



PERIMETER SCHOOL

A Covenant Christian Community

# Lower Elementary School

## Parent Handbook

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A Guide for Parents and Friends to  
The Philosophy and Operation of  
Perimeter School

December 2016

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9500 Medlock Bridge Road, Johns Creek, GA 30097

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## 1 PCS FIRST PRINCIPLES

*“The nature of God is the foundation of all first principles.”*

One of the goals of Perimeter School for our students is to assist parents in their training to rightly handle Truth in all its contexts. One of those ways is to instill logic and reason so that our graduates can fully discern the fallacies in arguments and bring thoughts captive to Christ. The following are four of the first principles of reason that we instill in students beginning at kindergarten and throughout their tenure:

- **Law of Non-Contradiction**

“Two ideas or beliefs about reality that contradict or are opposed to one another cannot both be true.” (Opposing ideas can’t both be true)

- **Law of Identity**

“Words are assigned to certain aspects of reality to give them meaning and identity.”

(Something is what we say it is)

- **Law of Logic**

“What is real or true must be logical, but what is logical is not necessarily real or true.”

- **Law of morality**

“What is legal (by man’s law) is not necessarily moral or the right thing to do.

## 2 EDUCATIONAL POLICIES – LOWER ELEMENTARY

### *2.1 Readiness, Promotion, & Retention*

The philosophy of Perimeter School includes the acknowledgment that the chronological age of children is not the sole criteria to determine either readiness for school or grade placement. With the aid of testing, parents and teachers will discuss the best grade placement for each child including his promotion or retention each year. Our desire is the best situation emotionally, academically, spiritually, and physically for each of our students. After consultation with parents, the school has the authority and responsibility to make final decisions concerning the readiness, promotion, and retention of students.

### *2.2 Enrollment Compatibility Policy*

The blessings of the covenant school are not naturally sustained, but require disciplined effort on the part of families, teachers and school administration to work well for the sake of the students. All areas of school life must be considered as important to best serve the covenant philosophy of Perimeter.

- The compatibility of the school academic program for the needs of the student
- The compatibility of parents and teachers in the joint nurturing and discipline of the student
- The compatibility of parents within a classroom in working together and doing their part in serving the teacher and the students
- The overall compatibility of parents and the administration in shared values that govern the overall covenant school education of the student.

Though attempts are made to educate and inform parents beforehand regarding the importance of the covenant school relationship, some families may not exhibit the differences that affect that relationship until after they enter the school. Therefore the School Ministry Team has set in place a policy to provide an initial period of time for the school to affirm its compatibility with the covenant parents.

The compatibility evaluation period will consist of the **first school year for all new students and families** entering kindergarten, pre-first and first grade, and **90 days for all new students and families** entering 2<sup>nd</sup> – 8<sup>th</sup> grade. These time periods are not rigid in the sense that serious violations of the covenant school philosophy or negligence in family school responsibilities could result in dismissals prior to or after the time period. Should any incompatibility issue arise, the family will be contacted by the school administration and required to meet for a conference with the affected parties, including two members of the School Ministry Team. During the conference the issue(s) will be detailed and documented and, depending on the severity of the offense, a time limit may be allotted for correcting the issue. Parents who choose not to address the issue(s) or fail to improve will be dismissed with notification provided in writing from the School Ministry Team.

Dismissed families will be responsible for fulfilling the rest of their financial obligation per the Parent Contract. All appeals must be expressed in writing to the SMT. In addition, records will not be forwarded to another school until all financial obligations have been satisfied.

## ***2.3 Request for Student Placement***

Parents wishing to make requests for student placement for the fall must submit their requests in writing or by email to the grade level principal. While we wish we could meet with parents individually to hear their requests, time constraints do not allow for this. Please remember that we do not accept requests for specific teachers, but will consider characteristics of teachers who you believe best work with your child. Also, please understand that due to the amount of prayer, counsel between teachers, student relationships, and the many other considerations that go into the placement of each child, we cannot guarantee any specific placement. **The deadline for requests is May 1<sup>st</sup>**, after which time special requests will unfortunately not be able to be honored.

## ***2.4 Reporting Student Progress***

### ***2.4.1 Grades K - 2***

Most educators agree that the use of traditional grading systems in the early grades is unnecessary and could be harmful to the development of children. At Perimeter our desire is for children to be motivated to learn by an intrinsic interest in the creation of God with a desire to know and understand more about Him. When extrinsic motivation is needed, we believe that the encouragement and discipline of Christian parents and teachers will be the necessary catalyst. A young child does not often properly understand a performance rating of letter or numerical grades. **We hope to build a foundation where students learn to work for the enjoyment of learning and thus pleasing Christ, not to just obtain a grade.** To provide written records for verification and in case of transfers, his/her teacher completes a progress report covering all areas of the child's performance each semester. These are kept in his permanent record and copies are given to parents.

All Narrative Reports are given to **parents**, not students, at the end of each semester.

In Proverbs 12:11 and other passages we read of the importance of diligent effort in all tasks. Recognizing that differing gifts result in differing academic performance, it is our belief that **diligent effort should be reported to parents along with academic performance.** Ratings for conduct and effort vary by report for specific grade levels. Parents should bring questions at their grade level.

Parents are reminded that teachers who make these evaluations are not omniscient, nor do these reports take precedent over what the parent observes daily in their child's effort in household chores, homework, etc. Parents should use their own discretion as to whether to share them with their children.

## ***2.5 Standardized Testing***

The truth that a child is an imagebearer of Christ makes the implementation and interpretation of aptitude and achievement testing very critical to be placed in the proper perspective. These tests have value in a very limited sense. They are not a measure of the value, worth or intelligence of a child, but rather one assessment of the achievement of a student at his grade level. Each year students in 2<sup>nd</sup> through 8<sup>th</sup> grade levels are given achievement tests with the complete battery given at grades 5 and 8. Results are reported to parents with the admonition to use them discreetly and not share them with their children. Results are one measure used to determine placement and promotion.



Achievement tests are required for promotion and graduation and cannot be given by parents. Having your child in school on testing days should be a priority to all parents. *Unless your child is ill, with doctor's excuse, parents will be charged a \$50 fee for each day of testing that is missed.* This fee is established to compensate teachers and or principals that will give and monitor your child's test outside of regular school hours.

## **2.6 Permanent Records**

A cumulative record of each child's progress is kept in the school office. This includes progress reports, previous schooling, medical forms, disciplinary notes, etc. These records are always available to the parents of the child and are kept primarily for legal documentation in case of transfer and/or promotion. *When outstanding balances remain on the family's tuition, fee, and sustaining fund accounts, the school does not release permanent records.*

Permanent records contain semester averages.

## **2.7 Horizons Program for Tutoring and Educational Therapy**

Children with weaknesses in areas of learning are often helped through the therapies offer through the Horizons Program of Perimeter School. Most often parents will be referred to this program through their child's teacher or principal. The first step in determining the therapy that will address the needs of the child is to obtain an educational psychological, which must provide a diagnosis and recommendations. The educational psychological is at the parent's expense. When requested by the parents, the director of the Horizons Program will be able to provide a list of providers. This list is not a referral list but simply a list of providers that have been used by many PCS parents.

Parents will submit the complete educational psychological report, which must be no greater than 3 years old when submitted, to the director of the Horizons Program, for review. The director of the Horizons Program will meet with the parents and help them determine which Horizons therapy will meet the educational needs of the child. Services provided through the Horizons program are available at a cost over and above regular school tuition. Therapies may be required for some students by the school in order for a child to enroll or re-enroll at Perimeter. PCS is limited in the number of children who can be serviced each year, through the various therapies offered. Should a therapy reach capacity, the director may suggest private therapists that may be able to meet the needs of the child outside of school hours.

A pamphlet of possible services provided by the Horizons Program is available in the school offices as well as on the school website.

### 2.7.1 Horizons Advisory Council

The purpose of the Horizons Advisory Council is to insure the long term effectiveness of the Horizons Program.

The School Ministry Team (SMT) authorizes the Advisory Council to:

- Develop and monitor long range plans for the Horizons Program.
- Provide assistance to the SMT in policy recommendations for the Horizons Program and in creating ways to continually educate the faculty and general school population on learning disabilities.
- Insure the ongoing training of therapists
- Offer guidance each year in the preparation of the Horizons budget.
- Assist the Director in the yearly educational programs for new Horizons parents, as well as parents considering the program.
- Explore creative ways for additional funding for the program in the future.
- The council's authority does not include establishing policy, hiring, firing, or the day to day operation of the program.

The membership of the council shall be comprised of five individuals. These members should be selected by the Horizons Committee of the SMT as follows:

- The chairperson should be a member of the School Ministry Team and a member of the SMT Horizons Committee
- The Director of the Horizons Program
- The Assistant Director of Horizons
- Two parents who are not faculty or on the SMT, meeting one of the following requirements:
  - *Having a child currently or previously enrolled in the Horizons Program.*
  - *Having a special education background.*
- Parental commitment time: two years with staggered entrance and exit times to insure continuity

Responsibilities of the council include:

- Report biannually to the SMT
- Plan and execute the school wide informational meetings under the Horizons Director's leadership
- Update the handbook, tuition materials, parent contracts, etc. on a yearly basis
- Conduct exit interviews of parents and students in the program
- Execute the long range plan for the program
- Audit the previous year's budget to insure accuracy and forecasting for the following year's budget.

## ***2.8 Home Visits for Kindergarten and Pre-First Families***

Students who live within a 10 mile radius of the school will be visited by their teacher in their homes at some point before the end of the first semester.

## ***2.9 Individualized Instruction***

Because children are gifted differently and have different learning styles, a variety of teaching methods must be used to serve each student. In a graded system (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grade etc.) it is difficult to establish different lesson plans for each child. Basic content objectives are established for each grade level. Teachers work together to discover the best methods to teach specific content. All instruction at home or school should include visual, auditory, and tactile methodologies (seeing, hearing, touching) to appeal to each child's individual learning style. Students are exposed to various teaching methods as a part of their learning experience.

Since individualized instruction is viewed this way, such instruction may include, but is not limited to:

- Individual projects
- Separate reading assignments and narrations
- Cooperative learning experiences
- Interactions between students, teachers, and material through well constructed activities using oral interpretations and visual aids
- Assignments for parents working with students at home as tutors
- Additional therapy and assignments for students especially those with specific learning disabilities.

## ***2.10 After School Adventure Program***

Perimeter School offers an after-school program designed for kindergarten-3<sup>rd</sup> grade students Monday through Thursday from 12:10 pm-3:10 pm. Registration is conducted in May for the following fall semester, and in December for second semester. A variety of enriching activities are offered in the context of an unhurried, unplugged atmosphere. Please visit our website or contact our school office for fees and availability.

