be made in concert with the Head of School, Division Head, parents, and teachers.

Grades 4-8

1. Students will be graded on a numerical scale as follows:

- 90 to 100 = A
- 80 to 89 = B
- 70 to 79 = C
- 65 to 69 = D
- 64 and Below = F

A student must attain a cumulative average of “C” or 70% for academic courses, including foreign language (fifth through eighth grade only), English, history, mathematics, science, and religion (sixth through eighth only); no course may have a final average of less than “D” or 65%.

2. Students in grades 4 through 6 who fail to meet the criteria must make up the work as follows: A student may earn a grade that is strong enough to meet the minimum criteria at a pre-approved summer course of study. The student must pass the year-end examination prepared by Episcopal Day School at a level that allows meeting the minimum criteria. This examination must be taken no later than July 31. Meeting the minimum criteria by satisfying the standards listed above will result in promotion to the next grade level, while failure to meet these criteria will result in the student not being promoted.

Students who have met the minimum criteria for promotion, but have demonstrated a need for course remediation, may be required during the summer break to be tutored or enrolled in a pre-approved program of study.

Students in grades 7 and 8 may earn a grade in the course(s) which meet the minimum criteria at a pre-approved summer course of study. Such approval will be granted by the Head of School. If, as a course of a study, a tutor is retained, the expectation is a minimum of 6 weeks work followed by the successful completion of an examination by the appropriate tutor. This examination must be taken no later than August 10. Parents are responsible for remuneration of the private tutor.

3. For co-curricular courses, student will be graded on a scale A, B, C, D, F (non-numerical). A student must attain a final cumulative average of “C” with no grade less than a “D”.

4. Students who fail to meet the criteria for co-curricular courses must make up work as follows:

Meeting minimum criteria will be accomplished through submission of a project which has been previously approved by the Head of School. This project will be of an approved topic and will be graded by the teacher. Satisfactory completion of this project in a manner which brings a grade to an acceptable level as defined above will result in the granting of credit for the course.

5. Middle school students are required to participate in our service programs. Beyond EDS is a program designed to connect middle school students with the needs and hardships that exist in our own community. As they serve their neighbors, and through thoughtful reflection and sharing about their experiences, students develop the qualities of gratitude, compassion, responsibility, and good citizenship. Each 6th-8th grade student must complete a minimum of 15 hours of service to God's people or God's earth, wherever these are found to be in want or need. Beyond EDS service is meant to be a “STRETCH” for students – taking them outside their comfort zone a bit, in order to increase their understanding of hardship and necessity very close to home, and to inspire continued service as a means of expressing gratitude for the many blessings we all enjoy.

Inside EDS is a program designed to give middle school students an opportunity to contribute to the everyday operation of their campus. As they serve their school, students help the faculty, staff, students, and volunteers of EDS with tasks that would benefit from their assistance. They learn about the complexity of life in community, while developing qualities of collaboration, gratitude, and responsible citizenship. Five (5) hours of Inside EDS volunteer service are required of all middle school students. (Fifth grade students fulfill their requirement through morning carpool duty).

Meeting the minimum criteria by satisfying the standards listed above will result in promotion to the next grade level, while failure to meet these criteria will result in the student not being promoted.

Questions should be directed to the Head of School.

I. MIDDLE SCHOOL HONOR ROLL: Students who maintain a quarter average of 90 or higher in each of the following courses: foreign language, English, literature, history, science, mathematics, and religion (6-8 only) will earn the designation of honor roll student. Further, all students earning this designation at least once during the school year will receive an invitation to an end-of-school activity in their honor.

J. MIDDLE SCHOOL SEMESTER EXAMINATIONS: Semester examinations are administered to students in grades 6-8 twice a year, in December and May. Requests for early or make-up semester exams are strongly discouraged. Such requests may be addressed on an individual basis with the division head.

An eighth grade student *may* exempt specific subject area exams in May if he/she meets the following criteria:

- achieves a first semester subject area grade point average of 90 or higher
- achieves a subject area test grade of 85 or higher on the December semester exam,
- has a subject area grade point average of 90 or higher one week before the May semester exams, and
- completes his/her Beyond EDS and Inside EDS service hours by the end-of-year deadline (May 1).

Students exempting exams are expected to attend all planned school activities before and during exam week.

K. GRADUATION REQUIREMENTS: To be a candidate for graduation from EDS, eighth graders must attain a final cumulative average of 70 in all academic courses, foreign language, English, literature, history, science, religion, and mathematics. No course may have a final average of less than 65. Students must also complete required Beyond and Inside EDS hours.

VI. PARENT INVOLVEMENT

A. ORIENTATIONS: During the first weeks of school, parents attend orientations by grade-levels. On the agenda are the academic program, student and parent responsibilities, school rules and requirements, the testing program, special events and other phases of school life. The orientation provides an opportunity to ask questions and discover effective ways to make the school year a successful and happy one. Parents should make every effort to attend.

B. CONFERENCES: A parent may request a conference with the child's teacher(s) at any time. If you wish a conference with a teacher or any member of the staff, you may come by the office or contact the teacher directly by voicemail or email. In the event a student is experiencing difficulties at school, the teacher will contact the parents. The teacher(s) and parents will then confer as often as necessary to reach a solution to the problem. A formal conference for parents is scheduled in September and January every year.

C. CONTACTING STUDENTS AND TEACHERS: Teachers or students cannot be called out of class to accept phone calls. If you need to contact a student, leave a message at the front office or email your child's teacher. Students in grades 5 through 8 may be emailed. [Student cell phones and watches with internet or cellular connection must remain off and left with the students' advisors between 8:10 a.m. and 3:00 p.m. Please do not text or call your child during the day expecting a response.](#)

We encourage parents to use our email system as a primary means of communication with the school. Although email is not a good medium for sensitive or complex conversations, it is extremely efficient for sharing information in a timely manner. If you have an issue you need to discuss with a teacher, it is best to email the teacher and request a time for a call or conference.

D. NON-CUSTODIAL PARENTS: Episcopal Day School is required to provide the non-custodial parent with access to the academic records and to other school-related information regarding the student in the absence of a court order to the contrary. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

E. PARENT CONCERNS: Frequently, parents have questions and concerns which should be first addressed to your child's teacher/advisor. If they cannot be handled at that level, please notify the Division Head. Many concerns are quickly resolved in conversation with the Division Head. If concerns cannot be resolved by the Division Head, parents are encouraged to contact the Head of School. As the chief executive officer of the school, the Head of School has the final responsibility for making decisions having to do with operational policy. If the request or concern has to do with policies of Episcopal Day School, the Head of School will contact the Chairman of the Board of Trustees, who will bring the matter to the attention of the entire Board.

Please notify the school in the event of any family concern or crisis, such as death or serious illness of a family member, so that we can help provide appropriate care and support for the student.

Families with circumstances which require special attention or unusual vigilance on the part of the school officials should make these known to the Head of School on or before the first day of school. Examples could include custody rights, medications, and medical issues.

