

# School Handbook

Preschool • Elementary • Middle School

2017-2018



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## School Calendar: All Grades

**Ministries and Activities at First Pres** ... back cover

# Hours of Operation

Office Hours	7:45am–5:30pm
Preschool Hours	9:00am–12:00pm OR 9:00am–2:15pm
Elementary Hours	8:00am–2:15pm
Middle School Hours	8:00am–3:00pm
Preschool Early Stay	7:45am–8:40am
Elementary and Middle School Morning Carpool	7:45am–8:00am
Preschool Morning Carpool	8:40am–9:00am
Preschool Afternoon Carpool	12:00pm–12:15pm OR 2:15–2:30pm
Elementary Carpool	2:15pm–2:30pm
Middle School Afternoon Carpool	3:00pm–3:10pm

*After designated dismissal time of all events, please sign your child out at the office.*

# All Grades

## K2-8th grade

### Mission Statement

*First Presbyterian Academy's mission*  
**is to develop students of character,  
equipped for a lifetime of learning and service,  
through programs of academic excellence  
founded on a Christian worldview.**

### History

The Preschool was founded in 1952 as a nonprofit Christian ministry of First Presbyterian Church. We are annually inspected by the South Carolina Department of Social Services, and we are registered as a faith-based facility. We believe in small class sizes and excellence in our educational standards.

In 2004, the Session of First Presbyterian appointed a committee to study the feasibility of creating an elementary school that would continue the tradition of excellence established by the First Presbyterian Kindergarten. After several years of study, the recommendation of the Committee to start an elementary school was approved by the Session, and the school's initial first grade class began in the fall of 2007. The Academy Middle School opened in the Fall of 2015 with both 6th and 7th grades, adding 8th grade in the Fall of 2016. The school currently serves children K2 through 8th grade.

We hope your experience with us will be one in which you and your child feel safe and loved through Christ.

### Philosophy

The Academy provides a program that will help develop a child who can thrive and succeed in today's society. This is best achieved by providing an academically challenging program which integrates faith into all parts of the educational environment, allowing each child the opportunity to develop a Christian worldview while creating a strong educational foundation. Our learning environment is designed to develop the whole child by offering learning opportunities for each child to grow academically, emotionally, spiritually, socially, and physically.

As children begin their academic career, they must feel safe and secure in their school environment as well as develop an excitement for learning. We want each child to recognize and develop his/her God-given talents. The small classes at the Academy help advance each child's academic development.

The Academy is unique in this region in that it is an evangelical school, which means that admission is open to any qualified student without regard to the child's or parents' personal faith. All teachers and staff are professing Christians, and the curriculum is based upon a Christian worldview; however, students may come from families representing different faith traditions.

## Core Values

### Biblical Truth

Scripture is the revealed word of God. It is taught as truth, integrated into every learning experience, and applied to decision-making at every level of the school.

### Academic Excellence

Academic programming is rigorous and challenging. Reaching a student's full potential and preparing them to excel in high school, college, and beyond is our goal.

### The Gospel

As a Protestant, Evangelical institution we regard the gospel of Jesus Christ as integral to our outlook on life, and gospel-centered spiritual transformation as an essential aspect of learning.

### Personal Relationships

The school exists to serve people and does so through personal relationships which exemplify dignity and respect. The school's day-to-day practices are a consistent model of integrity, efficiency, and accountability among faculty, staff, parents, children, and church administration.

### Stewardship

The school's management of finances and other resources reflects an understanding that we are caretakers on behalf of God and those who support the school's mission.

### Christian Leadership

The Academy values school administrators and faculty who model and inspire excellence through their Christ-like example, intellectual curiosity, lifelong learning and disciplined leadership

## Biblical Mandate

### 2 Timothy 2:15 (NIV)

"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth."

## Vision

### Ignite ► Infuse ► Impact

**IGNITE** a passion for learning,

**INFUSE** God's Word as a lens to view all aspects of the world, and

**IMPACT** the community and the world beyond.

## School Mascot

**Why a Highlander?** The Highlander represents our Presbyterian heritage and the beginning of the Presbyterian Church in Scotland. The Academy Highlander belongs to God's clan. He follows the path that God has set for him, and he uses the staff of the Good Shepherd when the way gets rough. He also uses the Word of God, the sword, as a lamp unto his path. His tartan is reflected in the school's uniform.

# Safety Policies & Procedures

## Emergency Procedures

It is important that we have current contact information at all times in the event of an emergency. Any updates to student information should be in written form by either letter or email and given to the Office Manager as soon as possible after a change is made.

If there is a natural disaster or serious emergency during school hours, parents will be notified by phone, by email, or on WYFF-TV Channel 4 of the action taken by the school. There are many procedures in place to ensure the safety of the students and staff.

If an emergency occurs that prohibits us from continuing school in our facility, we will evacuate all children and staff to First Baptist Church located on Cleveland Street. All parents will be notified by phone, email, and/or WYFF-TV Channel 4 should such an incident occur.

### EMERGENCY MEDICAL PLAN

Should a medical emergency occur with your child, the Academy will:

1. Call 911 immediately upon recognizing signs and symptoms that require immediate emergency attention.
2. Notify parents/guardians concerning the child's condition and assure them that steps have been taken to secure emergency medical attention.

First Aid will be administered until emergency assistance arrives.

### MEDICATION ERRORS

Should a medication error occur, we will contact poison control for instructions, then notify the parent/guardian by telephone as to the status of the situation.

### EMERGENCY DRILLS

Fire Drills are held on a monthly basis. Tornado drills are held on an annual basis. Lock-down drills are held on an annual basis.

## Inclement Weather Policy

In the event of inclement weather, please tune your television to **WYFF-TV Channel 4** for our announcement and, provided we are able to connect to the internet, check our website and your email for updated information. The decision to delay or close will depend upon the decision of the Greenville County School District for the **first day only**. The decision to delay or close on subsequent days will be decided by the Head of School.

## Discipline

In our approach to discipline at the Academy, we follow the recommended guidelines and policies defined by the South Carolina Department of Social Services. Our main objective is to provide consistent praise, positive reinforcement, and encouragement as a means to manage classroom behavior.

When disrupting classroom situations occur, redirecting the child is first attempted. A limited "age-minute" time out is then implemented to give the child time to re-think his/her behavior if necessary. Then the child is allowed to re-enter the classroom activities. If this is not successful, a conference with the teachers and parents will be called to discuss positive methods which can be used at home and school to promote more appropriate behavior. **No physical punishment is allowed at First Presbyterian Academy.**

*(continued on next page)*

*(Discipline continued)*

Inappropriate behavior from a child can be caused by many outside influences, such as marital separation or divorce, death in the family, a new sibling, moving, etc. The child's teacher should be informed of any major life changes a parent or family may be going through which may influence a child's behavior.