## 3 ATTENDANCE POLICY – LOWER ELEMENTARY

### 3.1 School Day Schedule

The school hours for Perimeter School students are as follows:

Grade	Days	Time
K and Pre-1 <sup>st</sup>	Monday through Thursday	8:20 am to 12:10 pm
1 <sup>st</sup> and 2 <sup>nd</sup>	Monday through Friday	8:20 am to 12:10 pm
3 <sup>rd</sup>	Monday and Friday	8:20 am to 12:10 pm
	Tuesday, Wednesday & Thursday	8:20 am to 3:10 pm
4 <sup>th</sup> – 8 <sup>th</sup>	Monday through Friday	8:20 am to 3:10 pm

Students will be considered tardy if they arrive in their classroom after the designated starting time. Punctuality is greatly encouraged to teach our children to be dependable and good stewards of their time. **Students should be seated and ready to work at 8:20 am. We recommend arriving by 8:15 am.**

#### 3.1.1 Definition of Required School Days

Any school activity that is found on the school calendar, whether teacher or parent-led, is considered a school day. This includes but is not limited to field trips, enrichment days, Veterans Day, Arts Festival, overnight class trips, and service projects.

#### 3.1.2 Check-out

When a student leaves school during the school day, he/she must leave only with his/her own parents, unless previously arranged and approved. Parents **must** come to the school office to sign children out of school during the school day. *Parents should not go directly to their child's class to retrieve them.*

### 3.2 Absentee Policy

If students are to receive the full benefit of their covenant education, they must be at school. For this reason, all students are expected to attend school regularly unless they are ill. Perimeter School philosophy also allows for occasional absences, which fall into the categories found below.

#### 3.2.1 Excused Absences

These absences include student illness, death in the family, or an emergency in the immediate family. Because these events are unplanned, students do not have to submit a pre-arranged absence form. Absences because of a doctor or dental appointment are also excused. In these instances, a note from the doctor or dentist is required.

On the day the student returns to school, he or she will bring a note from parents explaining the illness or family emergency. If students have multiple teachers, they will take the note to each, and then will return the note to the homeroom teacher who will turn it in to the office at the end of the day to be filed. The homeroom teacher will verify that all teachers have signed the note, or send the student to get the needed signatures. Homeroom teachers will record on the note and in their homeroom attendance register if the absence is excused or unexcused.

### 3.2.2 Excused Pre-Arranged Absences

On occasion, families may wish to arrange for their child to miss school for a planned activity that they decide is worthy of school absence. **Students are allowed a maximum of three (3) days per school year to be used for pre-arranged absences.** Absences for more than three (3) hours will be considered a full day; absences for less than three (3) hours will be considered a half day. Please note that this includes Enrichment Days. Parents who choose to check-out their student for such events must complete the procedure for pre-Arranged Absences below:

- Due to the disruption it causes to teaching and learning, parents are strongly discouraged from checking out their child from class to attend sibling's PCS and non-PCS special events during school hours (such as poetry recitals, Elementary Track meet, Christmas pageants, music concerts, pre-school events, etc).
- All pre-arranged absences must be planned in advance with five (5) full school-days notice.
- Secure a pre-arranged absence form from the school office. Fill out the form completely, especially parent signature, or send a note from the parent that the student can attach to the form. Homeroom teachers will verify that the form is filled out before allowing the student to take it to other teachers.
- Students should have all teachers, including special subject teachers, sign the form. When planning the absence, please consider that students see some teachers only twice a week. Please allow ample time for the form to be signed before the 5-day notice is due.
- Turn in the form to the homeroom or classroom teacher. This teacher will turn the form in to the office to be filed. The homeroom teacher will check to make sure that all teachers have signed and that the form has been turned in five (5) days prior to the absence.
- If the form is not turned in on time, the absence will be unexcused and will carry the consequence of a 20% grade reduction during any graded activity for the day(s) the student is absent. Please see the Unexcused Absence section below for further information.

### 3.2.3 Unexcused Absences

All other absences in excess of the three pre-arranged days permitted for any reason are considered unexcused. Unexcused absences carry the consequence of a 20% grade reduction during any graded activity for the day(s) the student is absent, including if a student is tardy or leaves early. Students will receive the grade reduction regardless of whether the reason for the unexcused absence was the error of their parents or their own responsibility.

All of the following types of absences are unexcused:

- Pre-arranged absences not submitted a full five (5) school days in advance
- Absences in the excused pre-arranged category that exceed three (3) days.

Excessive unexcused absences may result in re-enrollment interviews of parents in all grade levels by the School Ministry Team.

### 3.2.4 Special Considerations

#### A. Service Projects

Service Projects are a core value of our school; they are also considered part of our 180 days of school. Therefore, service project days carry the same weight as a regular school day. Missing a service project, unless a student is ill, there is a death in the family, or a family emergency, will count as a half day of school **whether or not it has been pre-arranged**.

In addition, the student will be required to make up a service project within the same nine-week period in which it is missed. **A typed or neatly-written report must be submitted to the principal during that nine-week period.** The report should include a description of the service project, the date and place of the project, and the hours served.

#### B. Special Circumstances

Parents with exceptions that they consider legitimate reasons to extend the 3-day policy must meet with the school administration to discuss the special circumstances and receive approval. Exceptions are rare and do not include vacations. Parents may take extra days as long as the 20% grade reduction penalty is applied, work is properly completed, and the days do not exceed the 20-day limit.

### 3.2.5 Absence Limitation

Absences, either excused or unexcused, that total 20 or more school days in the course of a school year may result in loss of promotion. Parents and students should monitor the amount of absences a student accrues. Notification may be sent at the end of each quarter if the following number of days has been missed:

- First Quarter: 5 days
- Second Quarter: 10 days total
- Third Quarter: 15 days total

To limit absences, we ask parents to consult the [school calendar](#) when planning vacations.

### 3.2.6 Instructions for Excused and Unexcused Absence Make-up Work

- Students with an excused absence will make up work at the discretion of the teacher without academic penalty.
- Students with an unexcused absence will make up work at the discretion of the teacher. The teacher may, but is not required to, assist. There will be a 20% grade reduction during any graded activity for the day(s) the student is absent, including if a student is tardy or leaves early.
- The responsibility for initiating make-up work belongs to the student.
- One day of make-up time is provided for each day of absence.

For information on requesting homework for a student who is absent due to illness, please see *Homework Requests during Student Illness* under the Homework Policy section on page 38.

### ***3.3 Tardy***

The teacher will record students who arrive late to school as tardy. Teachers keep a record of tardies in their attendance records.

If a student accumulates an excessive number of tardies, the school area principal will contact the parents to encourage punctuality. Excessive non-traffic tardies of five or more times per semester will result in notification to parents. Tardies exceeding 10 per year will result in re-enrollment interviews by the School Ministry Team.

## 4 ARRIVAL AND PICK-UP POLICY

### 4.1 Arrival and Pick-up

#### 4.1.1 Student Arrival

Students arriving between 7:45am - 8:10 am will proceed to the following assigned gathering rooms:

- Midtown (K-2)
- Depot (3-5)
- Gym (6-8).

K-2 students entering the building from the Bricks entrance will be greeted there by a teacher who will gather them and take them to their designated area on the elementary side. At 8:10 am, the bell rings to dismiss students to their lockers to get ready for their day.

Adventure students will be escorted and supervised at the Elementary and Bricks pickup areas.

While an efficient carpool is our desire, **our number one goal is the safety of your children**. A safe carpool is everyone's responsibility! Thank you for your cooperation. Please direct any questions regarding carpool to Kelly Wernick at [kwernick@perimeter.org](mailto:kwernick@perimeter.org) or 678-405-2364.

#### 4.1.2 Early Drop-off

Students should not be dropped off prior to 8:00 am unless they have prearranged adult supervision (drama rehearsals, FCA, or therapy). There are no teachers on duty to supervise children before 7:45 am.

#### 4.1.3 Late Arrival

The safety patrols and adults who supervise carpool will close carpool at 8:15 am. If you arrive to school after 8:15 am, your child will not have time to walk in the building, go to his locker, and be seated and ready to begin at 8:20 am. Children who are not seated and ready to begin at 8:20 am are considered tardy. There are times due to extenuating circumstances when this policy will be waived.

- Elementary Students - parents must ***park and escort*** the student into the elementary office in order to receive his/her tardy slip. This policy ensures the safe arrival of your child to the classroom.
- Middle School Students - parents may drop the student off at the Day Entrance or Bricks Entrance in order to walk to the middle school office to receive his/her tardy slip. No parent escort is necessary.

**NOTE: All church doors lock at 8:30 am**, including the Bricks Entrance. You will need to drop off your child at the Day Entrance if you arrive at 8:30 am or later.

As a reminder, our tardy policy is as follows: "If a student accumulates an excessive number of tardies, the school area principal will contact the parents to encourage punctuality. Five or more non-traffic tardies will be deemed excessive and result in notification to parents. Middle school students will receive a detention on the occurrence of their third tardy. Tardies exceeding 10 per year will result in re-enrollment interviews by the School Ministry Team".



#### 4.1.4 Late Pickup

Pick-up in the afternoons should run no later than 15 minutes after dismissal. Due to work constraints and liability issues, teachers cannot supervise children after this time. Students will be taken to the school office to wait for late arriving parents. At 30 minutes after the hour student names will be recorded and students will be placed in the care of a teacher or staff member who will supervise the student until picked up by the late arriving parent.

In order to assume liability for this after-school care and to compensate the caregiver, **a fee of \$25 per half hour or any part thereof will be assessed. These fees will be billed monthly through FACTS and must be paid prior to re-enrollment (or record transfer upon graduation).** If a later arrival is anticipated, please call the school office so special after-care arrangements can be made. Late pick-up should be used only in emergencies.

If an excessive number of late pick-ups are accumulated by a student for reasons other than unusual traffic tie-ups, the school principal will contact the parent to encourage punctuality. Excessive non-traffic late pick-ups will be carefully reviewed. Late pickups exceeding 10 per year will result in re-enrollment interviews by the School Ministry Team.

#### 4.1.5 Checking Out Your Child during the School Day

**All parents who arrive to check out their child during school hours should report to the school office, not the classroom, and sign out their children.** Students will be called from the office by intercom.

#### 4.1.6 Checking Out Other Parents' Children during the School Day

Written permission must be obtained from the child's parents for checkout of another parent's child during the school day. **Parents making these checkouts report to the school office with a signed permission form including the reason for dismissal.** This does **not** include early dismissal for school-sponsored events such as sports events. It **does** include checkouts for such events as dental appointments when parents are out of town. Parents who have specific prohibitions on checkouts by certain individuals (non-custodial parents, etc.) should contact the school office in writing.