F. CAMPUS SECURITY: [ALL visitors, including parents during the school day and after school, are **required** to sign in **AND** out at the front desk. For authorized visitors who visit campus frequently, a PIN entry will be available to use to quickly sign in/out. A visitor pass will be printed and visitors will be buzzed in by the receptionist at the front desk. Visitor passes must remain visible while on campus.](#)

G. CLASSROOM VISITATION: Parents, alumni/alumnae, and friends are welcome to visit the EDS campus before or after school. Contact with teachers and/or students during the

school day should be directed through the office. In order to prevent unnecessary interruptions to classroom activities and instruction, we request that there be no unscheduled classroom visits. Classroom enrollment prohibits day visitations from former students or other visitors.

H. FIELD TRIPS: Field trips are an important and integral part of EDS's commitment to experiential education. Except under unusual circumstances, students are expected to attend and participate in field trips the same as any other school day. I understand that my child may travel off campus at times for rehearsals, field trips, practices, performances, academic or athletic competitions, and on occasion, after school and that I will NOT be asked for specific permission each time. Parents will be notified in advance of such travel off campus. Such travel may be in school-leased vehicles or contracted buses, as well as privately owned automobiles to be driven by parents/teachers/coaches. In such a case, EDS verifies insurance coverage for all drivers. I understand that Episcopal Day School is not responsible for the actions of drivers not employed by the school, nor does it insure such drivers. I agree to release all drivers or owners of vehicles from any liability resulting from any accidents while traveling to, from, or around any off-campus event.

I. COMMUNICATIONS FROM THE SCHOOL: Most communication from the school to parents is through school email and the EDS website. The Panther Post is a weekly email that is sent to all parents on Monday and contains notices of school meetings, activities, important dates, and/or changes in the school calendar. Parents should read it carefully.

J. EPISCOPAL DAY SCHOOL ASSOCIATION: The EDS Association was established to provide an organization through which the efforts of the parents could be coordinated in effective support of the school. The President of the EDS Association serves as an ex-officio member of the Board.

All parents of enrolled students as well as faculty and staff hold membership in the EDS Association. Some of the services provided by the EDS Association to the community are:

1. Room parents for each class
2. Financial support for worthy school projects through the annual wishlist and regular contributions to the school's operating budget and permanent endowment
3. Volunteers
4. Annual fundraising/friendraising events

K. POLITICAL ENDORSEMENTS or other such political handouts may not be distributed on school grounds.

L. SOCIAL INVITATIONS: NO social invitations may be delivered at school, even when the entire class or grade level is invited.

M. BIRTHDAYS: Flowers, balloon bouquets, and other gifts for children cannot be delivered to school; we will not accept such deliveries. **No social invitations may be handed out at school, even if all children are invited.**

1. Threes, PK and K: In consultation with the classroom teacher, parents may send a nutritious snack to celebrate a child's birthday, if they so desire. This snack will be in place of the daily snack provided by the school. Classroom teachers will provide birthday food and allergy guidelines during the August orientation. These guidelines will be available on each preschool and kindergarten teacher's website. Parents of children with summer birthdays may schedule a birthday snack during the school year. **Please do not send treat bags, balloons, or favors for the children.**

2. Grades 1-8: Birthday treats are not allowed.

N. STUDENT DIRECTORY: EDS publishes a directory of current students and parents, their addresses, and their telephone numbers. It is published for the use of EDS families only and should not be used for any commercial purpose. It is available on the website and is password protected.

O. CHANGE OF ADDRESS: Please notify the front office promptly of change of address, telephone number, or family status and update information in your TADS account.

P. CLASS PARTIES/ACTIVITIES: No school sponsored swim parties are allowed for preschool through third grade.

In preschool and lower school, class parties are limited to Halloween, Thanksgiving, Valentine's Day, Spring Fling (3s and PK) and the end-of-the-year party. Threes, PK and K classes have a baby Jesus birthday celebration the last week before Christmas break. **Parents should not send treat bags or favors for the children.**

Middle School students do not have class parties. Advisor activities can be scheduled throughout the year during advisory lunchtime or homeroom.

In all cases, parents are asked to please check with classroom teachers regarding any food allergies.

VII. DISCIPLINE

A. CODE OF CONDUCT:

Belief Statement and Guiding Principles

In adherence to the Episcopal Day School's mission of providing "an enriching education," the EDS Code of Conduct was reborn. It outlines a system designed to teach, model, and reinforce appropriate and responsible student behavior.

We are called, through Gospel imperative, to love and respect ourselves and others in God's creation. This Code is intended to foster a climate in which students incorporate the principles and high standards of the Christian community in all activities.

The following beliefs and principles guide us in providing a safe, orderly, academic and professional environment for teaching and learning.

- The call to love means demonstrating respect for self, others and their property; appreciating individual differences; and being considerate of others' feelings.
- Maintaining an environment in which all students can grow and learn is the school's highest priority.
- Consequences for both acceptable and unacceptable behaviors can be effective external motivators for learning and changing behavior. However, our goal is to assist students in becoming increasingly self-disciplined. Self-discipline is manifested when students choose the appropriate behavior, in individual and group contexts, regardless of external motivators, consequences, or supervision.
- Self-discipline, in individual and group contexts, is essential to achieving our goals and maintaining our community.
- Parents are essential school partners who share responsibility for their children's behavior.
- Inappropriate or irresponsible behavior interferes with one's own learning opportunities, the learning opportunities of other students, and the teacher's responsibility to teach all students.
- Children grow, develop and learn at different rates and stages; therefore, changing behavior is an ongoing process that takes time. While we do not expect our children to be perfect, we do expect them to respond to guidance and to improve their behavior over time.
- Inasmuch as every disciplinary act poses a "teachable [learning] moment," teaching and modeling expected behavior are key components of the intended curriculum.
- Code enforcement should be based on an evaluation of behaviors not a judgment of students.
- The Code should be enforced in as fair, consistent and timely a manner as is reasonably possible while also taking into consideration the unique circumstances of each individual situation.

B. Threes, Pre-kindergarten, Kindergarten Progressive Discipline Consequences

We believe that each child is a unique person with an individual pattern and timing of growth and development. Most problem behaviors of young children are normal aspects of their development. Our faculty strives to encourage self-discipline in children by using positive guidance techniques such as modeling appropriate behavior, redirecting children to more acceptable activities, and setting clear limits. Each child is provided many opportunities to develop social skills such as cooperating, helping, negotiating, and problem solving. In

fact, helping students develop behaviors in a variety of contexts is a major part of our curriculum.

Appropriate accommodations/interventions may be made for students who have learning and/or social/emotional difficulties. Students may be referred to the EDS consulting psychologist or an outside student support agency to help determine appropriate accommodations/interventions at any level.

- Inappropriate behavior
 - Teacher/student discussion with age-appropriate interventions
 - Teacher will notify parents if interventions are not helping
- Repeated or persistent inappropriate behaviors (3 or more in a 5 day period)
 - Teacher/student discussion with age-appropriate behavior modification strategies
 - Notify parents; Division Head (DH) will be notified
 - Follow up communication between teacher and parent within 5 days about the situation, and continue until it is clearly resolved.
- If behavior/behaviors persist, continue teacher/student discussions
 - Continue teacher/parent contact
 - Teacher/DH will determine age-appropriate behavior modification strategies
 - Teacher/parent conference (division head may attend, depending on severity)
 - Follow up communication between teacher and parent within 5 days about the situation, and continue until it is clearly resolved.
 - A student support team meeting may be held to develop a behavior improvement plan.
 - Behavior modification strategies should include incentives and/or consequences that are significant to the individual child. These may include verbal or nonverbal reinforcement (e.g., smile, hug, “I like the way you...), activity or privilege reinforcement (e.g., line leader, snack helper, choice of play areas), tangible reinforcements (e.g., stickers, happy faces, badges), loss of privileges (e.g., exclusion from classroom activities, brief recess time-out). A probationary period may accompany any or all of the above.
- Any behavior/behaviors that cause physical or emotional harm to self or others (e.g., biting, hitting, or running away from teacher) will result in a conference with the parents, teacher, and division head. Head of School may be notified or attend conference, depending on the severity.
- Severe behavior events or insufficient responsiveness to behavior improvement plans may result in dismissal from school or in the enrollment agreement being withheld or withdrawn.