In the event an elementary or middle school student is sent to the office for a behavioral issue, a referral may be written and included in the student's permanent record.

## Security

In order to provide the utmost safety for our students, the only access to the Academy is through the office or the Preschool door. You must provide us with your name and the purpose for entrance. All other doors are locked. Please do not knock for entrance at other doors. Other church personnel are not allowed to open doors to the buildings that are not the main Academy door.

*All parents, guests, and other visitors to school must sign in and out at the office.*

## Child Custody

In cases of separation or divorce, the Office must have on file a certified copy of the child custody agreement. This must be in the school's possession on the first day of classes. Should the agreement be changed by the courts, a certified copy of the new custody agreement must be given to the Office Manager immediately.

## Photographs and Publicity

Throughout the year, photographs of the children participating in our program may be taken and published in newspapers, brochures, magazines, and other publicity materials. If you do not want your child's picture taken or used, it will be your responsibility to notify the Office Manager within 10 days of the first day of school. If no notification is given, it will be assumed that your permission is granted. School pictures will be taken in the fall and spring.

## Medication Policy

***We do not administer any type of topical ointments (even with a medication form). This includes sunscreen.***

Prescription oral medicine can be given only by written permission and from the original container.

Parents **must walk medication in to the Academy Office** and sign it over to the office staff for dispensing to your child along with a completed Medication Form. (Students should never bring medications to school in lunch boxes or any other container. This includes throat lozenges.)

A **Medication Form** with dispensing instructions must be obtained from the office. Medications, when dispensed, are recorded by office personnel.

## Carpool Information

### TRAFFIC SAFETY AND PROCEDURES

Parents and visitors are to use the Symmes-Wilson Parking Lot outside the Gym area when visiting, dropping off, or picking up a child. The carpool line is available for drop-off and pick-up daily. **The driveway between the buildings is ONE WAY.**

## CARPOOL LINE INSTRUCTIONS

You will be given a carpool “name tag” at Open House. Keep this in your car at all times and display it prominently on the dash for the carpool attendants to see. If you need more than one tag, call the Academy office.

Enter the carpool line from Washington Street by turning **right** into the driveway. Those approaching from Academy Street should go around the block and get in line. *Left turns into the driveway are not allowed and can cause accidents.*

K2, K3, and one class of K4 students are to arrive in the right car lane. K4–8th grade students arrive via the left car lane. For those with children in both buildings, please drop off and pick up at the *younger child's* side. The older child will be taken to his/her classroom by a teacher or carpool greeter. **Please do not cross over from one lane to the other.**

Place the child's car seat on the appropriate side (K2/K3 on the passenger side; K4 and up on the driver's side) of the car to facilitate exit from and entry into the car. If you have the situation of a younger child's rear-facing car seat behind the passenger seat, your child can climb under the infant seat or over the front seat to get out. *For liability reasons, the carpool greeters are instructed not to get children out of the driver's side front seat of the car. If you cannot place your child on the appropriate side, you may park by the Gym and walk your child down to a carpool greeter.*

At afternoon pick-up, please pull forward, and then buckle your child's car seat. Personnel are not authorized to buckle children in their seats as this is an insurance issue.

**If your child has been unloaded/loaded and the cars in front of you are still waiting, please do not pull into the middle lane to pass. There is not enough room for a third “passing” lane.**

## CHILD SAFETY

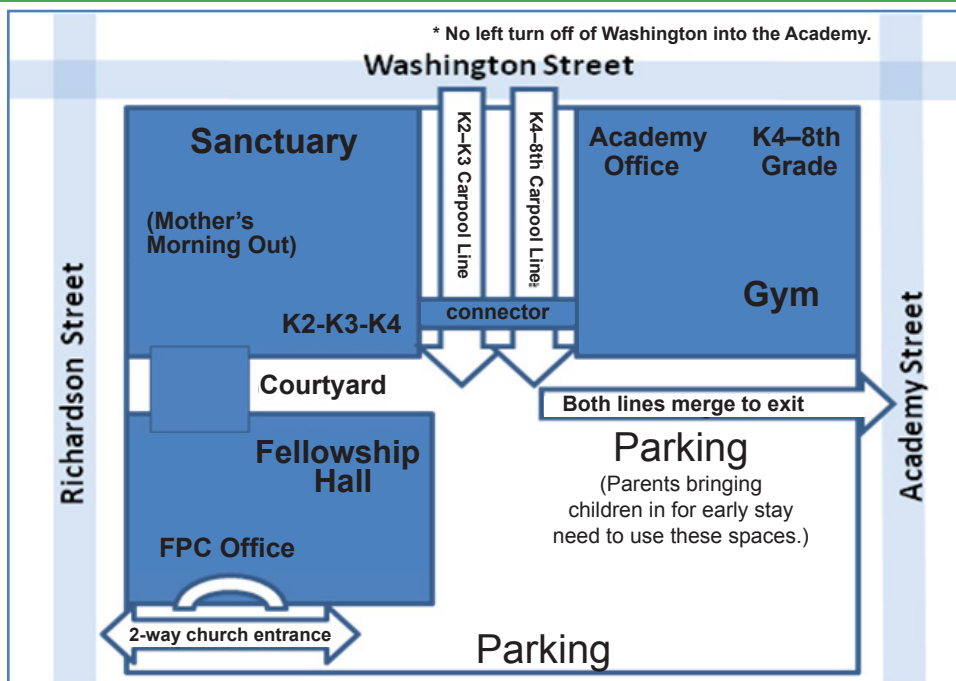
Do not leave your car with younger children, your pocketbook, or keys in it, and/or the motor running at any time.

**Please turn your cell phone off once you have turned into the car line.** It is extremely important to greet your child without other distractions, as well as provide a safe environment for children.

**No child will be dismissed from our care to an adult other than a parent or authorized caregiver, without the written consent from the parent or guardian. Each child must have a Carpool Authorization Form on file. We make no exceptions to this rule and will check anyone's driver's license whom we do not recognize.**

Safety is a major concern for us and we appreciate your understanding in protecting your children and your abiding by these procedures.

## Carpool Diagram



## Health and Illness Policies

### SICK CHILD CHECKLIST

Your child should remain at home if he or she has one or more of the following:

- Auxiliary temperature of 100.4°
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea
- Vomiting
- Yellow or green discharge from nose or throat that has not been treated for 24 hours.
- Open sores
- Head lice

- Diseases such as chicken pox, impetigo, pink eye and diarrhea are considered by the Health Department to be highly contagious. **Children should not come to school** until a doctor's certification states that they are no longer contagious.
- Please contact the school and DHEC at 242.4321 if your child has a communicable disease such as chicken pox or strep throat.
- No child is to attend school with a fever, nausea, diarrhea, suspicious rashes, or complaints of not feeling well.