### 4.2 *Carpool Protocol for the 2016-2017 School Year*

Beginning on the first day of school, there will be a new carpool system due to construction at the church. Construction on the main church entrance will begin in September 2016 and run through May 2017. Please understand that this year's carpool will have limited access and space. See the [carpool map](#) for the adjusted carpool flow.

Please pick up and drop off only in designated areas, which are the Bricks Entrance and the Day Entrance. There will be two drop off locations in the morning and at 3:10 pm pickup, and there will be one location for the 12:10 pm pickup. See details below for designated drop off and pickup areas.

Please know we value the community and fellowship aspect of our school. Because of tight space and concern for safety, carpool is not going to be the best time to invest in these relationships this year. **We highly encourage you to use the carpool line to drop off and pick up your children this year instead of walking up.**

**Because we value your children's safety above all else, the following protocol will be strictly enforced:**

- **NO CELL PHONE USE** (talking, typing, or browsing) during carpool.
- Please do not drop off any children in the parking lots. Parents should never stand at their cars and wave a child to come to them, nor allow a child to cross the street without an adult walking with him/her.
- There will be no place for extra play at carpool time due to construction.
- Drop off time is from 7:45 am to 8:15 am for each morning carpool area. We highly encourage all families to make every effort to drop off children between 7:45 am – 8:15 am so that they can begin their school day promptly at 8:20 am.
- Please do not let your child get out of the car for morning carpool until a safety patrol is in sight.
- Times for afternoon pickup are as follows:
  - Lower Elementary: 12:10 pm to 12:30 pm
  - Upper Elementary & Middle School: 3:10 pm to 3:30 pm
- Please make a carpool sign with the last name(s) of children in your carpool. Letters should be at least 3" tall in black, and the sign should be displayed where it is visible to teachers and staff at carpool.

#### 4.2.1 Carpool Routes

Be sure to refer to the [carpool map](#) on the school website to help visualize the directions below:

- **Bricks Entrance Carpool Route When Entering from Old Alabama**
  - Cars entering from Old Alabama Road should stay on the main driveway, taking the first right into the Bricks parking lot.
  - Next, take a right following the longer pathway through the parking lot so that cars in line do not block the flow of traffic on Old Alabama Road.
  - Proceed forward to the exit and depart the parking lot to the left.
- **Day Entrance Carpool Route When Entering from Vantana Way/Medlock Crossing Parkway**
  - Cars entering from Vantana Way should take the first right into the parking lot and travel along the back of the parking lot.
  - Cars entering from Medlock Crossing Parkway should turn into the church parking lot and continue straight, turning right along the back of the parking lot.
  - Cars will turn left and follow the carpool line towards the Day Entrance.
  - Pull up past the stairs from the parking lot.
  - Proceed along the sidewalk, pulling up far enough to allow more cars to fill in behind you. This allows others to drop off and pick up students at the same time, helping carpool to move along more quickly.
  - Proceed forward to the exit via Vantana Way, Medlock Crossing Parkway or Highway 141.
  - Please be very careful of people using the walkway from the parking lot.

Be sure not to block any of the intersections or crossroads while sitting in the carpool line. Other traffic should be able to proceed through the intersections without difficulty.

Also, please do not go under the porte-cochere unless it is raining. Pull up past the porte-cochere far enough so that other cars arriving may be able to drop off and pick up at the same time.

#### 4.2.2 Rainy Day Carpool

On rainy days, the carpool route will remain the same except students will be dropped off and picked up under the porte-cochere for the applicable entrance.

Please refer to the following table for carpool entrances:

<b>Carpool Time</b>	<b>Elementary Side</b>	<b>Middle School Side</b>
<b>7:45 am – 8:15 am drop-off</b>	Day Entrance	Bricks Entrance
<b>12:10 pm pick-up</b>	Day Entrance	n/a
<b>3:10 pm pick-up</b>	Day Entrance	Bricks Entrance
<b>Rainy Day</b> <b>7:45 am – 8:15 am drop-off</b>	Day Entrance porte-cochere	Bricks Entrance porte-cochere
<b>Rainy Day</b> <b>12:10 pm pick-up</b> <b>3:10 pm pick-up</b>	Day Entrance porte-cochere	Bricks Entrance porte-cochere

#### 4.2.3 Carpool for Both Elementary and Middle School Students

*The students in my carpool consist of both elementary and middle school students, but I want to pick everyone up at one place. What do I do?*

With the barricade in place that divides the property into two separate areas, you may pick up and drop off at either side. Please communicate with your carpool students which location (Day Entrance or Bricks Entrance) they are to proceed to for dismissal at 3:10 pm.

Note: There is a barricade which runs through the middle of the parking lot. It is there to prevent cars from cutting through the parking lots. This keeps our campus free from excess traffic, making it safer for our children. Please note that this means that whichever way you enter the property (via Old Alabama Road or Vantana Way/Medlock Crossing Parkway), you must depart.

### 4.3 Parking

**BECAUSE OF CONSTRUCTION AND A TIGHT CARPOOL AREA THIS YEAR, YOU ARE HIGHLY ENCOURAGED TO USE THE CARPOOL LINE AND NOT PARK AND WALK TO DROP OFF OR PICK UP YOUR CHILD.** However, if you NEED to park and walk your child into school, or park and pick up your child, please use the following procedures:

- Day Entrance - Please park in the Day Entrance parking lot. You will have to walk through the carpool line. This will be **very dangerous**. No child is to be unattended in this area. Please approach this area with **great caution**.
- Bricks Entrance - Please park in the Main Entrance/Bricks parking lot. No child is to be unattended in this area.

## 5 DISCIPLINE – ELEMENTARY SCHOOL

The word “discipline” means to make a disciple. This involves both the intrinsic and extrinsic aspects of teaching a child to live properly before God and in all spheres of life. A change in heart (intrinsic) is accomplished only by prayer; but structure, boundaries, and consequences help develop habits of discipline.

### ***5.1 Unacceptable Attitudes and Behaviors***

Behaviors that lie outside the acceptable boundaries of Perimeter School include the following:

- Any action that interferes with the learning process of the child and his classmates. This includes any alteration of one’s appearance in order to distract other students.
- Any action that would possibly cause physical or emotional harm to the child, his classmates, or his instructors. This would include bringing to school any weapon or any other object that could be used as such.
- Any action that is in direct violation of an established school rule or procedure (cheating, fighting, stealing, disruption, or leaving campus).
- Any action of willful disrespect toward his classmates, his teacher or any adult authority.
- A willful failure to complete assigned work in a reasonable amount of time.
- A use of language that is profane, blasphemous, or unduly crude.

### ***5.2 Responsibility of the Parents***

As an extension of the home, school discipline should reinforce the rules and consequences of the parents as much as possible. Where possible, parents are part of the decision regarding proper consequences for unacceptable behavior. Parents commit to giving the school teacher authority to exercise discipline in their place. In a covenant school, parents must sometimes defer to the consequences given to their child (even if it is not what they might have chosen) in trust that the overall purpose of God’s work is being accomplished.

### ***5.3 Responsibility of the Teacher***

Individual teachers, for the most part, will handle discipline in accordance with school policy in their own way in harmony with their own methods and abilities. This could be any one of many different things, ranging from reprimand to corporal punishment. These could include, but are not limited to, cleaning up a room or writing an essay. We encourage the teachers to have the corrective measure fit the offense. More serious cases will be referred to the administration. An attitude of prayer for true repentance must undergird all actions.

### ***5.4 Use of Corporal Punishment (with parent permissions)***

Corporal punishment (spanking on a child’s bottom with a paddle) is a biblical option offered to parents as a consequence depending on the severity and/or frequency of the student’s offense(s). Only with parental permission is this discipline administered with a maximum of 3 contacts of the paddle and an adult witness (preferably the parent) present. Parents are urged to administer such punishment themselves. Corporal punishment is suggested in consequences for more serious offenses in place of school suspension.

### ***5.5 Unacceptable Behavior Outside of School***

Students whose behavior outside of school is unlawful or immoral will be subject to disciplinary action by the school and subject to expulsion.

### ***5.6 Behavioral Probation***

Students with continual instances of unacceptable behavior may be placed on a behavioral probation for a designated length of time to allow repentance and restitution. Violation of such probation could result in expulsion from the school. The details of such probation will be clearly communicated to both parents and the student.

## 6 MEETING COMMITMENT OF PERIMETER SCHOOL PARENTS

We believe that God has given parents the responsibility for educating their children and those parents should take an active role in the process. Part of that responsibility and active role is to meet together to pray for the students, teachers and other parents; to plan and participate in the education process; and to gain skills for their role as parent-teachers.

We believe that more parent participation leads to a stronger covenant experience; therefore, we encourage parents to participate as much as possible. However, the following meetings are required:

Event	Frequency	Attendance Required by:
Principal Meeting	Once per year	Both Parents
E-Day Orientation	Once - parents of all 1 <sup>st</sup> grade students <sup>o</sup> Once - parents of new 2 <sup>nd</sup> grade students	Both Parents
Class Parent Meetings (includes one home meeting*)	4 times per year (K, Pre-1 <sup>st</sup> ) 6 times per year (1 <sup>st</sup> , 2 <sup>nd</sup> ) 5 times per year (3 <sup>rd</sup> - 6 <sup>th</sup> ) 5 times per year (7 <sup>th</sup> - 8 <sup>th</sup> )	Both Parents
7 <sup>th</sup> and 8 <sup>th</sup> Grade Classroom Visitation	Once per year	Both Parents
Campus Parent Meetings	4 times per year	Both Parents
Rising Grade Level Meeting	1 time per year	Both Parents
Parent/Teacher Conference <sup>1</sup>	2 times per year	One or both Parents

<sup>o</sup>Parents of all 1<sup>st</sup> grade students must attend the E-Day Orientation meeting unless they have attended the orientation with the last 7 years.

\*The home meeting will be scheduled on the calendar each year on a Tuesday evening. A school family (other than the teacher or room parents) will host the parent meeting.

<sup>1</sup>Teachers will schedule required conferences with parents to discuss progress. When possible, both parents are encouraged to attend, but only one is required. Students may be required to be present to see the parents and teacher working together to help them learn to be a thoughtful seeker of truth and obedient follower of Christ.

As part of the Perimeter School Family Covenant, it is expected that all covenant parents will attend all meetings as required. Meeting schedules will be posted at the beginning of the school year and parents are expected to coordinate their family and work schedules to ensure attendance by all covenant parents at required meetings. Parents are also asked to remain flexible as additional meetings may become necessary during the school year. These meetings, if needed, will be announced with advanced notice to allow time to make arrangements to attend them.

The Rising Grade Level meeting is a required meeting for all families that will return for the following school year. The meeting will be held in May prior to the campus meeting. Families that are not returning for the following school year do not have to attend the Rising Grade Level meeting, but are still required to attend the May campus meeting.