C. LOWER SCHOOL AND MIDDLE SCHOOL

Levels of Unacceptable Behavior

Level I Behaviors

These behaviors are low-level infractions that occur in or outside the classroom and may negatively affect only the student engaged in such behaviors. These behaviors may include but are not limited to:

- Failure to Have Appropriate Equipment or Materials
- Failure to Complete Assignments or Homework
- Gum Chewing (Permitted for MS students only)
- Tardiness to School or Class
- Talking out w/o Permission
- Dress Code Violations
- Sleeping
- Certain Unauthorized Use of Electronic or Music Devices
- Violation of the Acceptable Use Technology Policy
- Engagement in Off-Task, Disruptive, and/or Other Disruptive Behavior

Chronic or persistent occurrences of any of the preceding Level I behaviors will result in the elevation of the behavior to Level II status.

Level II Behaviors

These behaviors are moderate-level infractions that occur in or outside the classroom, may cause physical or emotional harm, and may negatively affect an orderly learning environment. These behaviors may include but are not limited to:

- Excessive Horseplay
- Verbal Disputes
- Disrespect:
 - Name Calling
 - Inappropriate Gestures
 - Failure to Follow Directions in a Timely Manner
 - Rude, Vulgar, or Offensive Speech
 - Tactless, Unkind, or Repetitive Teasing
- Use of Profane or other Inappropriate Language
- Improper Treatment of School Property, Equipment, and/or Materials
- Inappropriate Physical Contact:
 - Unwelcome Touching
 - Pulling or Jerking on Others or Their Belongings
 - Tripping, Hitting, or Pushing

- Placing Another in a Headlock
- Misuse or Abuse of the Property of Others
- Failing to Report to Class
- Lying or Otherwise Making False or Deceptive Statements or Claims
- Certain Unauthorized Use of Electronic or Music Devices
- Violation of the Acceptable Use Technology Policy
- Engagement in Off-Task, Disruptive and/or Other Inappropriate Behavior

Chronic or persistent occurrences of any of the preceding Level II behaviors will result in the elevation of the behavior to Level III status. Faculty members will submit Referral Forms after each Level II infractions.

Level III Behaviors

These behaviors are the most serious infractions that occur in or outside the classroom, may cause others extensive physical or emotional harm and negatively affect an orderly learning environment. These behaviors may include but are not limited to:

- Cheating/Plagiarism
- Bullying/Hazing/Intimidation/Threats/Harassment/Fighting
- Defiance
- Certain Unauthorized Use of Electronic or Music Devices
- Violation of the Acceptable Use Technology Policy
- Engagement in Off-Task, Disruptive and/or Other Inappropriate Behavior
- Theft
- Possession/Use/Distribution of Weapons, Alcohol, Illicit Drugs, Tobacco Products, Drug Paraphernalia, Pornography, or Other Contraband

Lower School Progressive Discipline Consequences

We believe that each child is a unique person with an individual pattern and timing of growth, social development, and learning. The teachers strive to provide a safe environment in which children are taught self-discipline and love for self and others. We recognize that changing problem behaviors is an ongoing process that takes time. Children are provided many opportunities to develop social skills such as cooperating with others, problem solving, and conflict resolution.

When discipline infractions negatively affect other students, we will provide appropriate pastoral care and emotional support for those students.

Appropriate accommodations/interventions may be made for students who have learning and/or social/emotional difficulties. Students may be referred to the school psychologist or other student support agency to help determine appropriate accommodations/interventions at any level.

Level I Lower School Consequences

- First infraction and/or second infraction: Teacher/Student discussion may result in age-appropriate consequences, which may include:
 - Verbal warning
 - Restricted recess
 - Loss of privileges depending on classroom management system
- Three or more infractions in a 5 day period will result in a discipline referral:
 - Teacher/student discussion with age-appropriate consequences; Division Head (DH) notified
 - Notify parent
 - Follow-up communication between teacher and parent within 5 days about the situation and will continue until situation is clearly resolved.
 - First discipline referral will result in one or more of the following:
 - Recess detention
 - Exclusion from classroom activities to be determined by teacher
 - Student Behavior Improvement Plan – can include written apology or written assignment
- Repeated discipline referrals - 3 additional infractions in a 5 day period
 - Teacher/DH/student discussion with more serious age-appropriate consequences
 - Notify parent
 - Follow-up communication between teacher and parent within 5 days about the situation and will continue until situation is clearly resolved
 - Repeated discipline referrals will result in one or more of the following but may not be limited to the following:
 - Recess detention
 - Exclusion from classroom activities
 - Loss of privileges
 - Student Behavior Improvement Plan – can include written apology or written assignment
- Persistent Level I discipline referrals could result in the elevation to Level II
 - To be determined by DH and teacher

Level II Lower School Consequences

- Teacher/Student discussion
 - Notify division head
 - Notify parents
 - If necessary, conference with parent/teacher/student (DH and student participation may vary depending on situation) with age-appropriate consequences
 - Follow-up communication between teacher and parent within 5 days about the situation and will continue until situation is clearly resolved

- Consequences – one or more may administered:
 - Recess detention
 - Exclusion from classroom activities to be determined by the teacher and DH
 - Loss of privileges
 - Student Behavior Plan – can include written apology or written assignment
 - In-school suspension – may be partial or full day
 - A probationary period may accompany any or all of the above
- After two Level II infractions a student support team meeting will be held to develop a behavior improvement plan.

Level III Lower School Consequences

- Conference with Head of School/division head/teacher/parent/student
- Consequences
 - In-school or at-home suspension
 - Other age-appropriate consequences to be determined may be given

Severe behavior events or insufficient responsiveness to behavior improvement plans may result in dismissal from school or in the enrollment agreement being withheld or withdrawn.

Middle School Progressive Discipline Plan

In matters of student behavior, we are committed to an approach that:

- a. respects the dignity of each individual,
- b. encourages students toward greater reflection, self-discipline, and responsibility, and
- c. guards the learning environment for all students.

As we guide students to recognize and own the impact of their choices and behavior, we seek to apply logical, measured, and effective consequences to help students learn and make changes. Our response to inappropriate behavior is naturally designed as a progressive escalation for two purposes: (1) to create opportunities for levels of consequence that reflect varying levels of infractions, and (2) to provide an increased response to behaviors that are repeated or persistent.

While each individual and situation is unique and necessitates a unique response, we aim for consistent adherence to our core beliefs and the three guiding principles mentioned above.