Please call the school when your child is out due to illness. Report promptly all contagious diseases so that classmates may be alerted. ***Ill children need to be kept home for their own sake as well as their classmates'.***

**Fever:** When a child has a fever of 100.4° he/she must remain at home for 24 hours. When a child develops a temperature of 100.4° at school, he/she is considered to have a fever and will be sent home.

**Diarrhea:** A child with two or more loose stools in a one-hour period is considered ill. The child will be sent home immediately.

**Head Lice:** Head lice are human parasites which require blood to live. Any child with head lice will be sent home immediately. Children may not return to school until they are "nit free." For information and treatment go to [www.headlice.org](http://www.headlice.org).

**Illness at School:** If a child becomes ill or is sent to school ill, he/she will need to return home as soon as possible. The parent or emergency contact so noted by the parent will be called so that arrangements can be made to send the child home or to another place of care.

**Children must be fever-, diarrhea-, and vomit-free for 24 hours before returning to school.**

## Nut/Peanut-Free Campus Policy

The Academy is a nut- and peanut-free campus. We will not serve any nut/peanut products or those that may be cross-contaminated to any child in our care. We ask that parents adhere to this policy and not send any nut/peanut products or items which may be cross-contaminated in their child's snack or lunch. If the staff discovers a food in a snack or lunch which violates this policy, it will be sent back home unopened with a note. Safe foods are listed on the next page.

**Bakery Items:** Please note that bakeries such as Publix and Bi-Lo state that their products are NOT nut-free. This is because of the risk of cross-contamination.



## NUT-FREE INFORMATION: ALLOWED FOODS

### FRUITS

All fresh fruit  
Dole fruit bowls  
Del Monte Fruit to-go cups  
Applesauce cups  
Motts Fruit blasters applesauce tubes

### VEGETABLES

All fresh vegetables including:  
Carrots with dip  
Celery sticks with cream cheese or dip

### GUMMY SNACKS

Only Betty Crocker or Nabisco fruit (NOT Brach's)  
Snacks including:  
Fruit roll-ups, Fruit by the foot  
Gushers, Shark bites  
Fun fruits  
Scooby Doo fruit snacks  
Trix Fruit snacks  
Hi-C fruit snacks  
Pokemon, Batman, Transformers fruit snacks

### COOKIES

Nilla Wafers  
Oreos (Original only; NO individual serving packages)  
Teddy Grahams (Honey, Cinnamon, Chocolate)  
Rice Krispies Treats (plain only)  
Nabisco Barnum Animal Crackers  
Chips Ahoy (Regular only; NOT minis or individual packages)

### SALTY SNACKS

Rold Gold Pretzels  
Pringles, Lays Potato Chips, Fritos  
Doritos (NOT crackers)  
Cheetos, Tostitos, Ruffles  
Popcorn (Pop Secret, Orville Redenbacher)

### CEREALS

Kix, Fruit Loops, Honeycombs  
Cinnamon Toast Crunch, Apple Jacks  
Lucky Charms, Corn Pops  
Kellogg's Mini-Wheats

### CRACKERS

Honey Maid—Cinnamon Grahams and Sticks, Honey Grahams and Sticks  
Ritz crackers (plain only, NOT sandwiches)  
Keebler club crackers (original only, NOT sandwiches)  
Nabisco saltines  
Sunshine Cheez-its  
Triscuits, Wheat Thins  
Pepperidge Farm Cheddar Goldfish (only plain, pretzel or cheddar, NOT Cinnamon Grahams.)  
Sargento—Mootown crackers & cheese dip  
Keebler Town House crackers  
Sportz Cheddar Crackers  
Kraft Handi-Snacks Crackers with Cheese Dip

### JELLOS AND PUDDINGS

Kraft Handi-Snacks—Wacky gels, vanilla and chocolate pudding  
Hunts—Juicy Gels, vanilla and chocolate pudding  
Jello—Gelatin cups, X-treme Jello tubes, vanilla, chocolate pudding  
Dole Fruit 'n' Gel bowls  
Del Monte Fruit 'n' Gel to-go bowls

### FROZEN TREATS

Minute Maid—juice bars, fruit and cream swirls, frozen lemonade  
Good Humor—Fudgesicles, popsicles, fire crackers, great whites, micropops, and scribblers  
Nestle—Itzakadoozies, Icecreamers  
Flintstones, Rainbow Sherbet Treats,  
Juicy Juice Frozen Juice Pops, Lick-A-Colors, Tropicana Fruit Juice Bars  
Welch's Fruit Juice Popsicles  
ICEE Frozen Treats  
Breyer's Ice Cream (chocolate and vanilla)

### MISCELLANEOUS

Cheese  
Yogurt (NOT soy brands)—Gogurt, Danimals, etc.  
Pizza—Papa Johns, Dominoes, Pizza Hut  
Candy—Starburst, Skittles, Twizzlers, DOTS, Sour Patch Kids, Tootsie Rolls, Jolly Rancher, Tic Tacs, Pez, Airheads, Dum Dums, Sweet Tarts (regular)  
Doughnuts—Krispy Kreme "Original Glazed" with or without sprinkles (only from the KK store—NOT pre-packaged from a grocery store)  
Jet-puffed marshmallows  
Kellogg's Pop-tarts (Fruit flavors)

## Other Allergies and Sensitivities

Due to allergies and sensitivities by both students and teachers, please keep all scented lotions, sprays, etc., to a minimum. Additionally, scented hand sanitizers, essential oils, and perfumes are not permitted.

# Tuition & Fees

## Tuition

Three payment options are available:

- a. Full annual payment by August 1 (2% discount applies)
- b. Semi-annual payments by August 1 and January 1 (1% discount applies)
- c. Ten (10) month installment plan beginning August 1

The Academy partners with Smart Tuition for the processing and collection of our families' tuition for the 2017-2018 school year. The partnership with Smart Tuition allows for a confidential system where families can see for themselves a complete report of their tuition account. Details such as tuition assistance, hot lunch fees, and other fees will be posted to your account. A secure Log-in ID enables parents to view this information at any time of day, or to update personal information

Payments received after the 10th of each month are considered late and will be assessed a \$50 late fee.

**If you are withdrawing from our school, we must have 30 days written notice in order for you to receive any sort of tuition refund. Any withdrawals which occur before the first school day after the first tuition payment is made, may receive a 50% refund at the discretion of the Head of School. All other withdrawals after school begins must have 30 days written notice so as not to incur additional tuition bills.**

***All tuitions and fees are subject to change with or without notice.***

## School Fees

***All tuitions and fees are subject to change with or without notice.***

- a. An application fee of \$35 is due with the Preschool Application; \$75 is due with the Elementary and Middle School Application.
- b. An enrollment fee is payable at time of enrollment/re-enrollment to ensure a seat for your child.
- c. An elementary and middle school supply fee of \$100 covers the cost of all required student materials (folders, pencils, paper, glue, etc.) and is billed in the fall.
- d. For elementary and middle school students, there will be an additional \$50 fee second semester for the Academy Yearbook and Field Day T-shirt and treat. This is billed in the spring.
- e. Elementary and middle school students participating in school sports teams will be assessed a uniform fee to be disclosed to parents at the team organizational meeting.
- f. Middle school students will be issued a Chromebook. Accordingly, those students will be assessed a technology fee of \$50 per semester for its use. Should a Chromebook become damaged while in a student's possession, the family will be assessed the replacement cost of the computer.