In the case where a parent must be absent from a meeting, the absentee parent must contact the room parent(s) for the student's class(es) at least 24 hours prior to the absence. Excused absences are defined in the Attendance section of the parent handbook (page **Error! Bookmark not defined.**) and will be recorded by the room parents. If a parent must miss two or more meetings, the parent should contact the SMT Covenant Family Committee to explain the circumstances and determine if an Alternative Covenant Commitment Plan is needed.

### ***6.1 Alternative Covenant Commitment Plan***

It is understood that there may be rare cases in which a parent may miss meetings due to an existing work schedule or regular travel. In these cases, the SMT Covenant Family Committee (SMTCFC) will review the circumstances with the family prior to the beginning of each semester. Parents requesting an exception are responsible for requesting a meeting with the SMTCFC through their room parents. The SMTCFC and the parent will discuss alternative solutions to meeting the parent's covenant commitment and how to prepare an Alternative Covenant Commitment plan. This plan ensures that the parent shares responsibility with the fellow Covenant Family members and becomes an active/integrated member of the Covenant Family. It is the responsibility of the covenant parent to prepare and present this plan to the SMTCFC chairperson. The SMTCFC will grant plan approvals on a case-by-case basis.

In lieu of this plan, the SMT Covenant Family Committee, at its discretion, may request a re-enrollment interview with the Covenant Family.



## 7 FAMILY SERVING RESPONSIBILITIES

Perimeter School places great importance on intentional parental participation in the education of its students. There are many ways that the school and the children benefit from the wonderful gifts offered by our involved parents. There are also benefits for you, as our parents, as you live out authentic Christian community together.

### 7.1 *Serving Requirements*

All covenant families are expected to be partners in the classroom and fulfill all serving requirements. Serving opportunities vary by grade and are divided among all covenant parents represented in each class. Parent responsibilities may be in some or all of the following areas:

#### 7.1.1 *Enrichment Days*

Enrichment days for grades kindergarten through 8<sup>th</sup> grade will occur approximately once a month as appropriate in the curriculum and will be organized by the classroom teacher. The teacher will select quality in-class or out-of-class activities with a balance between history, language arts, math, science, arts, and service. Parents will assist as needed (planning, leading, scheduling, chaperoning, etc.).

Each parent is responsible to follow through with his or her duties while engaging in a school enrichment day. Our policies clearly state what one must do, and our parents are made aware of their responsibilities by the teachers prior to an enrichment day. Our teachers devote many hours to preparing enrichment days which coordinate with our curriculum, and the success of our enrichment days is largely in the hands of our parents as they engage with the children as participants and chaperones. We encourage you to leave work responsibilities and cell phones behind and make the most of these few, precious hours with your children.

Please know that the calendar is not immutable. Things come up, reservations get cancelled, etc. Our teachers and principals will do our best to keep parents informed as soon as changes become necessary, but we ask parents to be flexible. We appreciate and expect parent support in fulfilling their duties.

Please see Appendix A on page 54 for field trip chaperoning guidelines.

Please see Appendix B on page 55 for PEARL rules.

#### 7.1.2 *E-Days for Grades 1 & 2*

E-Day is an integral part of the curriculum at Perimeter School for 1<sup>st</sup> and 2<sup>nd</sup> grades as parents teach science, geography, history, and other key topics most Fridays throughout the school year. E-Day topics either support and supplement what is being taught in class or present a new topic to introduce children to material not covered Monday through Thursday. E-Day topics are presented in ways that are interactive, explorational, and inspirational.

E-Days allow you, as parents, to do many of the enriching activities of 1<sup>st</sup> and 2<sup>nd</sup> grade, with your child. You get to be the teacher in your child's class. You will build precious memories with your child, and their friends. You will also build relationships with the other families as you build the covenant family at Perimeter School.

We desire that this privilege be a joy and a blessing for all. Parents are provided a list of the topics and dates, teaching resources, training, and support from the E-Day Coordinator. Our room parents will arrange a meeting at the start of school where parents will sign up for their E-Day teaching and assisting responsibilities for the entire year. We are here to help you in this most wonderful part of a Perimeter School education.

### 7.1.3 Service Projects

Serving plays a significant role in the spiritual formation of our children. Service projects for grades kindergarten through 8 occur once per quarter and are completely parent-planned and parent-led school days where the students are mobilized to demonstrate the love of Jesus in our community.

Community Outreach, a ministry of Perimeter Church, develops meaningful relationships with many local nonprofits and organizations in the community. It connects parents planning and leading service projects with ministry partners, and provides support as the parents plan the day.

### 7.1.4 School-wide Serving

Parents may also have the opportunity to work outside the classroom to support activities not directly related to classroom instruction. Parents may work with the larger parent body and/or staff, usually on a committee that spans across the school.

Serving opportunities include serving on the school prayer team, working with the Arts Festival committee, and planning school wide social and fundraising events.

### 7.1.5 Parent of the Month

The primary function of the Parent of the Month is to show appreciation for and a willingness to serve the classroom teacher. Each classroom will have a Parent of the Month who will be assigned by the room parents for each month of the school year. Parent of the Month responsibilities vary by grade. Specific responsibilities are provided to you in the Parent of the Month Job Description found on page 29.

## 7.2 Family Serving Commitments

The family serving commitment for each class is based on the number of serving opportunities and the class size. Commitment level varies from class to class, and due to the varied classroom sizes, responsibilities may not fall evenly. All parents are asked to remain flexible and willing to help as needed.

- Parent serving assignments for grades kindergarten, Pre-1st, and 3 through 8 are made by the room parents who will use discretion, grace, and prayer to make the assignments as fairly as possible taking into account submitted parent preferences.
- In grades 1 and 2 the parents select their serving assignments, including E-Days, as part of a signup meeting the first week of school.

A family may choose to have either the mother or the father serve a minimum amount while the other spouse serves the larger amount **to ensure the full family serving commitment is still met.**

Please note:

- For families with a non-covenant parent, the covenant parent will assume all responsibilities.
- For purposes of the requirements listed below, please do not count your children in grades K and Pre-1<sup>st</sup>. To meet the full family serving commitment for grades K and Pre-1<sup>st</sup>, only one parent is required to serve, but both parents are encouraged to serve.
- If the parent fulfilling the minimum requirements elects not to participate in a given class because they are fulfilling their covenant responsibilities in another class, they must notify the room parent prior to the class assignments being made.
- For grades 3 - 8, Enrichment day responsibilities may be met with participation in Enrichment days, service projects, or the Arts Festival.

If the mother or father is only fulfilling the minimum serving responsibilities, they are required to participate in Enrichment days (grades 3-8) and E-Days (grades 1 & 2) based on the number of children enrolled. The requirements are as follows:

**Quick Reference Chart: Mother or Father's Minimum Serving Responsibilities**

Number of children	1		2			3 or More			
	L	U	L BOTH	U BOTH	L & U	L - 1 U - 2+	L - 2 U - 1+	L ALL	U ALL
Number of Serving Days	2	1	3*	2	L - 2 U - 1	3**	3***	1 Day for each child	3

**Key:**

*L - Lower Grades (1<sup>st</sup> and 2<sup>nd</sup>)*

*U - Upper Grades (3<sup>rd</sup> - 8<sup>th</sup>)*

**7.2.1 1 child**

- Grades 1 -2: 2 E-Days
- Grades 3-8: 1 Enrichment day

**7.2.2 2 children**

- \* Both children in 1<sup>st</sup> or 2<sup>nd</sup> grade: 3 E-Days. The family will decide in which class the parent fulfilling the minimum requirements will participate twice.
- Both children in 3<sup>rd</sup>-8<sup>th</sup> grade: At least 1 Enrichment day in each class.
- 1 child in 1<sup>st</sup>-2<sup>nd</sup> grade & 1 child in 3<sup>rd</sup>-8<sup>th</sup>: 2 E-Days in the 1<sup>st</sup>-2<sup>nd</sup> grade class and 1 Enrichment day in the 3<sup>rd</sup>-8<sup>th</sup> grade class.

**7.2.3 3 or more children**

- \*\*1 child in 1st-2nd grade & 2 or more children in 3rd-8th grade: 2 E-Days for the 1st-2nd grade class & 1 Enrichment day for one of the 3rd-8th grade classes. The family decides in which class the parent fulfilling the minimum requirements will participate and notifies the room parent for the class in which that parent will not participate.
- \*\*\*2 children in 1st-2nd grade & 1 or more children in 3rd-8th grade: 3 E-Days for the 1st-2nd grade classes; none for the 3rd-8th classes. The family decides in which 1<sup>st</sup>-2<sup>nd</sup> grade class the parent fulfilling the minimum requirements will participate twice and also notifies the room parents of the 3<sup>rd</sup>-8<sup>th</sup> class(es) in which that parent will not participate.
- All children in 1st-2nd grade: 1 E-Day for each child's class.
- All children in 3rd-8th grade: 1 Enrichment day for 3 different classes. If there are more than 3 children, the family must notify the room parent of the class(es) in which the parent fulfilling the minimum requirements will not participate.

### ***7.3 Family Serving Accountability***

Because each parent is vitally important to put action into our philosophy, the following procedure will be used in the event of non-involvement of parents in Enrichment Day and E-Day activities.

- Step 1: The room parents will keep records of parent participation and turn these records into the Room Parent coordinator.
- Step 2: The Room Parent Coordinator will notify the administration of any non-participating parent.
- Step 3: The administration will contact any non-participating parent to discuss the situation and try to resolve it.
- Step 4: If the response is negative, the headmaster will notify the School Ministry Team to determine appropriate action.

## 8 PARENT-OF-THE-MONTH JOB DESCRIPTION

In order to serve our teachers and the covenant family of Perimeter School, each classroom will have a parent-of-the-month, which will be assigned by the room parents for each month of the school year. The primary function of the Parent-Of-The-Month is to show appreciation for and a willingness to serve the classroom teacher and adopted teacher/administrator. Practically speaking, the job should be carried out in the following ways:

Call the teacher by the end of the first week of your assigned month (in the case of August, call as soon as you are assigned the job).

- Offer your assistance with any classroom business (such as helping with bulletin boards, acquiring extra library books or other teaching materials, providing extra supplies such as paper towels, making copies for the teacher, etc.)
- Do something for your teacher above and beyond what he or she requests. This should be your personal way of showing appreciation to your teacher. These could be small gestures such as notes of encouragement, asking for prayer requests and praying for them, taking them a favorite beverage or snack, flowers from your garden, etc.

Person(s) assigned to be parent-of-the-month during the month of the teacher's birthday will consult with the room mom and plan to honor the teacher with no more than a \$25 gift (this money is a part of the room mom's class fund) and student-produced cards. For those teachers with birthdays in the summer months, please celebrate their "half" birthday.