When interventions are necessary, the range of responses (often combined with graduated consequences) is as follows:

- Verbal redirection/student verbal reflection on behavior
- Student written reflection on Reflection Form, with consequence selected
- Voluntary removal from class until student is ready to return (brief recovery time)
- Conference with teacher (and/or division head as needed) for help planning for correction

- Notification to parents and Middle School division head
- Conference with school/parents/child
- Reparations or restitution, which range from appropriate communication to repair of relationships to service for the school, after school or on Saturday
- Graduated consequences such as:
 - Silent lunch and/or recess
 - Removal from scene of problem (such as recess/playground) for a set time while student plans for and demonstrates improved behavior/interactions with others
 - Removal from school sponsored after school activities (with 24 hours notice to parents/coaches) and after school detention; parent conference follow up
 - Implementation of a behavior contract/student behavior improvement plan
 - In-School suspension (student required to complete all assignments)
 - Out of School suspension (student required to complete all assignments)
 - Dismissal/Expulsion from school

In general, serious or Level 3 infractions may incur a penalty ranging from in school suspension to expulsion, depending upon the details and circumstances of the individual case. Accumulated infractions or persistent misbehavior at any level will also receive higher levels of intervention.

VIII. RESPONSIBLE USE POLICY

RESPONSIBLE USE POLICY (Grades 1-4)

The faculty, staff and administration at Episcopal Day School believe that access to today's technology and the skills that students will develop in using it are an essential part of both the learning process and student success in the future. These new opportunities also pose many new challenges, and meeting them is the joint responsibility of all members of the EDS community, including faculty/staff, parents, and students.

The Responsible User Policy (RUP) helps us to address those challenges. Please note: All areas of usage described in this agreement apply at all times, not only while I am at school. I understand that I may responsibly use the EDS internal network and its connection to the Internet. Responsible use is defined by the following guidelines. Should problems or questions arise, I agree to seek help, and if I become aware of any abuses, I agree to contact an appropriate faculty or staff member.

I understand that I may be subject to disciplinary action if I do not abide by these guidelines.

1. I will make every effort to make sure the iPad is not damaged or lost.
2. I will tell my teacher or another adult if I see or read something that seems inappropriate or makes me feel uncomfortable.
3. I protect my privacy by not giving out personal information, such as my last name,

address, phone number or the name and address of my school without my teacher's permission.

4. I will protect my school accounts and electronic files by not sharing my school account password with other students, and I will not ask other students to tell me their passwords.
5. If and when I take an iPad home, I will follow the same rules at home as I do at school.

I understand that the following are not allowed:

1. sending or displaying unkind or offensive messages or pictures.
2. using social networking sites or apps.
3. streaming music, videos, or games unless it is part of a lesson assigned by a teacher.
4. using electronic resources without giving credit to the source of the material.
5. accessing someone else's files without their permission.
6. eating or drinking near iPads or computers.

Note for Parents:

Parents are strongly advised to supervise the use of the Internet at home. Students do not always understand the dangers of sharing personal information on the internet. Students may be subject to disciplinary action for misconduct on school networking sites and other computer related activities.

Student Responsibilities:

- Students must not remove the case from the iPad. This case is specifically designed to protect the device from everyday use and transportation by the student. Students may not decorate the cases with markers, stickers or any other materials. Students must transport their laptops in the neoprene cases that are provided. Each case has an ID tag that identifies who the device is currently assigned to, and this tag may not be defaced or removed.
- To extend battery life, the iPad should always be turned off when not being used.
- If the student brings the laptop home, it must be brought back to school the next day fully charged. If the iPad is left at home or is not charged, the student remains responsible for completing all coursework. Forgotten devices, malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exists.
- The student is responsible for taking care of all school-issued technology components to include: iPad, charging cord, protective case, carrying case, ID tag. All of these items must be turned back in to EDS at the end of the school year. Please note: iPads should not be connected to charging devices that are not official Apple charging equipment. Using 3rd party charging equipment may violate the warranty for the laptop, in which case the supplemental insurance policy is void.
- Preloaded software/apps may not be deleted.
- If the iPad, case, charger is damaged or lost, the student must notify a teacher immediately. A police report must be provided for any insurance claims resulting from theft.

- The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
- All forms of social networking and messaging are strictly prohibited during class time unless it is part of the lesson and sanctioned by the teacher.
- Students may not stream music, video, or gaming content during school hours unless it is part of a teacher-issued assignment.
- The use of the camera and microphone are strictly prohibited unless permission is granted by a teacher or unless the student has a formal accommodation approved by the Division Head.
- The whereabouts of the iPad should be known at all times. During school hours when not in the student's possession, the iPad must be stored in the iPad cabinet in the classroom.
- iPads belonging to other students may not be tampered with in any manner.
- If an iPad is found unattended, it should be taken to the nearest faculty member. iPads are subject to routine monitoring by teachers, administrators and the technology staff. The EDS technology department will periodically monitor wireless activity. If the responsible use policy is violated, the iPad may be remotely locked down, wiped, and/or confiscated. Students are not allowed to use their personal computing devices in places of the EDS owned device.

Episcopal Day School Responsible User Policy Grades 1- 4 May 2016

All iPads remain the property of Episcopal Day School. All software/apps, files and documents stored on the iPads are the property of EDS. Electronic communications on the EDS network and on the EDS iPads is not guaranteed to be private. EDS reserves the right to confiscate and search a student's iPads to ensure compliance with the Responsible Use Policy. Students in violation of the Responsible Use Policy may be subject to but not limited to: disciplinary action, overnight confiscation, and/or removal of content. In the event of confiscation, completion of all class work remains the responsibility of the student. EDS is not responsible for financial loss of any personal files that are deleted.

RESPONSIBLE USE POLICY (Grades 5-8)

The faculty, staff, and administration at Episcopal Day School believe that access to today's technology and the skills that students will develop in using it are an essential part of both the learning process and student success in the future. These new opportunities also pose many new challenges, and meeting them is the joint responsibility of all members of the EDS community, including faculty/staff, parents, and students. The Responsible User Policy (RUP) helps us to address those challenges.

Please note: All areas of usage described in this agreement apply at all times, not only while I am at school.

I understand that I may responsibly use the EDS internal network and its connection to the Internet. Responsible use is defined by the following guidelines. Should problems or

questions arise, I agree to seek help, and if I become aware of any abuses, I agree to contact an appropriate faculty or staff member.

I understand that I may be subject to disciplinary action if I do not abide by these guidelines:

1. Digital Citizenship

I agree to be a responsible and positive digital citizen. I will use appropriate language for any form of communication. I will not create or encourage others to create or use discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other students, faculty or person. I will always be mindful that I am a representative of our school.

2. Privacy

I will protect the privacy of others and myself by not revealing passwords, addresses, or other personal information on the Internet or to others without seeking the guidance of a parent or faculty member.

3. Misuse

I will take care to use equipment appropriately and avoid treating it in a manner that will cause unnecessary wear and tear. I will monitor my printing, file storage, and data transfer activity.

4. Copyright

I understand that certain materials may not be copied or reproduced without the permission of the author. I agree to document and properly cite all information and media acquired through the Internet or other information technologies.

5. Inappropriate Use

I will use the school network only for appropriate purposes, including obtaining, using, processing, and distributing information for the purpose of legitimate school related or school approved activities. I understand that inappropriate use includes, but is not limited to: assuming the identity of another; sending or seeking to receive messages that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language; illegal activity; and information which could violate another person's privacy. I understand that electronic communications are not guaranteed to be private.