### ***Penalty for Late Pick-ups (after school or late stay)***

Unless parents notify the school that they will be late picking up a child due to an emergency, a late pick-up fee of \$1 per minute will be added to your monthly statement.

## Clear Account

An enrollment in the Academy will not be accepted unless all fees to be made on behalf of that child *or a sibling* in any other First Presbyterian Church program are current. This shall include, but not be limited to, Mother's Morning Out, Children's Ministries, Activities, and Day Camps.

## Financial Aid

Financial aid awards are based on the family's demonstrated need as determined by FAST (Financial Aid for School Tuition). FAST uses information supplied by the applicant to assess need. Each award is made for one school year only, but families may apply yearly since eligibility may alter year by year. Awards are based on the availability of financial aid funds. Information concerning FAST and scholarships may be obtained online by following the link on our website or by calling the Academy office at 235.0122. Applications for financial aid must be submitted by the deadline.

**Financial aid is not provided for Early or Late Stay.**

## Delinquent Policy

Due to the school's dependency on tuition revenue for operational costs, tuition must be current. Payments received after the 10th of each month are considered late and will be assessed a \$50 late fee.

Delinquencies exceeding 30 days require a consultation with an administrator and partial payment. Any delinquency exceeding 60 days may possibly result in the student's dismissal from school until payment has been received.

# Field Trips

## Field Trips

Field trips, an integral part of the curriculum, are taken by the K4–8th grade classes. You will be asked to sign a permission form to allow your child to attend these trips. Most trips will involve an additional cost.

To participate in field trips, payments must be made by the deadline and are then non-refundable as most costs are determined by the number of attendees.

Please see the "Student Dress Code" section for specifics pertaining to field trips.

**Chaperones:** K5-8th grade parents who drive students on field trips must provide the office with a copy of their driver's license and insurance card. K4 parents must drive their own children or the entire class must use the Academy bus. Should a student ride in a car with a driver who is not that student's parent, a First Presbyterian Academy staff member must ride in the car also.

Chaperones should consider that they are also representatives of First Presbyterian Academy, and we ask that they dress as such.

***In the event you are a parent chaperone, please do not bring your child's siblings along.*** As a parent chaperone, your responsibility is to assist in caring for specific children assigned to you. When a sibling is along, your attention is diverted from your responsibility as a chaperone. This is a safety issue.

# Other Information

## Academic Resources

**The Academic Center** will provide tutoring for students who need academic coaching or specialized services (for example, Orton-Gillingham). Parents pay for services directly to The Academic Center.

**Word Play** is a private company that comes to the Academy and, should the parents so choose, will screen your child for speech needs if permission is granted. They also offer private speech therapy while your child is at the Academy. Occupational and physical therapy can also be provided by Word Play. Word Play is paid directly for these services by the parent. Other therapy providers are welcome to provide services to students provided the appropriate DSS permission forms are submitted by the parent.

If your child has special needs, please contact an administrator for a confidential discussion to determine the best placement for your child. Children with special needs will be accommodated where possible based on the discretion of the administration.

## Chapel

All K3 through 8th grade students attend a weekly Chapel service. Chapel is a time of worship through music and Christian speakers. Parents, grandparents and special friends are always welcome to join us for Chapel, held each Wednesday unless noted differently on the calendar.

K3–K4 begins at 9:15am

K5–8th grade begins at 10:40am

## Library/Media Center

Each child will be able to check out a book and return it the following week. Lost book charges will be posted to your account. Each elementary student (grades 2-8) and parent must sign the Academy's *Acceptable Use Policy* prior to using any school computer.

## Birthdays

Birthdays are important to children. Parents may send a special treat (i.e. cookies, cupcakes, party napkins, etc.) **Please contact your child's teacher to schedule birthday parties so as to not disrupt the academic schedule.** We urge you to keep refreshments **very simple** and as healthy as possible.

**PLEASE DO NOT SEND HARD CANDIES, BALLOONS, AND ITEMS CONTAINING NUTS AND/OR PEANUT PRODUCTS.** If you choose to purchase birthday cupcakes or other baked goods, remember to consult the peanut-free information provided by the bakery.

**Bakery Items:** Please note that bakeries such as Publix and Bi-Lo state that their products are NOT nut-free. This is because of the risk of cross-contamination.

In regard to parties that are initiated at school but occur off campus, parents are responsible for making all arrangements, including providing the school with signed permission slips for dismissal with another adult and for transportation.

## Non-School Party Invitations

Party invitations for out-of-school parties may not be distributed or verbalized in school unless there is an invitation for each child in the class.

## End-of-Year Parties

**K2 – K3:** End-of-year parties are special events. The Academy does not allow K2 and K3 parties to be held off campus.

**K4 – 8th grade:** K4–8th grade classes are permitted to have off campus year-end parties. However, as with all field trips, off-campus events must be pre-approved by administration and coordinated in advance by/with the classroom teachers. All field trip policies apply.

## Pets

Children are welcome to share their pet dog, cat, gerbil, etc., with their classmates. One parent must accompany the pet and return it home after the visit. You must coordinate a planned visit by the pet with your child's teacher.

## Parent Partners and Support

**PTO:** The purpose of the Parent Teacher Organization is to encourage parental involvement and to assist in raising funds that will directly benefit and enhance the learning experience for students by providing additional resources and encouragement to the teachers and staff. PTO provides a spiritual covering through prayer for the students and teachers. It also promotes Christian education, and creates a greater fellowship among all parents, teachers, staff, and student body. Annual membership dues are \$25 per family. All parents are encouraged to take part in the PTO events.

**Classroom Volunteers:** Each year Academy families display an incredible spirit of servanthood as they volunteer hundreds of hours to the school. Each teacher requests parent volunteers for special functions in the classroom such as Room Mom, who plans class parties, and field trip chaperones. Each teacher will communicate classroom needs at the beginning of the year.

## Teacher Recommendations

Many physicians, counselors, testing centers, and private schools require that a student's teacher complete forms evaluating his/her academic development, conduct, and absentee rate. Our teachers are happy to complete any forms necessary. These forms should be submitted by the parent to the teacher for completion. *Once complete, the forms will be sent directly to the requesting party from the office.* The completed forms will not be returned to the parents.