With the exception of kindergarten and pre-first classes, person(s) assigned to be parent-of-the-month during May will be responsible for planning and implementing Teacher Appreciation Day.

Person(s) assigned to be parent-of-the-month in grades K - 3 are encouraged to plan one after-school activity for all students in the class in order to foster friendships and fellowship. These outings should be planned in order to accommodate all student schedules as much as possible, but there will certainly be times when not everyone can attend. Some possible activities include going to the park, bowling, playing at your home, arts and crafts, picnic on the playground, etc. Ideally, the activity will include any other parents in the class in order to build relationships within the class.

## 9 DIVORCED, SEPARATED, & NON-COVENANT SPOUSES

### *9.1 Divorce & Separation Policy*

Parents who become divorced or separated after their child enters the school are immediately subject to special rules and policies of the school. It is the responsibility of both parents to contact the school administration should either of these changes in marital status occur.

### *9.2 Divorced, Separated, & Non-Covenant Spouses*

To ensure that there are no misunderstandings regarding the duties, responsibilities, and participative ability of parents with students at Perimeter School who are either separated, divorced, or have one non-believing spouse, **an agreement must be signed each year prior to enrollment and re-enrollment** that documents the level of participation granted from the covenant/custodial parent to the non-custodial parent.

The non-custodial parent must recognize and agree to his/her boundaries in school participation, which includes non-participation in all activities that are seen by the School to be “covenant-related.” These activities include any parent-led activities such as class parent meetings, chapel services, service projects, and enrichment days/field trips. Non-custodial parents may participate in specified meetings and activities of the school. See the list below describing the level of participation permitted for non-covenant parents.

### *9.3 Participation Guidelines for Non-Covenant Spouses*

This information is intended to supplement the contractual agreement signed by a Non-Covenant Parent to provide clarity of the guidelines of the contract.

#### **Activities Available for Non-Covenant Parents to Attend:**

- Meet and Greet Teachers
- Parent/Teacher Conferences
- All Campus Meetings
- Principal Orientation
- Rising Grade Level Meetings in May
- Middle School Classroom Visitation Night
- School Prayer for Dads - offered 3 times on Saturday mornings
- Chapel
- Veterans Day Program & Reception
- See You At the Pole (Student Prayer)
- In Class Special Events per teacher invitation (i.e., the Poetry Recital)
- All School Socials such as: the Middle School Hoedown, Father/Daughter Dance, Mother/Son Event
- School Play Productions
- Sporting Events, including the Elementary Track Meet
- Sports Ceremonies

- Talent Show
- Honors Day
- Fundraising Events such as Booster-a-thon, School Auction, Fundraising Open House
- Class socials that are not part of a covenant meeting

**Covenant-Related Activities Non Covenant-Parents CANNOT Attend:**

- Covenant Parent Meetings
- Weekly School Prayer on Tuesday mornings
- E-days for 1st & 2nd grade
- Enrichment Days, including Arts Festival
- Field Trips
- Service Projects
- Teacher Appreciation

This list is not exhaustive and Perimeter School reserves the right to change these guidelines on a case-by-case basis.

## 10 COMMUNICATION

The key to the covenant relationship with parent and teacher is communication. The key to successful communication is awareness, sensitivity, and frequency.

The spirit of communication between parents and teachers should echo the spirit in Colossians 4:6 which says "Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." and I Thessalonians 5:11 which says, "Therefore encourage one another and build each other up, just as in fact you are doing."

Information that is shared should be helpful, specific, and useful to the building up of the student, parent, and/or teacher. Communication must be confined only to teachers who are associated with the problem. The Matthew 18 principle is used for both teachers as well as parent, avoiding the temptation to discuss any concern with those not a part of the problem or the solution.

### 10.1 Teacher to Parent

- Teachers will distribute to parents a monthly plan of study for their subject area(s). An assignment book is provided by the school and given to each student for daily use. This is to be treated as a textbook in that, if it is lost, it must be replaced.
- *The Fourth Wall* is an administration-to-parent school wide newsletter that will be published every week. The format consists of important dates, school and community announcements, and an article written by the headmaster or other faculty/staff.
- Teachers will schedule two mandatory conferences with parents of all students during the school year. Parents may schedule additional conferences.
- Sixth-grade teachers will send home Friday folders with all tests to be returned on the following Monday. Seventh and eighth grade tests will remain with the teacher through the quarter. Parents may request to see a student's test but will need to contact the teachers via e-mail in order to make the request. All grades may be viewed on Parentsweb.
- Teachers will contact parents prior to the issuance of an incomplete grade in any subject for the 9-week grading period.
- Teachers will communicate time of availability to parents for conferences.
- The seventh and eighth grade teachers will send a calendar of major assignments home at the beginning of each month.

### 10.2 Parent to Teacher

- Any time a parent wants to make an appointment for a conference with a teacher, the parent should make that desire known by note or a telephone call. All teachers have voice-mail boxes and e-mail accounts for messages during the school day.
- Each parent is reminded of their commitment to make every effort to attend every class meeting, campus parent meeting, and parent-teacher conferences. We strongly urge both parents to attend scheduled parent-teacher conferences.
- **Parents are required to attend a conference with their child's teacher(s) twice a year.** Parents should take all concerns regarding a specific teacher to that teacher first before scheduling a conference with the principal



## 11 CHAPEL GUIDELINES

The vision of Chapel is to provide a time at least two times per year in September and May for students to worship the Lord in a way that will glorify Him and enable the participants in Chapel to enjoy His presence. To help accomplish this goal, the focus is mission-oriented and will involve the testimonies of students, teachers, and, occasionally, outside speakers. The overarching theme of each year's Chapel will be determined by the school verse chosen by the administration. The headmaster will normally be the main speaker at both Chapels so that he will have the opportunity to impart the vision of the school for that year.

### *11.1 Chapel Jobs*

In an effort to provide a worshipful experience for the students of Perimeter School, a Chapel Volunteer Coordinator may be appointed or the school Special Events Coordinator will supervise. We would like to have Perimeter School students involved in the chapel production where this is feasible.

Other jobs that do not include serving as the Chapel Coordinator, but are of great importance are:

- **Technical Advisor:** This person runs the technical board in the sanctuary, which controls lights, sounds, etc.
- **PowerPoint:** This person is responsible for organizing any pictures or text that has been submitted to them in a timely fashion for viewing on Chapel day.
- **Worship Music:** It is our desire to have the worship music for Chapel led by a student worship band. This could be provided by the Junior High Worship Band of Watershed or a band from Perimeter School.
- **Church Technical Staff Guidelines:** Importantly, the church technical team has stringent guidelines concerning deadlines for turning in dates for Chapel at the beginning of the year, specific equipment needs, and organization of the actual Chapel dates. All requests and organizational plans are to be e-mailed to the "Special Events & Room Coordinator" for the school no later than 2 weeks prior to each Chapel. If it is turned in any later than that time, there is no guarantee that it will be available for Chapel. The equipment list must be specific, including number and types of microphones (headsets, guitar, etc.), podiums, music stands, etc.

### *11.2 Dress Code*

All children should be dressed in Dressy Enrichment Day attire (For information regarding our current dress code, please visit the [Dress Code Guide](#) on our website.)

The motivation for this is to further promote an atmosphere of reverence and to acknowledge that this is a time set apart from regular school duties. It also allows the administration to work out any potential dress code issues for days when students go off campus in dressy attire or days such as Veterans Day.

## 12 DRESS CODE & GENERAL APPEARANCE

### *12.1 Dress Code*

Dress code requirements begin upon the student's arrival at school and remain in effect until his departure. If a student remains at school for a non-school related event, he must remain in dress code until 3:30 pm.

For information regarding our current dress code, please visit the [Dress Code Guide](#) on our website.

The purpose of Christian education is to encourage our children to glorify God in all areas of life. Though the outward appearance is not as important as the condition of a child's heart, it is a reflection of how one views himself and adheres to biblical principles of proper dress. Children need guidance in selecting attire that would meet these standards. A student's dress is overall a parental responsibility, but the school can help by setting appropriate standards for school dress. It is imperative that the established dress code of the school be accepted and enforced consistently by both the parent and teachers. This enables all to focus on the other aspects of Christian education.

The dress code is not a measure of spirituality, but emphasizes the following goals:

- Set an atmosphere that reflects the importance of the teaching and learning process.
- Build character and wisdom in selection of attire that exhibits modesty, neatness, cleanliness, self-discipline, and humility.
- Allow for choices within a framework that:
  - Permits some individuality
  - Avoids extremes
  - Encourages selection from current fashions that meets biblical standards without isolation from the world.

With the variety of tastes and diversity of dress today, it is impossible to provide an exhaustive list of proper or improper attire for school wear. **Parents are asked to support the school administration as the final authority in matters of appropriate dress and appearance.**

The headmaster of the school may designate special dress on occasions at his discretion.

### *12.2 Dress Code Enforcement*

#### **Elementary School:**

- The student will be sent to the elementary school office.
- The parent will be notified by the office to bring a change of clothing.

#### **Middle School:**

- **First Violation:** The parent will receive an email, and student will be informed of dress code violation. In the case of a skirt or shorts being too short or tight, the student will be instructed not to wear that specific item to school again.

- **Second Violation:** The parent will receive an email, and student will be informed if non-compliance continues after the first violation. The student will be required to wear one week of dressy enrichment clothes.
- **Should non-compliance continue:**
  - The student will be sent to the middle school office.
  - The parent will be informed through a phone call to bring an appropriate change of dress code clothes for the student.
  - Until the change of clothing is brought to the school, the student will be sent back to class with an unexcused absence (20% reduction in any grade taken) from all classes until compliance is made.

Repeat non-compliance with the dress code will be referred to the administration to address at their discretion.

### ***12.3 General Appearance***

**Hair Length and Color** - Generally, any hair length or artificial coloring that is judged by the school administration to be distracting to the educational process will be prohibited. Parents must support the administration in their judgment of what is appropriate.

**Jewelry** - Jewelry is prohibited during physical education and sports activities for safety purposes. Wearing of pierced jewelry on body parts other than ears is prohibited for girls. Boys may not wear earrings.

**Tattoos** - Permanent or removable tattoos on exposed body parts are prohibited.

## 13 COMPUTER LAB AND USAGE POLICY

### *13.1 Student Use of the Computer*

- Students should not upload data without having disc scanned for virus with teacher supervision.
- Students must use their own account when using the network.
- Students may not enter unapproved directories.
- Students may not delete files that are not their own.
- Students may only use computers designated for student use.
- Students may only use the internet under teacher supervision.

### *13.2 Student Behavior in the Computer Lab*

- Students may not enter the computer lab in off hours without permission.
- No food or drink permitted in the computer room.
- Students may not touch computer screens.
- Students may not manipulate or move hardware (including unplugging wiring).