6. School Name/Logos

I understand that I may not use the EDS name or EDS logo on the Internet without prior consent from school administration. This includes posting photos to social networking websites of individuals wearing EDS attire.

7. School Computers

I understand that I am not allowed to alter software or settings on school computers. The use of any software requires a license; therefore, the copying of any software is prohibited. Only programs installed on the school computers by EDS employees may be used.

Note for Parents:

Parents are strongly advised to supervise the use of the Internet at home. Students do not always understand the dangers of sharing personal information on the internet. Students may

be subject to disciplinary action for misconduct on school networking sites and other computer related activities.

Student Responsibilities:

- Students must not remove the laptop case from the computer. This case is specifically designed to protect the device from everyday use and transportation by the student. Student may not decorate the cases with markers, stickers or any other materials. Students must transport their laptops in the neoprene cases that are provided. Each case has an ID tag that identifies who the device is currently assigned to, and this tag may not be defaced or removed.
- To extend battery life, the computer should always be turned off when not being used.
- The laptop is required to be at school every day, fully charged. If the computer is left at home or is not charged, the student remains responsible for completing all coursework. Forgotten devices, malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exists.
- The student is responsible for taking care of all school-issued computer components to include: laptop, charging cord, protective case, carrying case, ID tag. All of these items must be turned back in to EDS at the end of the school year. Please note: Computers should not be connected to charging devices that are not official Apple charging equipment. Using 3rd party charging equipment may violate the warranty for the laptop, in which case the supplemental insurance policy is void.
- Preloaded software may not be deleted.
- If the computer, case, charger is damaged or lost, the student must notify a teacher immediately. A police report must be provided for any insurance claims resulting from theft.
- The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
- All forms of social networking and messaging and strictly prohibited during class time unless it is part of the lesson and sanctioned by the teacher.
- Students may not stream music, video, or gaming content during school hours unless it is part of a teacher-issued assignment.
- The use of the camera and microphone are strictly prohibited unless permission is granted by a teacher or unless the student has a formal accommodation approved by the Division Head.
- The whereabouts of the laptop should be known at all times. During school hours when not in the student's possession, the laptop must be stored in the designated area in the computer lab or homeroom. Laptops may not be kept in unlocked student lockers.
- Laptops belonging to other students may not be tampered with in any manner.
- If a laptop is found unattended, it should be taken to the nearest faculty member. Laptops are subject to routine monitoring by teachers, administrators, and the technology staff. The EDS technology department will periodically monitor wireless

activity. If the responsible use policy is violated, the laptop may be remotely locked down, wiped, and/or confiscated. Students are not allowed to use their personal computing devices in places of the EDS owned device.

Prohibited Uses Include:

- Accessing Inappropriate Materials
- Illegal Activities
- Violating Copyrights
- Inappropriate use of Webcam
- Malicious Use/Vandalism
- Misuse of Passwords/Unauthorized Access

All laptops remains the property of Episcopal Day School. All software/apps, files, and documents stored on the laptop are the property of EDS. Electronic communications on the EDS network and on the EDS laptops is not guaranteed to be private. EDS reserves the right to confiscate and search a student's laptop to ensure compliance with the Responsible Use Policy. Students in violation of the Responsible Use Policy may be subject to but not limited to: disciplinary action, overnight confiscation, and/or removal of content. In the event of confiscation, completion of all class work remains the responsibility of the student. EDS is not responsible for financial loss of any personal files that are deleted.

IX. STUDENT UNIFORM CODE

PRESCHOOL

Please dress preschool children in comfortable, casual clothing appropriate to the season, the day, and the playground. Children should wear athletic shoes every day. Cowboy boots and flip-flops are strongly discouraged. Please put your child's name on the inside of all clothing, especially outerwear. Please be sure your child's name is on umbrellas, book bags, and other possessions. Loops, sewn in with bias tape, make it easier for children to hang up their jackets and sweaters. Each preschool student is required to bring an extra set of clothing in a ziplock bag marked with the child's name. On special costume days, toy weapons should be kept at home.

CHAPEL DRESS (also required for many field trips)

Change for the 2017 - 2018 school year (as announced summer of 2016): only EDS logo or no logo at all permitted on shirts

Reminder: only EDS logo or no logo at all is required for fleece jackets, sweaters, vests, sweatshirts, hoodies, or jackets

Grades 1-8 (Girls)

- Plaid jumper (no more than 2 inches above the crease at the back of the knee) – **Grades 1-4 (grade 5 optional)**

- **Plaid skirt (no more than 2 inches above the crease at the back of the knee) – Grades 5-8**
 - **Skirts or jumpers may be worn in 5th grade**
- White blouse with buttons (**No collared knit shirts**), rounded or button-down collar, turtleneck, short or long sleeve, no sleeveless, no zipper, tails to be tucked in
 - Untucked option: **white ¾ Sleeve Princess Overblouse
- Knee socks/Tights/Leggings (ankle length only) – solid navy, black, off-white, or white
- Socks, ankle/crew – any color acceptable
- Dress Shoes – loafers, bucks, flats (NO heels) – non-marking soles; closed toe and closed back; NO boots
 - **Grades 1 – 4** Athletic shoes may be worn – non-marking soles, any color acceptable
 - **Grades 5 – 8 No athletic shoes for chapel day**

Grades 1-8 (Boys)

- Khaki slacks with belt loops and pockets, cuffed or hemmed
- Belts – solid brown or black leather or leather-like
- White oxford cloth shirt with button-down collar, tails to be tucked in
- All undershirts must be SOLID white with no logo or printing
- Plaid tie or bowtie – optional for Grades 1-4
- Socks, ankle/crew – any color acceptable
- Dress Shoes – loafers, bucks, deck shoes, and Wallabees – non-marking soles; closed toe and closed back; NO boots
 - **Grades 1 – 4** Athletic shoes may be worn – non-marking soles, any color acceptable
 - **Grades 5 – 8 No athletic shoes for chapel day**

Chapel dress items may be purchased at The Shoppe (2101 Kings Way, Augusta; 706-667-8016; <http://www.theshoppe2101.com>)

**Example of girls untucked blouse option, also available in short and long sleeve, can be found at <https://www.dennisuniform.com/schools/BASICS/Girls/All/092670950119> and is also available for purchase at The Shoppe

EVERYDAY OPTIONS: Chapel and Field Trip articles may be worn any day

Grades 1-8 (Girls) All everyday shirts must have an EDS logo or no logo at all

- Khaki skort (no more than 4 inches above the crease at the back of the knee)
- Khaki Bermuda shorts (no more than 4 inches above the crease at the back of the knee)
- Khaki skirt (no more than 2 inches above the crease at the back of the knee), Khaki capris, or khaki slacks (no khaki jeans, no cargos, no studs)
- Belts – EDS logo, solid brown or black leather or leather-like (belts must be worn if clothing has belt loops)
- Collared knit shirts/turtlenecks – solid white, navy, red, panther/royal blue, black – short or long sleeve, no sleeveless, no zippers, tails to be tucked in; or Knit Overblouse with banded bottom
- Knee socks/Tights/Leggings (ankle length only) – solid navy, black, off-white, or white
- Socks, ankle/crew – any color acceptable