## Age Requirements

Children enrolled in preschool, kindergarten, elementary school, and middle school must have a birth date prior to September 1 to determine the class level.

# Priority Enrollment

## Registration

All current students will be given Priority Enrollment for the following school year before administration opens enrollment to any other families. Siblings of current students will also be given priority. However, siblings enrolling for K5–8th grade will be required to go through the admissions process as described on the school website.

A non-refundable enrollment fee will be billed through Smart Tuition in the month following the close of Priority Enrollment. For families with more than one student attending the Academy, the enrollment fees will be billed over two months, half each month.

## Non-Discrimination Policy

In accordance with Title VI of the Civil Rights Act of 1964, it is the Policy of the Academy to admit students of any race, color, national, and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students in the Preschool and Elementary school program. The Academy does not discriminate on the basis of race, color, national, and ethnic origin in administration of its policies, admissions policies, class assignments, scholarship programs, and other school-administered programs. All persons or organizations having occasion either to refer children for admission or to recommend the Academy are advised to do so without regard to their race, color, national, and ethnic origin.

# Development

## Scholarship Fund

This drive targets collecting funds to give to families who wish to have a Christian education for their child but can't afford to do so. Families apply for the scholarship assistance through the FAST system which is found on the tuition page of the school's website. The Juliane Taylor Scholarship Committee meets to determine the amount of the award. Each year, we hold a Scholarship Fund Drive to provide families the opportunity to give a tax-deductible donation toward scholarships for our students.

## Fundraisers

The Parent Teacher Organization as well as the Academy will hold fundraisers throughout the year. We encourage families to support these fundraisers as they often fund specific and important aspects of our school such as the Art and Drama programs.

# Preschool: K2.K3.K4



## Preschool Academic Policies

### CURRICULUM

In the Preschool, our qualified and well-trained teachers use a variety of resources to guide instruction. Children learn through play and exploration with emphasis placed on hands-on direct interactive experiences. The four year old program introduces Bible, phonics, reading, math, handwriting, and science.

### PARENT & TEACHER COMMUNICATION & CONFERENCES

The school sends an e-blast each week. Teachers will also send weekly newsletters and will post important information on their websites. Since the welfare and growth of your child are mutual concerns, we welcome conferences with parents. Those may be made by appointment. Teachers plan at least two conferences a year: October via telephone and January/February in person. Both parents are encouraged to attend the winter conference.

Any questions you may have about your child must be directed to the Lead Teacher in the classroom. *Refrain from discussing issues in the carpool line or during class time. If you have questions or comments, make arrangements to meet or call the teacher at a mutually agreeable time.*

## Developmental Requirements

Children entering our three year old and older classes must be daytime potty trained prior to the beginning of school. Special circumstances must be discussed with an administrator.

## Best Fit Policy

Every effort is made to accommodate the needs of every child. Once your child has been in attendance for one month, he or she will be assessed to determine how best to meet his or her individual needs. At that time, we reserve the right to recommend other options or placements for your child.

## Miscellaneous Preschool Policies

### SNACKS

A brief snack time will be observed in each classroom. In an attempt to meet the dietary needs of the children, snacks will be discussed at Curriculum Night. Per DSS regulations, fruit and veggies must be cut into bite-sized pieces or they become a choking hazard. Also, two and three year olds may not be served popcorn.

### LUNCH

We do not provide lunch for preschool children except for the full day K4 class. Children who stay to 2:15pm need to bring a nut-free lunch from home. Children enjoy finger foods such as sandwiches, cheese and crackers, fruit, etc.

Do not send food that has to be heated.

Please send ice packs in lunches, because we do not have the ability to refrigerate all the children's lunches.

Please label all cups, lunch boxes, and non-disposable items.

### SCHOOL BAGS

Each child is provided with a black school bag with a front pocket with his/her name on it. This bag is to go with your child back and forth from school to carry all notes and class work. All notes to and from school should be placed in the front pocket of the school bag. *No additional bags or backpacks are needed in the Preschool.*

### SPECIAL SCHOOL SUPPLIES

Each child needs to furnish a large package of Clorox wipes for the classroom. K2 parents also need to furnish diapers and baby wipes for your child.

If special supplies are needed for the classroom, you will be notified by your child's teacher at the beginning of the school year and/or as necessary throughout the year.

### DIAPERING POLICY

Staff shall check diapers and clothing at a frequency that insures prompt changing when necessary.

### MONEY SENT TO SCHOOL

Any money sent to school for any reason should be placed in an envelope in the front pocket of your child's black school bag with a note of explanation.

### WHAT NOT TO BRING TO SCHOOL

In the Preschool, we understand that a child may need to bring an item to school which provides comfort and security for that child. These items are to be well-labeled. It will be recommended to the child that the security item remain in his/her cubby for safe keeping. We **strongly** discourage pacifiers. These items will be returned home every day unless a parent notifies us otherwise.

Because toys can be lost or misused by other children, they are not permitted unless specified by the teacher for Show and Tell. Certain items such as toy guns, knives, swords, and electronic play devices have no place on school grounds.

### CLOTHES

Because play is a major part of our day, clothing should be practical and comfortable. Clothing should not restrict participation in daily activities such as Gym and Playground times. Also, the temperature in the buildings can fluctuate according to the weather. We encourage a light sweater or sweatshirt (with child's name on the tag) to be kept in the bag or school locker.



## SHOES

Children are not permitted to wear open-toed shoes, sandals, flip-flops, Crocs, or cowboy boots. Sneakers and supportive shoes make running on the playground and in the gym safer. Sneakers must be worn in the Gym.

## OUTDOOR WEAR

Dress your child appropriately for outdoor play every day. Recess is an extremely important aspect of their development, and we want to make sure that children get a healthy dose of fresh air each day that it is not raining and the temperature is above 32°F. Label jackets, coats, sweaters, and other items that might be removed during the day.

## EXTRA CLOTHING

Every child must have a zip-lock bag containing extra clothing, including socks. Playtime and occasional accidents can leave your child in need of a change of clothes. The clothes should be appropriate for the season. All clothing should be labeled with your child's name.

## Early Stay and Late Stay

### EARLY STAY

Any child arriving at school between 7:45am and 8:40am will be charged a \$4 fee for Early Stay unless the child has a sibling in K5–8th grade, which begins at 8:00am. Children arriving prior to 8:40am **must** be walked in by a parent to the Early Stay room, and the parent must sign him/her in. It is not necessary to make a reservation for Early Stay. Any use of the Early Stay program will be charged on your monthly bill in the arrears.

### LATE STAY

Arrangements must be made through the Office to allow your child to stay until 4:00 or 5:30pm. Reservations are made on a permanent basis. **No credit will be given if Late Stay is not used.** Your child should bring a lunch. **Do not include items that contain nuts and/or nut products.** A list of acceptable items is included in this manual.