## 14 ELECTRONICS POLICY

It is our desire to maintain a school environment that will be as free from distractions as possible and conducive to education, study, and order. Therefore, the following guidelines must be observed:

### *14.1 Cell Phones – Elementary School*

- Elementary students (Grades K -5) may not bring cell phones to school.
- Rather than use a cell phone, messages that a student needs to send or receive during the school day should come through the school office. This includes any plans for after-school activities. Office staff will make sure that students receive any messages during the school day.

### *14.2 Cell Phones – Middle School*

- During the school day (7:45 am – 3:30 pm), cell phones are to be stored in the student's locker (or in back pack during carpool or morning gym) in the "off" position. This includes the use of a phone as a camera or any other function.
- After 3:30 pm, cell phones are allowed only if the student is **not** involved in a school activity under the direct supervision of a teacher, coach, or parent volunteer. (For example: If a student is involved in a sport, robotics, drama or any after-school activity, they are *not* to use their cell phone from study hall all the way to the end of the activity, including carpool to and from events. However, if *attending* an after-school event, a student may use their cell phone while sitting in the stands or audience.)
- Violation of the policy concerning cell phones will cause the student to **immediately** lose the privilege of possessing a cell phone on school property.

NOTE: If a parent has an urgent need to reach their child who is participating in a school activity, the parent should secure the cell phone number of the coach, sponsor, etc. that is supervising their child.

### *14.3 Other Electronic Devices*

Students at both elementary and middle school levels should **NOT** bring iPads, iWatches, laser pointers, any hand-held or battery-operated games or educational tools, iQuest, headphones, CD players, calculators, etc. to school **UNLESS SPECIFICALLY ASKED BY THE TEACHER TO DO SO**. Any devices found in the students' possession will be given to the principal and returned to the child's parents.

## 15 HOMEWORK POLICY – LOWER ELEMENTARY

We believe homework is important as a valuable aid in helping students make the most of their experience in school. We give homework because it may reinforce what has been taught in class, prepare students for upcoming lessons, or help students develop self-discipline, responsibility and organizational skills.

Homework will normally be assigned Monday through Thursday nights and occasionally over the weekend. E-Day parents should not assign homework on Fridays. Homework should be curtailed when school events and holidays dictate such. Most homework assignments will involve reading chapters in the textbook, answering study questions, working problems, and working on long range projects. In grades 1 & 2, homework assignments may consist of the following:

- Reading
- Drill, practice, and narration recording
- Reinforcement of skills taught in class.

We feel that parents are the key to making homework a positive experience for their children. Therefore, we ask that you make homework a top priority, provide necessary supplies and a quiet homework environment, provide necessary praise and support, and contact any teacher if you notice a problem.

### *15.1 Procedure for Checking/Grading Homework:*

- Homework will be checked on the date due to verify that it was completely done
- Homework in 1st and 2nd grades is not graded. Reviewing it affords the teacher the opportunity to realize whether the child has grasped the concepts specific to the purpose of the homework.

Homework is important. The sooner in age that it becomes a habit, the more a student can benefit.

### *15.2 In The Event of an Absence*

The student is responsible for getting all homework assignments. Students with pre-arranged absences should get assignments in advance, when possible.

When homework is not completed for some reason other than death in the family or illness, teachers will judge the legitimacy of the excuse of the student or parents on a case by case basis. **Parents must expect consequences for incomplete homework even when they are the cause of their student's failure to complete assignments.**

### *15.3 Homework Requests during Student Illness*

When a student is absent due to illness, there is the need for rest and healing and this should be a priority regarding missed homework. Please allow a student to get well before requesting homework or prematurely sending an ill student back to school. If homework is requested, the following guidelines are essential to the process:

- It is the responsibility of a parent on the day of the absence to communicate directly by e-mail with the child's teacher to request work and verify that the student is ill. All assignment requests need to be made before 9:15 am to allow all subject teachers time to respond to the request.
- All attempts will be made by the teacher to have assignments provided for pick up at the end of the day (noon or 3:10 pm as per grade dismissal) at the office of the grade of the absent student ONLY (Grades 1 & 2 assignments will be in the elementary/main office).

In addition, it is the responsibility of the parent of the absent student to pick up the assignment from the elementary school office. We are unable to receive calls from parents to inform students within a carpool to pick up homework from the office.

## 16 HEALTH AND SAFETY POLICIES

### 16.1 Immunizations

**ALL IMMUNIZATIONS AND DOCUMENTATION THEREOF ARE REQUIRED BY GEORGIA LAW AND MUST BE RECEIVED BY THE SCHOOL OFFICE BEFORE A CHILD BEGINS THE FIRST DAY OF SCHOOL.**

Georgia Form 3231 is the required immunization form for all students who are attending school in Georgia for the first time. No other documentation is acceptable as verification of immunization. Students moving from another state have 30 days to have their immunization documentation transferred to the Georgia Form 3231 by a physician or health clinic.

The following vaccines are required for school attendance:

- Diphtheria
- Pertussis (not required on or after 7<sup>th</sup> birthday)
- Tetanus
- Poliomyelitis
- Measles
- Mumps
- Rubella
- Haemophilus Influenzae type B (not required on or after 5<sup>th</sup> birthday)
- Hepatitis B
- Hepatitis A (born on/after 1/1/2006)
- Varicella (Chicken Pox).

#### 16.1.1 Immunization Requirements for Students Entering the Sixth Grade

Students entering the sixth grade are required to have the following immunizations before school starts:

- Measles
- Mumps
- Rubella (MMR) booster.

In addition, a second Varicella (Chicken Pox) vaccine is required if the student does not have documentation indicating having had the disease by a physician's verification or by serological testing.

#### 16.1.2 Parental Conflict and Refusal of Immunizations

Parents who object to immunization on the grounds of religious beliefs are required to provide the school their child is attending with an affidavit in which the parent affirms that the immunization required conflicts with their beliefs. An affidavit means a written statement made under oath before an authorized magistrate or officer. Notary publics are authorized to witness oaths. The school office will provide an affidavit to be completed and authorized upon parental request.



## ***16.2 Use of Medications***

Our school clinic is not a medical clinic and as such will be staffed during school hours by trained paraprofessionals, not licensed medical staff.

The school is responsible for **first aid only**. Parents will be notified when a student is injured on campus or when it appears a student is so ill that he/she should be sent home. Therefore, it is imperative that the school maintains accurate home, work, and emergency phone numbers for each student.

Medications will only be dispensed to students at school with prior approval from the parent by signing the Authorization for Medication form. These forms are available on the school website or in the school offices. A separate form must be completed for prescription medications and a separate one for over-the-counter medications.

### **16.2.1 Over-the-Counter Medications**

For over-the-counter medications, the parents must complete the Authorization for Medication form and return the signed form and the medication to the office. The office will make a copy of the form for the student's records, issue a medication log for the student, and give the log, medication, and permission slip to the school health clinic. Each medication should be in a zip lock bag labeled with their name and dosage on it.

### **16.2.2 Prescription Medications**

For prescription medications, please do the following:

The parent completes the parent section of the Authorization for Medication form

The doctor must complete the physician section of the form

Bring the completed form and the medication to the office.

The office will make a copy of the form for the student's records, issue a medication log for the student, and give the log, medication, and permission slip to the school health clinic.

### **16.2.3 Medication Administration**

All medication to be administered at school must be received and stored in the school clinic.

1. An Authorization for Medication form must be signed if the parent expects the medication to be administered at school. Any additional prescription changes will need a new form.
2. Prescription medication must be sent in with the original label from the pharmacy showing the student's name, name of the drug, and directions for administration.
3. No medication of any kind is permitted in the classroom unless medically necessary and required by a physician, ex. (asthma inhalers or EpiPens).

## ***16.3 Allergies***

Perimeter School recognizes that a number of our students have been diagnosed with allergies that involve life restrictions. Because the safety and care of our covenant children is of utmost importance to us, we provide this information about precautions that the school is able to undertake. Our hope is that we can make this an acceptable environment for as many students with allergies as possible.

Perimeter School is one of many ministries that operate in the building. It is therefore not feasible to give an absolute guarantee that no student will ever be exposed to allergens such as particular foods, insects, chemicals, etc. With each school entity (parents, teachers, staff, and the student themselves) doing their part, however, the likelihood of a problem occurring during school hours is minimized. In addition, we have safety procedures in place in case such exposure does occur.

In the case of nut allergies, the multiple-use nature of the facility prevents us from making the building a guaranteed “nut-free zone”; however, we try to minimize exposure in a number of ways. Recognizing that very young children are not always able to communicate the details of their allergy, the church has given the basement level of the building a “no-nuts, please” designation. Areas of the building other than the basement level are not so designated. As explained below, we as parent and teacher educators will train our students at as young an age as possible to advocate for themselves, making other parties aware of their allergy as appropriate.

### 16.3.1 Perimeter Church Allergy Policy

Perimeter Church (and Perimeter School) communicate to our families in the downstairs rooms (Downtown) that we desire these rooms to be “no-nuts please” areas. Users of the facility are asked, by this designation, not to bring foods with nuts into the area. Because of the multiple uses of the building by numerous groups, however, the school cannot guarantee that no foods with nuts will be brought in. There is no formal inspection for items that are brought in from the outside to this area. It is important for parents and students to understand, therefore, that while the school requests that the Downtown area be a “no-nuts” zone, it cannot guarantee that it will be. In addition, though parents and students may be careful to comply with the request that no nuts be brought in, parents and students may not recognize that the “no-nuts” designation applies not only to products known to the general public to be nut products, such as nuts, peanut butter and items with actual nuts in or on them, but it also would apply to the many products that enter this area that are not in the original packaging, nor products with ingredients or manufacturing techniques that are not known to the general public to contain nut products. Even with full cooperation to maintain a nut-free zone, there may be nuts unwittingly brought into the areas the school tries to maintain free of nuts.

### 16.3.2 Allergy Responsibilities

Each entity of our covenant school (parents, teachers, staff, and students) has responsibilities to help create and maintain a safe environment for all students with allergies. The specific responsibilities are as follows:

#### 1. Parents

Parents must notify the school upon enrollment if their student has a potentially life threatening allergy or an allergy that requires medication. They should visit the Perimeter School website to find and complete forms and submit to the school clinic. The procedure for submitting an allergy care plan is as follows:

- The Allergy Care Plan must be completed and signed by the prescribing physician.
- If medications are required, the Authorization for Medication form must also be signed by the physician.
- The signed care plan, signed medication forms, along with all the required supplies and medications must be brought directly to the school clinic.

- Parents understand that allergy care plan procedures and medications filed in the non-medical clinic are only available for implementation during school hours.