- Shoes – loafers, bucks, flats – closed toe and closed back
- Athletic shoes – leather or cloth – non-marking soles, any color acceptable
- No hats, caps, or other headgear
- Hair ornaments limited to: headbands, bows, barrettes, and scarves and should not be a source of distraction

Grades 1-8 (Boys) All everyday shirts must have an EDS logo or no logo at all

- Khaki Bermuda shorts with belt loops, pockets – walking short length (no more than 3 inches above the crease at the back of the knee)
- Khaki slacks with belt loops and pockets, cuffed or hemmed (No khaki* jeans, no cargos, no studs)
- Belts – solid brown or black leather or leather-like
- Collared knit shirts/Turtlenecks – solid white, red, navy, panther/royal blue or black knit with collar, tails to be tucked in
- White oxford cloth shirt with button-down collar, tails to be tucked in
- Socks, ankle/crew – any color acceptable
- Shoes – bucks, deck shoes, or loafers – closed toe and closed back; NO boots
- Athletic shoes – leather or cloth – non-marking soles, any color acceptable
- No hats, caps, other headgear, or hair ornaments
- All undershirts must be solid white with no logo or printing

ATHLETIC WEAR

- Navy or black athletic/gym shorts, solid white t-shirts or any t-shirt with EDS logo

ALL SWEATERS, VESTS, SWEATSHIRTS, HOODIES, FLEECES, and JACKETS:

- **An EDS logo or no logo at all** is required for sweaters, vests, sweatshirts, hoodies, or jackets
- Must be 100% solid: red, navy, panther/royal blue, black, or white – between waist and hip length

DRESS DOWN/DRESS UP DAYS

- No strapless, off-the-shoulder, spaghetti straps, halter, tank, midriff, or tube tops
- Dresses and skirts must be no more than 2 inches above the crease at the back of the knee
- Shorts no shorter than 4 inches above the crease at the back of the knee; **students may wear athletic/gym shorts if they are no shorter than 4 inches above the crease at the back of the knee.**
- No drop-waist/low-rise (hip hugger) pants
- No costumes or other clothing that brings excessive attention to the wearer
- No sandals, flip-flops, heels, open toe, or open back shoes (Lower School Only)

OTHER STIPULATIONS

- Body piercing is not permitted, except for appropriate female earrings
- Jewelry is acceptable unless it becomes a distraction as determined by teachers and/or division heads
- Toys attached to backpacks are not permitted

- No offensive, inappropriate, or suggestive logos or designs. This would include but is not limited to designs related to alcohol, tobacco, drugs, indecent behavior, etc. The division heads will be the final arbiter of what's appropriate.
- No face painting or body markings
- No pajamas or other sleep apparel

ACCEPTABLE COLORS

All colors must be true colors – red, navy, panther/royal blue, white, black
Khaki -- yellowish brown, tan, beige, stone

X. PHYSICAL EDUCATION POLICY

All students participate in the physical education program. First through fifth graders attend classes three times a week and sixth through eighth graders attend classes twice a week. To provide the maximum benefit of the physical education program, students in grades 5-8 will change into shorts and t-shirts for physical education classes. **All students must wear appropriate athletic shoes.** The EDS gym shorts and t-shirts (ex. Fall Festival, JRFH, Rock Eagle) or any plain navy and black gym shorts and plain white t-shirts are acceptable for grades 5-8.

For athletics information and policies, please refer to the Athletics Handbook on www.edspanthers.com

XI. HEALTH AND SAFETY

A. CRISIS MANAGEMENT PLAN: EDS maintains an updated Crisis Management Plan. A copy of this emergency, health, and safety document is found in every classroom and administrative office. This plan covers emergencies that may occur throughout the year.

B. SEVERE WEATHER CLOSING: In the event of inclement weather, we will attempt to make a decision regarding the opening of school by 6:00 a.m. If school is delayed or closed, we will send a Calling Post announcement to all home and cell numbers of parents that we have on file. We will also send an email to all parents and post the announcement on the school answering machine. We will attempt to contact the following TV stations: WAGT (NBC/ Chan 26/Cable 8), WRDW (CBS / Chan 12/10), and WJBF (ABC/Chan 6/2). You will also find updated information on our website.

Should we need to close school once children have arrived, we will use the same communication procedures. Calling Post, email, the front desk, the website, and local media outlets (in that order) will all have the information. Faculty will remain with the children until the last child has been picked up.

C. IMMUNIZATION REQUIREMENTS AND FORMS: ALL students in preschool are required by Georgia Health law to present the required immunization forms verifying they are

properly immunized. *These forms are available from your pediatrician or local health departments*, and must be presented prior to the first day of school.

Three and Four Year Olds Form 3231 Certificate of Immunization

Five Year Olds Form 3231 Certificate of Immunization
Form 3300 Certificate of Eye, Ear, and Dental Exam

Birth Certificates Parents of students entering EDS for the first time, in either preschool or first grade are required to present a copy of the birth certificate at registration. The copy will remain in the student's file.

Threes through Grades 4 Health Information is to be completed by the parent online upon enrollment.

Grades 5-8 Health Form and Physical Examination The physical exam places EDS in compliance with standards as set by the Georgia High School Association for participation in athletics at the Middle School level. Athletics is defined as daily physical educational classes and after school sports programs. In addition, EDS requires this annual physical exam for participation in our out-of-town field trips.

NO STUDENT MAY PARTICIPATE IN PHYSICAL EDUCATION OR ATHLETIC PRACTICES UNTIL THE HEALTH FORM IS RETURNED TO THE NURSE'S OFFICE.

D. COMMUNICABLE DISEASE: A student must stay home with an illness that is communicable. If a student has a communicable disease/condition during the school year, the school will notify parents of students in that classroom. **STUDENTS SHOULD BE WITHOUT FEVER FOR 24 HOURS AND WITHOUT FEVER MEDICATION BEFORE RETURNING TO SCHOOL.**

E. FOOD ALLERGIES: While EDS is not a peanut free campus, we are allergy aware. Food allergies need to be reported to the classroom teacher and allergy action plans and epinephrine auto-injectors provided to the school nurse.

1. Safe practices for allergy management in all grades include no food sharing, surfaces cleaned to reduce the risk of food allergen exposure, frequent hand washing to include when entering the classroom if indicated, no eating on the bus, and careful reading of food labels.
2. Young children generally cannot manage their own food allergies. EDS strives to serve only nut-free snacks in the 3s, Pre K, Kindergarten, and all after school programs. We ask parents in those grades to do the same including lunches and classroom parties.

3. If a student in Grade 1-8 is known to have a severe allergy, safe practices will be communicated to students and parents in that class/grade which may include asking for a peanut-free classroom or grade level.

Severe nut allergies are sufficiently common that we reserve the option of banning all nut products when circumstances warrant.

F. HEAD LICE POLICY

1. Upon detection of head lice, parents will be notified and referred to their child's physician for treatment.
2. Students in the class will be screened and classroom management policies will go into effect. Siblings of students with head lice will also be screened. Parents will be emailed to heighten awareness.
3. Students may return to school anytime after receiving treatment and will be re-screened by the school nurse upon re-admission to school. The student will be screened again in seven to ten days.