**Cost of Late Stay service:**     \$10 per day per child until 4:00pm  
  \$15 per day per child until 5:30pm

Please be prompt in picking up your child from late stay. Late pick-ups will incur fees as outlined previously in this manual.

### CHANGES IN LATE STAY

**Any changes made to enrollment in the Preschool or any other program must be requested in writing to the Office Manager, and the changes will only be made if spaces are available.**

- Withdrawals from the program require a 30-day written notice. The parents will also be responsible for the tuition for the remainder of the month. (No refunds are given.) Records will be released only for accounts in good standing.
- Permanent changes require a two-week written notice. Parents will be responsible for the amount due for the services registered for leading up to the change.
- Temporary changes can be made on a daily basis, if space is available. If additional services are requested for the day, the parent will also be responsible for the cost of the services.

# Elementary K5-5th & Middle School 6th-8th



## Elementary and Middle School Academic Policies

IGNITE-INFUSE-IMPACT

### GRADE REPORTING SCHEDULE

Report cards will be sent home with 2nd–8th grade students at the end of each quarter. K5, K6 and 1st grade students will not receive 1st quarter report cards but will receive 2nd, 3rd, and 4th quarter report cards. At the end of the school year, report cards will not be given if financial obligations to the school have not been met. Report cards can then be obtained once accounts have been paid in full.

In computing the quarter grade for 3rd–8th grade students, grades are determined in the following manner unless otherwise specified by the teacher:

Daily Assignments/Quizzes = 50%

Test Grades and Special Projects = 50%

### GRADING SCALES

#### K5-8th grade

- + = Consistently demonstrates
- ✓ = Sometimes demonstrates
- = Rarely or never demonstrates
- \* = Not yet introduced
- l = Introduced, but not yet assessed

#### 1st-8th grade

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 and below
- l = Incomplete (given in special circumstances when all of the class work has not been completed for that grading period.)

Handwriting will be graded Satisfactory or Unsatisfactory.

Bible will be graded Satisfactory or Unsatisfactory for K5 through 2nd grades.

#### Related Arts Assessment Rubric: Art, Music, P.E., and Spanish

##### Q Quality Achievement Always

- Always on task.
- Always follows directions.
- Always works co-operatively with other students.
- Always takes care of materials and equipment.
- Always uses time wisely while working on tasks.

##### M Meets the Standard Most of the Time

- On task most of the time.
- Follows directions most of the time.
- Works co-operatively with other students most of the time.
- Takes care of materials and equipment most of the time.
- Uses time wisely while working on tasks most of the time.

### **P Progressing Toward the Standard**

- On task some of the time.
- Follows directions some of the time.
- Works co-operatively with other students some of the time.
- Takes care of materials and equipment some of the time.
- Uses time wisely while working on tasks some of the time.

### **L Little or No Progression Toward the Standard**

- Rarely or never on task.
- Rarely or never follows directions.
- Rarely or never works co-operatively with other students.
- Rarely or never takes care of materials and equipment.
- Rarely or never uses time wisely while working on tasks.

**Middle School Students** will be given letter grades for each related arts.

Their related arts offerings include Art, Drama, Music, and Physical Education.

## **BIBLE CLASS**

We believe the Bible is God's direct revelation to man and contains the divine answers to man's problems and needs. We teach the Bible both as a textbook and as a guide to enable students to develop a personal relationship with God and to critically evaluate all life's situations by the standards set forth in the Bible. Therefore, the Bible is the center of our curriculum and the foundation for Christian Education in the all grades. A Bible lesson is taught each day in accordance with our curriculum. Scripture is committed to memory each week.

## **CONFIDENTIALITY**

The Academy holds student records in a confidential manner in the administrative offices. Parents are encouraged to consider grades as a private matter between the student, parent, and teacher. We do not want to encourage competitiveness between students in academic grading.

## **PARENT & TEACHER CONFERENCES**

Parent & Teacher Conferences will be held twice a year to discuss each individual student's progress. Parents are encouraged to meet with the teacher both of these times. Teachers are also available during the year to schedule conferences if the parents desire to review student progress. These conferences should be scheduled in advance with the teacher. An administrator may attend at the parent's or teacher's request.

## **HOMEWORK**

Academy students in 1st–8th grades should expect regular homework assignments. Homework is assigned for the following reasons:

1. To increase self-reliance and self-discipline.
2. To stimulate voluntary effort, initiative, independence, and responsibility.
3. To reinforce and extend classroom learning.
4. To provide practice in skills and problem solving.
5. To enrich the school experience through related home activities.

The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the grade level, subject matter, and abilities and needs of the students. In general, we will follow the "ten-minute" rule: 1st grade students will average 10 minutes per night, 2nd grade students 20 minutes per night, 3rd grade students 30 minutes per night, and so on.

Teachers reduce the amount of homework on Wednesday night because of church services that many students attend. However, assignments made in advance of Wednesday which are due on Thursday may require some preparation on Wednesday night.

Assignments should be complete, on time, and written to the best of the student's ability. Homework should be an individual task, without parental help, unless specified by the teacher.

## STANDARDIZED TESTING

Students in 1st–8th grade will be given the Stanford 10 and OLSAT in the spring of each school year. Parents should make every effort to have their child in school during test week. Test scores are generally mailed to all families during the summer break.

## RETENTION

Promotion of students to the next grade is determined by satisfactory progress and developmental readiness. A student may need to repeat a grade in order to master the material, or he/she may not be developmentally ready for the next grade. The elementary teacher, after consultation with the parents and Head of School, determines whether a student is to be passed or retained. With good parent-teacher communication, there should be no instance of a parent being unaware of a student's lack of progress.

## STUDENT RECORDS RELEASE

The Academy will release student records upon the request of the parent or guardian. Written notification should be sent at least one week prior to when the records are needed to allow appropriate time to complete the request. All financial obligations to the Academy must be met before any records can be released.

## TUTORING POLICY

Students sometimes need additional help in a subject. The first place to turn for help is the teacher, who may be able to give additional support during the academic day.

Students experiencing academic problems will be referred to the Academic Center. Any tutor should confer with the teacher of the class in order to coordinate objectives and methods. Any expense from the Academic Center is the responsibility of the parents. Parents may **not** employ their child's teacher as a tutor during the school year.

# Elementary and Middle School Attendance Policy

The Academy expects all students to attend school regularly. Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction, and structured study. Since the classroom experience is composed of participation in class activities and direct instruction conducted by the classroom teacher, this experience is generally impossible to be “made up.” For this reason, continual failure of a student to attend class will be seen as a serious problem and may result in probation or retention if absences are deemed excessive. The Head of School will monitor attendance records for students accumulating excessive absences.