The school strongly recommends that any student with a potentially life-threatening food allergy only eat food brought from home. Even if the student is provided food provided by another student or parent, and regardless of whether the provider of that food believes it to be allergen-free, the student with allergies should not eat food or snacks brought in by other students or parents. Changes to ingredients by manufacturers and changes in manufacturing techniques may mean that food believed to be safe is in fact unsafe.

Lower elementary school parents are encouraged to send snacks in a zip lock bag labeled with the student's name and filled with approved items for their student. The teacher will keep the bag in her desk and offer the child a snack from their bag whenever outside food is brought into the classroom.

## 2. Clinic Staff

Please note that our school clinic is not a fully licensed medical clinic with an RN on site at all times, as is the case with some school clinics. All clinic workers are well trained and experienced, but within the confines of a non-medical clinic that does not provide a range of medical procedures. Our 911 service is used when any procedure is understood to be beyond the scope of the training and knowledge of our non-medical clinic's personnel.

- **Clinic Procedures:**

- *Clinic worker places all forms and medications in a file with the student's name.*
- *Clinic worker places a copy of the allergy care plan and allergy stickers for placement on the student's name tag in the teacher's box.*
- *All medications and forms are stored in the non-medical clinic.*

## 3. Teachers

Teachers are always willing and ready to allow the parent to share information about their child's allergy and life restrictions. At the parent's request, the teacher will provide time on the agenda at a class parent meeting for parents to share their allergy concerns.

Teachers receive in-service training yearly on signs and symptoms of an anaphylactic reaction and the proper procedure for administering an EpiPen.

## 4. Students

As early as possible, students must take personal responsibility to learn to advocate for themselves, practice self-discipline, and learn habits relating to their allergy that will serve them well all their lives.

Recognizing that a student in the lower elementary school may be still learning to be a self-advocate, our procedures allow the parents of younger students, and then the teacher and staff, to advocate on the student's behalf.

In the case of older students whose inhalers and EpiPens are secured in the school clinic, if the student leaves campus for a school activity, it is the student's responsibility to check the medication out of the non-medical clinic, give it to the chaperone, and return the medication to the school clinic upon return to campus.

### 16.3.3 Allergy Procedures

If an allergic reaction is suspected, the following procedures will be followed:

- The teacher will escort or send the student to the school clinic for evaluation by the clinic worker.
- If the student is not able to be moved, the clinic worker will be summoned to the location of the student.
- At any time, the teacher or any other adult in charge of the student may determine that the reaction is life threatening and call 911.
- The teacher will immediately contact the student's parent(s).
- The clinic worker will follow the student's allergy care plan.
- If an EpiPen is administered, 911 is always called.

### 16.4 Accident & Injury Procedure

Accidents and injuries are to be handled as follows:

- Minor Accidents: Handled by first adult on the scene or teacher
- Major Accidents: Handled by clinic worker
- Children must be instructed to report to their teacher in the event of illness or injury.
- If the child's needs can be met in the classroom, please do so. If more than a band-aid is required or significant blood is involved, call for help from the clinic.
- In the event of major injuries (or what might be assumed major), the following shall apply:
  - Notify the clinic worker at once.
  - Have the child lie down and cover with a coat or blanket with his feet elevated if in shock.
  - Head injuries should always be treated as serious until proven otherwise by a doctor.
  - No internal medicine of any kind, including aspirin, Tylenol, or ibuprofen, is to be administered.
  - Universal precautions (as per instruction at teacher orientation) should be utilized in the event of contact with blood or body fluids.
  - All accidents must be written up on a special form by a member of the Security team. The teacher and/or the clinic worker will notify security and provide details.

#### 16.4.1 Parent Contact

In case of more serious injury, parents will be contacted immediately.

When emergency on-the-spot treatment is needed, both parents and emergency crews will be summoned immediately.

Each family must have a signed Consent for Medical Treatment form on file. In the event that neither parent can be contacted, this form allows the school administration to use its best judgment in deciding to contact a physician or transporting the child to a medical facility.

## ***16.5 Accident Insurance***

Perimeter School carries accident insurance on all students that covers all injuries during school hours and on Enrichment Day activities, field trips, and sports events. This is an excess policy that covers medical bills beyond the family's medical plan. If a family has no individual coverage, this policy is primary.

## 17 TEXTBOOKS, PUBLICATIONS, & QUESTIONABLE CONTENT

### *17.1 Textbook Selection Philosophy*

Perimeter Christian School (PCS) continually explores and reviews available texts for use in its classes. Our desire is to use the best available books in each subject area that meet our criteria of presenting God's truth. Our criterion does not limit us to using books only by Christian publishers, but rather to those books that best present the truth of God's creation in an academically sound and morally acceptable manner. Therefore our curriculum comes from a variety of publishers. Textbooks are not to be the primary source of learning at Perimeter, but rather one of many tools used by the teacher who presents God's truth creatively. Textbooks are always available for parent perusal.

### *17.2 Textbook Selection Procedure*

The procedure for selecting new textbooks at any grade level is as follows:

1. Parents or teachers make suggestions to the administration regarding the need for change due to outmoded content of the old text, possible improvements in new texts, perceived need for change in content, or another appropriate reason.
2. The school administration reviews the validity of the request and informs the School Ministry Team and all affected faculty regarding the subject area for textbook review, if needed.
3. The headmaster appoints a Textbook Review Committee made up of the faculty team leader affected by a change and qualified parent or faculty representatives. The committee orders and reviews examination copies of available texts, and makes a recommendation to the school headmaster, principals, and faculty affected by the change.
4. The headmaster reviews the recommendation and upon approval, makes the textbook available for one week to be viewed and reviewed in writing by interested parents.
5. The Faculty/Staff Relations Committee of the SMT gives its recommendation to the administration.
6. After reviewing parent, faculty, and SMT comments, the headmaster presents a report recommending adoption or rejection of the particular textbook.

### *17.3 Publications*

**Regular newsletters** are published by each classroom teacher to inform parents regarding curriculum and the learning progress of their class.

***The Fourth Wall*** is a weekly newsletter giving information to parents concerning happenings in the life of our school. The purpose of this publication is to aid in keeping communication of present and future events current with our parents and friends. These newsletters are to be carried home by students on Thursday or Friday of each week, unless special holidays or field trips interfere. This newsletter is also available on the school website.

***For the Children's Sake*** by Susan Schaeffer Macaulay is suggested reading for all parents and is available in the school office or through the Perimeter Church Bookstore.

***When Children Love to Learn***, Elaine Cooper, Editor, is required reading for all parents and available in the school office or through the Perimeter Church Bookstore.

### ***17.4 Questionable Content***

It is the policy of Perimeter School to guard against the truth of God being distorted in materials in such a way to promote non-Christian and occultist ideas and practices. Because of the diversity and nature of these instances, it is given to the school faculty and administration to use their discretion and to pray for wisdom to screen such materials. If a parent has some concern over a specific book, display, or illustration, he should report his concern directly to the teacher or librarian. Though it is difficult to remove every instance of material that would be inappropriate to every parent, it is our desire to make reasonable decisions that avoid offensiveness.

- Fables and fantasy - References to fictional characters such as Santa Claus and the Tooth Fairy will be minimized by the teacher so as not to diminish or exceed the parents teaching on the topic.
- Evil characters - Characters such as witches, ghosts, and goblins are recognized for their use in both fiction and non-fiction as forces of Satan. Caution is used to keep them in proper perspective as what they are: EVIL, not allowing them to be presented otherwise. As in *The Chronicles of Narnia*, we do believe that such characters are often necessary to certain literature in order to produce conflict. Elimination of all evil forces in children's literature is not realistic; however, extremes of this principle are closely guarded.
- Societal Mores and Relationships of Peers - Caution is taken to screen materials that thrust children into roles and situations that are not age-appropriate. It is our desire to provide literature that does not depict children as miniature adults, no matter how clever they may seem.
- Movies - To leave viewing to the discretion of parents, movies are not to be discussed at school unless they are a part of the curriculum.

## **18 MISCELLANEOUS POLICIES**

### ***18.1 Citizenship***

Children are urged to honor, respect, and obey governmental authorities and to be patriotic (Romans 13). The Pledge of Allegiance to the U.S. Flag is recited daily, and some classes recite the pledge to the Christian flag. When reciting these pledges children are taught to stand erect, face the flag and place their right hand over their heart. Parents are encouraged to reinforce these daily rituals in real life situations.

### ***18.2 Photograph Disclaimer***

Perimeter School may have occasions to use images of students for the purpose of promoting school activities or marketing. We will take measures to protect the privacy of all children and will not disclose personal information regarding any such child. In the event a parent desires that the school not use images of their child, it is the parent's responsibility to contact the school admissions department to make this request.

### ***18.3 Emergency Weather & School Closing***

In the event weather conditions make it impractical or dangerous to have school, we will announce school closings on WSB-TV and Radio (Channel 2/AM 750). We will also place an announcement on the school voicemail (678-405-2300) and send out a mass text and email to all school parents as early as possible. The school office and the Perimeter Church Safety and Security team monitor severe weather conditions during the school day. When severe weather is forecast during the school day, students are moved to the basement of the main church facility in accordance with the church's emergency weather plan as published by Perimeter Church.

### ***18.4 Use of the School Directory***

The Perimeter School Directory is a private document that is unlawful to be used for any other purpose than the private use of its families and staff. It may not be sold or used in any way for the purpose of solicitation. Any other use of the directory must be made in writing to the school administration. Misuse of the content of this document will result in an immediate review by the School Ministry Team and could result in the removal of the offender from the school.

### ***18.5 School-Sponsored Field Trips***

Safety, security, and focus on school-sponsored educational objectives are our field trip priorities. Therefore, only those parents who have been designated as chaperones for a given field trip will be able to participate. The presence of additional persons introduces additional complications and distractions. To keep the focus on our Perimeter School students, we are not able to accommodate any extra parents, siblings, or other family members on Perimeter School-sponsored field trips.



## ***18.6 Birthdays & Other Celebrations***

### **18.6.1 Birthdays**

Children enjoy celebrations of birthdays and other important events. Obviously, these celebrations must be limited during school hours by the classroom teachers to not unduly encroach upon class time. In some classes, with the teacher's permission, children may bring refreshments (cupcakes, etc.) to share with their classmates.

There is a tradition for family members to decorate a poster and secure to the map rail outside the student's classroom in celebration of a birthday. As we all enjoy the gaiety, please note that all decorations are to be removed by 12:30 pm on Fridays for 1-3 grades and 3:10 pm on Fridays for grades 4-8. Disposable, non-valuable effects are encouraged. Please do not use original photos, etc. as there is no guarantee of return.