G. CONCUSSION POLICY: The Episcopal Day School recognizes that adolescent athletes are particularly vulnerable to the effects of concussions. In compliance with the passage of House Bill 284, and to ensure the ongoing safety of our youth athletes, the following protocols will be effective January 1, 2014:

1. Prior to the beginning of each athletic season, an informational sheet emphasizing the risks of concussions shall be distributed to the parents/guardians of all youth athletes (ages 7 to 18).
2. Any youth athlete who participates in youth athletics and exhibits signs of a concussion must be removed from the game, practice, competition or tryout and be evaluated by a healthcare provider.**
3. Any youth athlete who is deemed by a health care professional as sustaining a concussion shall not be permitted to return to play until he/she receives clearance from a health care provider for a full or graduated return to play.

H. MEDICATION DURING SCHOOL HOURS: Medication of any kind (including Tylenol) may be administered at school only by request from the parent. **NO MEDICATION WILL BE PROVIDED BY THE SCHOOL.** Only medication in the appropriate container with the official label will be accepted. Medication must be brought by an adult, and the proper form must be completed and signed. The school nurse will be available daily from 8:00 - 8:20 a.m. to accept any necessary medications.

I. **ILLNESS:** A child feeling ill will be sent to the infirmary, where the school nurse will determine if the child should go home.

J. **ACCIDENTS:** In the event of an accident or injury, the school nurse will determine whether the student should be moved. If the child can be moved, a school official will transport the child to the hospital. Parents will be notified immediately. If they cannot be reached, the school will attempt to reach the physician listed on the child's health form.

K. **FIRE, TORNADO, AND INTRUDER DRILLS:** Fire drills are conducted once a month. Tornado and intruder drills will be held twice a year, and teachers will instruct their students about the procedure to follow.

L. **NO SMOKING POLICY:** Episcopal Day School is a smoke-free environment.

XII. RELIGIOUS LIFE AND COMMUNITY

A. **WORSHIP:** Three-year-olds through first grade students attend chapel every Tuesday morning at 8:30 a.m. Second through fourth grade students attend chapel every Wednesday morning at 8:30 a.m. Middle School students attend chapel every Thursday morning at 8:20 a.m. Through prayer, music, bible readings, homilies, and prayers, we explore and experience the truth of God's love and His call on us to love others. We worship with grateful hearts. Once each month, in second through eighth grade worship, we have a Celebration of the Holy Eucharist. (This service is also known as Holy Communion, the Mass, or the Lord's Supper.) In the Episcopal tradition all baptized Christians are welcome to receive the bread and wine. Families should discuss their preferences, remembering that approaching the communion rail with arms folded across the chest to receive a blessing is always welcome as well. Explanation and instruction are provided for second graders before their first Eucharist, and the chaplain is happy to speak with any student or family about this tradition at any time.

Students participate in worship in a variety of ways. Beginning in kindergarten, students serve as acolytes on a rotating schedule. Names are published weekly in the Panther Post and on the schedule posted on the EDS website. Fourth grade students serve, in rotation, as readers and intercessors in Chapel and Eucharist. Middle school students serve as readers and intercessors during the week their advisory is serving as acolytes.

Worship is a central and important part of life at EDS. The opportunity to offer praise and thanksgiving together strengthens us as a community and nurtures us as individuals. Parents are invited to join us at the Church of the Good Shepherd for any Chapel or Celebration of the Eucharist. Your presence enriches our worship.

B. **RELIGION CLASSES:** Our religion classes meet once a week through fifth grade and three times a week in sixth through eighth grades. Our approach to teaching religion begins with the understanding that all people are beloved children of God.

Our curriculum is biblically based and emphasizes the wonder of God’s loving presence and activity in our world throughout history and in the present day. As we explore stories from the Old and New Testaments, we discuss the practical ways to apply the lessons learned to our own lives. In the eighth grade, students learn about the major religions of the world, and engage in reflective discussion and writing about their own lives of faith.

If you have any questions about religion classes, please contact the chaplain.

C. SERVICE PROJECTS: Service learning is an essential element of life at EDS, particularly in our emphasis on giving thanks to God. Actively responding to the Gospel command to “love one another,” our students experience the joy and responsibility of sharing their unique God-given talents with others.

In Middle School, students participate in our Beyond EDS program, which requires a minimum of fifteen hours of service each year. (Our students often exceed the requirement, sometimes logging more than one hundred hours!) Students submit written reflections of their service experiences.

Middle school students also give a minimum of five hours of service inside the school community, including volunteering for Parents’ Association events, helping younger students with computers, working in one of the school gardens, and in other such opportunities that arise within the school. Fifth grade students meet the requirement with carpool duty, and are welcome to volunteer in other ways.

XIII. LUNCHROOM

The EDS lunchroom offers lunch service through Campus Cuisine. This service provides specials from local restaurants, including natural and organic options, whenever possible. Meals vary in portion size and price, so that you may assemble lunches fitting your student’s appetite and your budget. For information on creating a Campus Cuisine account, please visit the EDS website. **Orders must be placed by 12:00 p.m. the day before.**

Home lunches should be delivered to school no later than 8:30 a.m. Items that need to be kept warm or cold should be sent in appropriate packaging. Home lunches may not be heated or refrigerated at school. As a middle school privilege, students may be allowed to use a microwave in the lunchroom with the permission of the middle school division head. Candy and carbonated beverages are discouraged.

XIV. THE EDS BEFORE/AFTER SCHOOL PROGRAM

The Episcopal Day School After School Program opened its doors on September 4, 1979, with ten children from the preschool. Today the After School Program, often called “Gingerbread” for the cottage where it began, serves over one hundred children from three year olds through

eighth grade. The Before/After School Program provides a well-staffed, fully equipped child development program that strives to create an environment which will enrich each child's physical, social, emotional, and intellectual development by providing a secure, caring, and stimulating program.

A. ACCREDITATION: Due to our AdvancED and SAIS accreditation and religious affiliation, our after school program is exempt from Bright from the Start licensing. However, we adhere to Bright from the Start health and safety guidelines.

B. PROGRAM: The goal of the Episcopal Day School After School Program is to provide quality care for each child enrolled in the program. Our rooms are equipped with a variety of activities, materials, and games. An outdoor playground, field, and gymnasium are also available. All children in the program have a healthy snack, get to play on the playground, do arts and crafts, as well as have inside activities and some quiet time for homework. Children are encouraged to participate in physical activities and peer interaction; opportunities are provided to explore; and when appropriate for the age, children are provided time to rest or to study. Other activities, such as arts and crafts, are offered to students. All after school teachers provide quiet time and assistance with homework as needed. However, there is no guarantee that homework will be completed in its entirety. Parents should check homework and folders each evening.

D. STAFFING: Each staff member has been carefully screened and selected on the basis of educational background, training, and experience. Staff members have training in CPR, first aid, fire and safety procedures, and symptoms of child abuse. All have completed the records check required by the State of Georgia. Each staff member is required to complete ten hours per year in staff development courses.

E. DISCIPLINE: Our teachers and staff use positive strategies to encourage appropriate behavior. The After School Program follows the Levels of Unacceptable Behavior that is appropriate for the student's grade. A cooperative classroom environment is provided to promote personal responsibility and self-management. Clear limits and consequences are set. Encouragement and modeling are used rather than criticism. Corporal punishment is not allowed under any circumstances.