**Excused absences** are absences due to personal illness, serious illness in the family, death in the family, school-approved trips, emergency medical or dental appointments, court appearances, or absences due to providential hindrance.

**For excused absences in advance:** Parents are responsible to notify the teacher of a planned absence and secure all class assignments. Assignments are due on the day the student returns to class. One exception is pre-scheduled family vacations—note explanation given later in this handbook.

**For excused absences not known in advance:** Parents are to contact the school to explain the reasons for the absence and request student class work. Students will be given a reasonable opportunity to make up assignments and tests missed during the absence. It is the parent or student’s responsibility to arrange for make-up work and tests.

**Unexcused absences** are when a student is out of school for reasons not cited above as excused. All course work missed will be required to be completed.

## PARENT RESPONSIBILITIES

Parents transport elementary students to school and therefore dictate the time and days students are present. We encourage parents in the following ways:

1. Encourage prompt and regular attendance with your children.
2. Schedule doctor appointments after school so that time is not missed during school.
3. Schedule family vacations during regular school holidays and breaks.
4. When your student is absent, call the school office before 9:00am to notify us of your student’s absence that day, the reason for the absence, and the anticipated length of the absence.

## EXTENDED ILLNESS

When a student is absent due to illness or hospitalization for more than five consecutive days, the following guidelines should be followed:

1. The parents should contact the school as soon as they become aware that the student will be absent for several days to give the teacher ample time to collect schoolwork.
2. Make-up work should be picked up and dropped off in the office.
3. If the student is to be absent more than 10 school days, the student may need tutoring to catch back up with the class. The teacher will assess the situation and make recommendations.
4. Parents should notify the office prior to the student’s return to class so that the school can make efforts to ease the student’s return to school.
5. Upon return to school, the following information is required:
  - a. A signed release from the doctor.
  - b. A list of medications the student will need to take at school, if necessary.
  - c. A written description of permissible and non-permissible activities.

## MINIMUM DAYS PRESENT FOR CREDIT

A student must attend at least 159 days of school each year to receive credit for that year. Excused and unexcused absences are counted equally when assessing total days absent. The Head of School must be petitioned for a waiver if a student fails to attend the 159 days.

## PRE-SCHEDULED FAMILY VACATION

If it is necessary for a family to keep a student from attending school for a family trip or vacation, the following procedure is to be followed:

1. Notify the office of the dates on which the student will miss school **at least** two weeks in advance in writing using the Absence Request Form provided on the school website.
2. The teacher will identify the impact of the student missing those specific dates of class. We request that vacations not be taken at the end of a grading period.
3. Some work may be given to students before vacation. Assignments missed during family trips or vacation will be provided upon return to school. Students will have the number of days missed to complete the required work. Make-up tests will be given at the discretion of the teacher.

## EARLY DISMISSAL

Students who must leave school early for a doctor's appointment or some other emergency are to present a note from their parents to the classroom teacher. The note is to include the student's full name, date, time of departure, estimated time of return (if returning that day), reason for leaving early, and a parent's signature. The student will be sent to the office for parent to pick up and sign out. Students should **not** be picked up at the classroom. Students will be released only to their legal guardian or parent unless the written request denotes otherwise.

Early dismissals interfere with the continuity of learning and disrupt the class at a time when the teacher needs the students' full attention. **Parents are, therefore, strongly encouraged to avoid early departure.**

Parents must sign out students who leave school before the end of classes in the school office.

## LATE ARRIVAL TO SCHOOL

It is important for students to always be on time to school and class. Being prompt demonstrates self-discipline, responsibility, and maturity. These qualities are not only important for proper academic achievement, but they are essential for the development of good habits that are characteristic of success and good citizenship in every walk of life.

Whenever a tardy student enters a class late, the learning process is either interrupted or delayed for all students in the class. Since school years are the habit-forming years of life, it is crucial for attention to be given to the importance of promptness. By being prompt, students demonstrate and practice desirable behaviors of adult life.

A good rule of thumb is to plan to be at school by 7:50am. This plan provides a cushion of several minutes to deal with any unavoidable delays encountered in route. Any student arriving after 8:00am must report to the elementary office with a parent to sign in before going to class.

# Miscellaneous Elementary and Middle School Policies

## STUDENT DRESS CODE

### EVERYDAY UNIFORM K5–8th grade

#### Boys

- Navy or khaki shorts or pants
- White, dark green, or navy collared shirts
- Navy or dark green outer layer

#### Girls

- Navy or khaki shorts, skorts, pants, skirts, jumper, or polo dresses
- White, dark green, or navy collared shirts
- Land's End hunter classic plaid skirt, skort or jumper
- Navy, dark green, or white outer layer

### DRESS UNIFORM K5–5th grade

#### Boys

- Navy blue short sleeve polo with the school logo. Shirt must be tucked in.
- Khaki pants (not shorts) with a brown belt.
- White or navy socks and dress shoes.

#### Girls

- K5–2nd grade: Navy blue Lands' End Ponte Pleat jumper with the school's logo
- 3rd–5th grade: Navy blue Lands' End Solid Jumper with the school's logo
- White short sleeve blouse
- White socks and dress shoes.
- Hair accessories should be navy or white.

### DRESS UNIFORM Middle School

#### Boys

- Long sleeve white button down oxford with the school's logo and plaid tie (Hunter classic navy plaid-Land's End). Shirt must be tucked in.
- Khaki pants with brown belt.
- White or navy socks and dress shoes.

#### Girls

- Plaid skort (Hunter Classic Plaid – Land's End)
- White long sleeve, button down oxford blouse with the school's logo and plaid tie (Hunter classic navy plaid-Land's End). Shirt must be tucked in.
- Navy knee socks and dress shoes.
- Hair accessories should be navy or white.

### DRESS UNIFORM OCCASIONS

The dress uniform is to be worn on the following occasions and any others as requested by teachers or administrators:

- All Chapel Services
- Christmas Program
- Spring Program
- Grandparents Day
- Veterans Day
- Picture Day in the Spring
- Field Trips as requested by teachers

### SPIRIT WEAR

- Spirit wear includes Academy T-shirts and sweatshirts, including hooded sweatshirts. Spirit wear is permitted each Friday unless otherwise noted. Additionally, spirit wear may be permitted for appropriate field trips or other special school events as deemed appropriate by a teacher or administrator.
- Socks are to be white or navy.
- Shoes may not be open-toed shoes, sandals, flip-flops, Crocs, or Cowboy boots. Students will need athletic shoes for Physical Education class. Dress shoes are required with the Dress Uniform.

## **OUTERWEAR**

- Outerwear (coats, sweatshirts, sweaters, jackets, vests, fleeces) are required to be in school colors.