**Out of school parties are outside school jurisdiction, but invitations brought to school that exclude the invitation of any student are prohibited.** Even if the invitations are handled privately, we ask parents to use wise discretion and kindness. This would not include all boys invited without girls or vice versa within a classroom. Parents are encouraged to include appropriate age-level activities at all parties, with regard to Christian liberty not being a stumbling block to other families.

### **18.6.2 Teacher Birthdays**

Help make the teacher's birthday special. Keep festivities simple and low key. Examples include having the children each make a homemade card and bring in a flower for a bouquet. Other ideas include sending in a cake or other food items for a low-key celebration or so the teacher can take home a meal. A portion of classroom money (not to exceed \$25.00) is available to be used for a party or a group gift. As always, do not ask parents to send in money or extra gifts. If a family wishes to give the teacher a gift, they should do so in private.

### **18.6.3 End-of-the-Year Gift**

Each teacher is presented a year-end gift purchased with a portion of the activity fee already paid by each family. This money is separate from the classroom money. The parents in charge of Teacher Appreciation Day will be in charge of planning for and purchasing this gift. In addition, parents planning Teacher Appreciation Day will receive \$3.00 per child to apply toward a "memento" gift, such as a scrapbook. Again, if parents wish to give the teacher an individual gift, they should do so in private.

### **18.6.4 Valentine's Day**

Rather than practicing the traditional exchange of cards and gifts between students, Perimeter School, instead, acknowledges the love of one to another through the sincere giving of service to those less fortunate. Student-made cards, heart cookies, candies, and the like might well work into a visit to an assisted living center or homebound person. Reflecting the love of Christ in service to the community is the sentiment of Valentine's Day that we encourage.

### 18.6.5 Halloween

How your family deals with Halloween outside of school is a decision made within your household. We acknowledge the fall season with pumpkins (some even with smiling faces), gourds, the unmistakable colors associated with this wonderful season, and the like. In order to avoid being a stumbling block to others or appear to support the occult-like elements of the day, we reserve the right not to acknowledge Halloween at school.

### 18.6.6 Christmas

In our school's continuing effort to *serve others*, we find joy in our Christmas time service projects. We have chosen this path rather than hosting class parties where our affluent children are showered with even more gifts. If parents strongly prefer to have a class party, they may do so off-campus after school hours. Families may give individual gifts to the teacher at Christmas, but please be discreet in doing so. Keep in mind that some families are more financially blessed than others. Teachers will open individual gifts in private and not as a part of a group activity.

## 19SPECIAL CLASS PROJECTS

The question has been raised regarding how to handle special projects for families or organizations, aside from regularly scheduled service projects. Some examples include sponsoring a child or a family for Christmas, Operation Christmas Child, or collecting food for a family for Thanksgiving. Should such projects be discouraged or limited? The emphasis of our church is "giving ourselves away to the least and the lost"; however, we have always tried to protect our parents from constant requests for money. As a ministry of Perimeter Church, the school should have a like-minded vision consistent with the church. Rather than discourage such projects, we encourage careful thinking about which projects we undertake and how we solicit involvement in these projects.

Special projects should be planned on a strictly voluntary basis, so as not to put undue stress on a family financially or with additional time commitments. Families should feel free to decline participation. Projects done in the classroom are to be done in such a way that no child feels excluded. Some practical solutions for such projects include:

- Select projects that fit the make-up of the class. If there are families struggling financially, select projects that are more service-oriented than giving monetarily. Some examples of this are card writing to shut-ins, missionaries, or servicemen, or collecting gently used items for the needy.
- If collecting money for a project, collect anonymously by asking for cash donations in a blank envelope. Consider inviting another class to be involved if it will help the project be more successful.
- If the coordinator knows a family cannot give financially, but would like to participate, allow them to do something else, such as deliver gifts, wrap gifts, bake brownies, or make phone calls to set up the project.
- For in-classroom projects, such as Samaritan's Purse Shoeboxes, the coordinator of the project should make sure extra items are available for the boxes for any child who is unable to donate his/her own.
- For gift-giving projects, such as adopting a child for Christmas, gifts can be collected outside the classroom, so a child not participating does not feel excluded.

Our primary emphasis in these projects is to allow us to reach out to the least and lost alongside our children. This can be a great opportunity to teach our children how God has gifted us differently and how we use those gifts for him, rather than comparing what each person gives.

## 20 FAMILY DIGNITY AND RESPECT POLICY

Perimeter School intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, violates the dignity of a person created in the image of Christ.

Perimeter School does not condone or allow verbal or written harassment, unkind teasing, or bullying of its constituents whether engaged in by employees, supervisors, parents, students or other persons who may be present on or off our property, or comments or images posted in a media outlet to include all social networks, emails, text messages, tweets, or any other form of communication.

Any person who believes he or she has been subjected to harassment should report it immediately to a school administrator. The school administration will take the responsibility to determine if actions or words received constitute offensive behavior, as well as the extent and type of offense and consequences.

Though the school will do its best to investigate reports of inappropriate behavior, the administration cannot bring action on alleged violators without reasonable proof. All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students). Any person suspected of violating this policy may immediately be removed from the school until an investigation can take place. Law enforcement officers may be called to assist in further investigation.

Any verbal, written or any form of intentional threat of violence of a personal or corporate nature towards students, parents, teachers, and staff of Perimeter School is prohibited and will result in an immediate investigation by the administration. Any person who creates a well-informed fear (e.g. bomb threat, etc.) that such violence is imminent will be subject to disciplinary action, including expulsion from school and/or any necessary legal action that would naturally follow.

### ***20.1 Prohibited Behavior***

Among other things, this policy prohibits:

- The threat of insinuation of those submissions, or the lack thereof, to sexual advances or verbal or physical conduct of a sexual nature, will affect employment decisions or status of staff or any student's standing or enrollment.
- Any graphic commentary about an individual's body, sexually degrading remarks used to describe an individual or unwelcome propositions and physical advances of a sexual nature.
- The creation of an intimidating, hostile or offensive working or educational environment as a result of any kind of behavior prohibited herein.

**Respect is to be shown to both persons and property at all times by all members of the Perimeter School family both on and off the campus of Perimeter School.**

## ***20.2 Biblical Model of Communication***

One of the many ways we demonstrate respect to all members of the school family is by requiring our parents to be committed to a **biblical model of communication** which includes:

- Following requested channels of concerns or criticisms by going first to the appropriate party (teacher, principal, etc.).
- Refraining from giving bad reports or gossiping about issues with others.
- Bringing constructive suggestions to the administration or School Ministry Team in writing.
- Letting the administration know if the school's commitment to competent teaching, solid curriculum, regular feedback, proper supervision, cooperation with the home, and love and respect for your child are not being met.
- Being willing to meet with other covenant families in the case of being offended or being offensive, to reach reconciliation.
- Allowing another parent to phone you with what might be a concern about your child's behavior takes great humility and the ability to resist defensiveness.

## APPENDIX A: Field Trip Chaperone Guidelines

If the Enrichment Day, Service Project, or E Day will be a trip away from school, please follow these guidelines:

1. All students must first go to their classroom and be seated. Take a few minutes to go over what kind of Enrichment Day has been planned. Insist that they sit quietly and listen to the explanation, and ask them if they have any questions. Go over the ground rules of the behavior expected of them (PEARL rules), and pray before you leave.
2. Check that all students are dressed appropriately for the field trip. According to the dress code, if a student is not dressed properly, you or the office may call the student's parent to come and bring proper attire (if time permits); otherwise, the child may not be able to participate.
3. Keep your copy of the student emergency contacts with you. Medical Consent forms are located in the office and must be returned to the office at the end of the day. If the prescribed treatment of a student's life-threatening allergy includes an antihistamine, make sure you bring the student's EpiPen® with you.
4. Please be conscientious to give each child their own seat belt. It is not acceptable to double-buckle or squeeze in extra children for a school-sponsored activity just to minimize the number of cars that are driven. Parents need to be examples of safety and show that they value human life.

**When driving to and from an event/location**, we request that any music played in the car be Christian music or CDs of Christian artists. An even better choice would be to engage the students in conversation and help them get to know one another better. Often teachers will create the carpools for this very purpose. Please be sensitive to students who may be "loners" and do your best to include them. Lastly, please do not allow students to speak disrespectfully or disparagingly about PCS or any faculty members. No movies or DVDs are to be played while in the car.

**While at the event/location, please do not use your cell phone**. Do not check or send email or texts. Do not make or take calls unless it is a known emergency. Be present!

The students are not allowed to have any handheld electronics, cameras\*, or cell phones on field trips. Please let a teacher know if a student has violated this policy.

**While on site at the event/location**, be fully engaged with your assigned group. Your group of 3-5 students needs to be with you at all times. You need to model proper behavior such as listening to any speakers or docents. You need to admonish, correct, redirect, and discipline as needed. Follow these specific rules where applicable: students are not to sign guest books, no gum or candy, and be respectful of memorials and the other visitors at the site.

Please be prompt about returning to the school when you said you would. Allow plenty of time for driving back to school. There will be many carpools waiting to pick up children. Unplanned stops, such as stopping for snacks, should not be made; however, exceptions are made when all teachers and parents have concurred that a stop is to be made by everyone. This decision should be disclosed prior to the day and time of departure. If you return to school at dismissal time, have the children line up for carpool line as usual and wait for their parents to pick them up.

**Upon returning to Perimeter**, take your group to their classroom and stay with them until the teacher has returned. If the classroom is locked, you may take the students to the playground to wait for the teacher, but do not leave them unattended.

\* There are some exceptions for the 7<sup>th</sup> and 8<sup>th</sup> grades.

## APPENDIX B: PEARL Rules

### *Politeness*

Demonstrate *Politeness* to one another and to the parents in charge.

- Use respectful titles to adults in authority (e.g. “Yes, Sir”, “Yes, Ma’am”)
- Matthew 22:39 - "Love your neighbor as yourself."
- Ephesians 4:32 - "Be kind and compassionate to one another."
- Philippians 2:4 - "Each of you should look not only to your own interests, but also to the interests of others."

### *Example*

Set a good *Example* for others.

- Follow general school rules. (e.g. no running or talking in the halls.)
- Matthew 5:16 - "In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven."
- Philippians 2:13 - "For it is God who works in you to will and to act according to his good purposes."

### *Attitude*

Have a good, positive, cooperative *Attitude*.

- Philippians 2:2 - "Make my joy complete by being one in spirit and purpose."
- Philippians 2:5 - "Your attitude should be the same as that of Christ Jesus."

### *Respect*

Show *Respect* to adults and classmates.

- Raise hands to talk in the classroom unless permission is given to speak at random.
- I Peter - 2:17 "Show proper respect to everyone."
- Romans 12:10 - "Honor one another above yourselves."

### *Listen*

Pay attention and *Listen* to instructions and adults in charge.

- Follow requests the **first time**.