F. CALENDAR: The EDS Before/After School Program operates on the same calendar as the school. The After School Program is not in session on holidays or during school vacations. However, please consult the EVENTS calendar on the EDS website to clear any discrepancies. The After School Program is not open to middle school students during December and May exam weeks.

G. FEES AND HOURS: Please see the website or contact the Director of Auxiliary Programs for current program fees.

There are 3 day, 5 day, or drop-in options, as needed.

“Drop in” **requires** a 24 hour notice, provided space is available (in order to maintain appropriate staffing ratios).

There is **not** a charge for Early Birds of students that are enrolled full-time in the After School Program. If a child is not enrolled in a 5 day program, there is a daily fee for Early Birds.

Please note that spaces in the after school program classes are limited and will be filled on a first come/first serve basis.

Cancellations/Withdrawals or new program attendees require 2 weeks notice by e-mail or written note to the Director of Auxiliary Programs.

H. SAFETY: See Section XI of this handbook for our policy on immunization requirements.

I. DISMISSAL PROCEDURE: Children will be released to parents/legal guardian(s) of the child and persons listed on the registration form unless legal documentation (in the form of a court order) stating otherwise is on file with the school. All After School Program dismissal records are kept in the Director of Auxiliary Programs office.

When a parent arrives in the front office, the front office will notify the after school staff via radio. Students in K through eight will be sent to the front office. Parents must sign their children out with front office. Parents of threes and PK students should walk back to the classroom to pick up the student after checking in with the front office. Students may also be sent to the front office with accompanying older sibling.

In respect for our employees, please pick up your child promptly at the closing time of the after school program in which your child is enrolled. The EDS After School Program closes promptly at 6:00 p.m. every day. Parents will be assessed a fee of \$10 each five minutes after the 6:00 p.m. closing time. Any child who is not picked up from carpool by 3:20 p.m. will be sent to after-school care, and you will be billed accordingly.

J. MORNING DROP OFF PROCEDURES: Children enrolled in our Early Bird program must enter through the front office and be escorted to room 108. Early Birds begins at 7:00 a.m. Drop-ins are welcome (fee applicable).

K. REGISTRATION: A registration form (located on the EDS website) for each child attending any After School Program must be on file with the office before your child can participate, including on a “Drop in” basis.

Director of Auxiliary Programs, Elise Folk can be reached by email efolk@edsaugusta.com or voicemail 706-733-1192 ext. 227.

XV. CARPOOL SYSTEM AND TRAFFIC PATTERN

TRAFFIC REGULATIONS ARE ESTABLISHED FOR YOUR CHILD'S SAFETY. STRICT ADHERENCE TO THESE REGULATIONS IS REQUIRED OF ALL DRIVERS. WE APPRECIATE YOUR COOPERATION IN FOLLOWING PROPER CARPOOL PROCEDURES.

A. TRAFFIC PATTERN: All school traffic will enter from Milledge Road through the Woodlawn parking lot, lining up along the tree line. Follow the traffic pattern as directed by the EDS staff. See carpool diagram.

Parents are asked not to get out of their cars during morning carpool.

Morning Carpool System

Young-Threes and Three-Year-Olds:

Starting at 7:45 a.m., Young-Threes and Three-Year-Olds should be dropped off at the Village entrance. Parents should remain in their vehicles and an EDS faculty member will assist your child out of their car and escort each child into the classroom. After dropping your child off in the Village, please merge into the right lane to exit onto Walton Way.

PK-8th grade:

- Remain in a single line in the left lane.
- Staff member will assign each driver a cone between numbers 1 and 9.
- Pull up to the cone marked with your assigned number.
- Unload children from the driver's side/left side of the car into the safety area. Those exiting the passenger side of the vehicle should walk **in front** of the car to the safety area.
- It is the parent's responsibility to ensure their passengers and those from the vehicles ahead have entered the safety area prior to moving forward.

Parents are discouraged parking or dropping students off in the Reid Presbyterian parking lot or on Johns Road.

Students will be available to assist with unloading vehicles and walking students to class.

If you need to park, please use the parking spaces facing the church lawn if available. If you must park in the front lot, please maintain your assigned place in the carpool line, and then pull through to park.

Afternoon Carpool System

Young Threes-PK 12:30 p.m. dismissal:

- Pick up Threes and prekindergarten students in the front of the school.
- Display the number on your *passenger side* visor as soon as you enter the carpool line.
- Threes and PK drivers enter from Milledge Road (please do NOT use the Good Shepherd entrance on Walton Way).
- Proceed by the Village; form a line that will begin at the crosswalk by the front office.

- At 12:30 p.m., cars will be directed through the front of the office porte cochere, usually three at a time.
- Do not get out of your car - a teacher will assist the children into the car.
- Proceed *beyond* the loading area to the other side of the parking lot to buckle in your child.

K-8th Grade 3:00 p.m. Dismissal:

- All students will assemble for carpool at 3:00 p.m. in front of the school.
- No child or parent will be allowed to leave the safety area until the bell rings.
- Form two lines, filling in the Walton Way side first.
- When cars are loaded, exit as directed by teacher on duty.
- The same procedure will be used until all students are picked up.

Please note:

- If a student is not at carpool, the driver will be asked to go back around through the carpool line again. Please do not leave your car unattended in the carpool line.
- Do not park in the fire lane in front of the school at any time.
- Do not pull into the parking lot before 2:45 p.m. This will allow vendors, visitors, and teachers to come and go in the afternoon.
- **Do not drop off or pick up students on Walton Way.**
- **Parents are discouraged parking in the Reid Presbyterian parking lot.**

B. WALKERS AND BIKE RIDERS: All students who walk or bike must have a Walk/Bike Permission Form on file in the front office. This electronic form is available on the EDS website, and will be kept on file for the school year.

Students walking or biking home should report to the pedestrian gate on Walton Way at the end of the sidewalk that borders Appleby Library in the EDS parking lot at 3:00 p.m. The students will be dismissed by the duty teacher only if this signed permission form is on file in the front office.

Without a signed form on file, verbal permission via phone must be given by the parent in order for the student to be permitted to walk/bike home. Please note our policy in the handbook about bicycle helmets. We require a child to wear a bicycle helmet coming and going from school while operating a bicycle or scooter.

C. RAINY DAY CARPOOL PROCEDURES

1. All parents should remain in their cars until the 3:00 p.m. dismissal bell.
2. When the dismissal bell rings, Preschool through Fifth Grade parents should get out of their cars and come to the designated location to pick up their child(ren).
3. 6th, 7th, and 8th grade parents - do not need to come in to pick up students. 6th, 7th, and 8th grade students will exit using the stairs and doors near the admissions office and come to the cars on their own.

4. Parents are asked not to congregate in the porte-cochere area (porch of the office front door) or in the front office.
5. Students will be assembled at the following locations:
 - a. Lunchbunch and Kindergarten - in hallway in front of room 105 and the admissions office
 - b. First Grade - in hallway in front of the Lower School Office
 - c. Fifth Grade - behind First Grade in front of the Lower School Office
 - d. Second Grade, Third Grade, Fourth Grade - first floor in front of rooms 101, 102, 103, 104
 - e. Sixth Grade, Seventh Grade, and Eighth Grade - second floor in front of rooms 201, 202, 203, 204
 - f. Bus Riders/Athletes - in the porte-cochere area (porch of the office front door)