## **OTHER UNIFORM INFORMATION**

- Uniforms may be purchased at your preferred store. However, Lands' End is the only store with the school logo for embroidery. Additionally, the school has contracted with Maddie Kate & Rosie Embroidery to add the school logo at a cost of \$5/item.
- As a reminder, light blue is no longer an approved color.
- Please make sure that skirts, shorts, and skorts are no shorter than 4" above the knee.
- Leggings may be worn under skirts or jumpers but are not to be worn as pants. All leggings must be in solid school colors.
- Hats are not permitted during the school day unless for an approved occasion.

## **LUNCH**

All students are permitted to bring their lunch or order lunch. Lunch orders are made the previous month using the online ordering system Boonli. Payment is required in advance by check or using your SmartTuition account.

For students who bring their lunch to school, please

- Do not send food that has to be heated.
- Send ice packs in lunches, because we do not have the ability to refrigerate all the children's lunches.
- Label all cups, lunch boxes, and non-disposable items.
- Lunches must be peanut-free/nut-free.

## **SNACKS**

Students will have a snack time each morning. Students need to provide their own peanut-free/nut-free snack.

## **TEXTBOOKS**

The Academy provides the required textbooks for students. Students using school-owned books are responsible for returning the same books in the same condition in which they were issued (normal wear expected). Parents must pay for lost or badly damaged textbooks.

## **MIDDLE SCHOOL TECHNOLOGY**

Middle school students in grades 6-8 will be using Chromebooks throughout the year. As a part of this one-to-one initiative, students will be charged a \$50 bi-annual technology fee. The Chromebooks will be a part of the middle school instructional curriculum. If damage occurs through student use, parents will be charged a fee to cover the replacement cost.

## **LABELING**

All student belongings should be clearly labeled with the full name of the student. This includes book bags, lunch boxes, clothing, and school items. The Academy is not responsible for lost items.

## **LOST AND FOUND**

Please check with the Office Manager for lost items. Unclaimed items will periodically be donated to a local charity.

## **SCHOOL BAGS (K5-K6)**

Each student in K5 and K6 will be provided a black school bag with a front pocket with his/her name on it. This bag is to go with the student back and forth from school to carry all notes and class-work. Notes to and from school should be placed in the front pocket of the school bag. No additional bag or backpack will be needed.



### **BOOK BAGS (GRADES 1-8)**

Students in 1st through 8th grades will need a book bag to carry items home each day. Please select a book bag without cartoon characters or other designs. We strongly request using book bags that students carry instead of book bags on rollers.

### **CELL PHONE POLICY**

All cell phones brought to school must be kept on silent and kept in a book bag (Elementary students) or in a locker (Middle School students) throughout the day. If a cell phone is used during class or found to be distracting or causing problems, it will be collected by the teacher and returned to the parents at the first opportunity .

### **WHAT SHOULD NOT BE BROUGHT TO SCHOOL**

Students should not bring the following items to school: fidgets, toys, money, games, pets, radios, CD players, skate boards, stuffed animals, laser pointers, matches or lighters, electronic games, worldly magazines, firearms, knives, or other objects that the administration could consider harmful to the safety of the school or its students. If such items are brought to school, they will be collected by the teacher and returned to the parents at the first opportunity. Any item considered dangerous to other students will be turned over to the Head of School. Repeated offenses will likely result in disciplinary action.

## NOTES

# FIRST PRESBYTERIAN ACADEMY | 2017-2018 CALENDAR

- 14-18 E/M Teachers Report
- 18 E/M Meet the Teacher
- 21 E/M 1<sup>st</sup> Day of School
- 21-25 PS Teachers Report
- 24 PS Meet the Teachers – Parents Only
- 25 PS Sip & Sob
- 28-29 PS 1<sup>st</sup> Day of School

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2018						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 3 Classes Resume
- 9 End of 2<sup>nd</sup> Quarter
- 10 Teacher Prayer Meetings
- 12 Noon Dismissal
- 15 Martin Luther King Day
- 16 Report Cards home
- 22 Open Enrollment begins

- 4 Labor Day – No School
- 6 Teacher Prayer Meetings
- 18-22 Book Fair
- 19 PS T/TH & M-TH Donuts with Dad
- 20 PS M/W/F & M-F Donuts with Dad
- 22 E/M Grandparents Day

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2018						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 7 Teacher Prayer Meetings
- 16 Professional Development day for Teachers – No School for Students
- 19 Presidents' Day
- 20-23 Engineering Week
- 20-23 Teacher Appreciation

- 4 Teacher Prayer Meetings
- 18 Noon Dismissal
- 18 End of 1<sup>st</sup> Quarter
- 19-20 Fall Break – No School
- 23-27 PS/E/M Parent-Teacher Conferences
- 25 Report Cards home
- 27 Fall Festival
- 30-31 K3 Costume Parade

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2 "Read Across America"
- 7 Teacher Prayer Meetings
- 9 Family Mission Night
- 14 End of 3<sup>rd</sup> Quarter
- 12-16 PS/E/M Parent-Teacher Conferences
- 21 Report Cards home
- 23-28 Practice for Spring Programs
- 28 Preschool Concert/ Grandparents Day
- 29 E/M Easter Concert/ Art Show
- 30-Apr 6 Easter Break
- 30 Good Friday

- 1 Teacher Prayer Meetings
- 10 E/M Veterans Day Program & Chapel
- 13-17 Open House Week
- 17 Middle School Day
- 22-24 Thanksgiving Break

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2018						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 1 Easter Sunday
- 9 Classes Resume
- 11 Teacher Prayer Meetings
- 23-24 School Play
- 30-May 4 Standardized Testing

- 4-8 Candyland Shop
- 8-14 Practice for Christmas Programs
- 11 Priority Enrollment begins
- 14 Preschool Christmas Program
- 15 E/M Christmas Program
- 15-Jan 2 Christmas Break

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1-4 Standardized Testing
- 9 Teacher Prayer Meetings
- 21 Field Day
- 24 Awards Day/Noon Dismissal
- 25 Noon Dismissal/Last Day
- 28 Memorial Day

# *Ministries and Activities*

at

## **First Presbyterian Church**

### **Sunday Worship**

8:30am, 10:45am (Contemporary), and 11:00am

### **Sunday School for all ages**

9:45am

### **Wednesday Evenings**

Supper, Classes, and Choirs for all ages

### **Mother's Morning Out**

School Year Ministry and Summer Bible Camp

### **Summer Vacation Bible School**

for children and youth

### **Activities Ministry**

Summer Sports Camps

Youth Basketball League

### **Women's Ministry**

Weekly and Monthly Bible Studies

Special Events

### **Men's Ministry**

Small Group Bible Studies

Special Events

### **and many more!**

Visit [FirstPresGreenville.org](http://FirstPresGreenville.org)

for more details and opportunities.

## **First Presbyterian Church**

Rev. Dr. Richard Gibbons, Senior Pastor

200 West Washington Street

Greenville, SC 29601

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