

NEWNAN PRESBYTERIAN SCHOOL



Student Handbook
2022-2023



Newnan Presbyterian School

Dear Parents,

Thank you for the opportunity to serve you and your family! We are honored that you have chosen Newnan Presbyterian School for your child's early education. We believe that children are a gift from God and that we are called to provide a loving, hospitable Christian environment. Students will learn the broad concept of God which is the seed we plant for each family to cultivate according to their personal religious beliefs.

Newnan Presbyterian School was established in 1983 as an outreach ministry of the Newnan Presbyterian Church. The preschool was created to provide a high-quality early childhood education program with a low student/teacher ratio.

At Newnan Presbyterian School, we strive to maintain a balanced awareness of the relationship between social-emotional and intellectual growth. We are particularly interested in the social-emotional aspects of development at the preschool level. This provides a basis for self-confidence which is the key to developing positive attitudes toward school.

In 2020, to continue to serve the changing needs in the community, we expanded to add primary grades. The mission of the school, started at the preschool level, will continue through the older grades by building on social-emotional and intellectual development of the children with a focus on academics to meet the need of each child.

We are looking forward to a great school year and are excited to have your family part of the Newnan Presbyterian School Panthers!

Kind regards,

Barbara Kookogey

Barbara Kookogey
Director
Newnan Presbyterian School
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Newnan Presbyterian School

newnanps.org

School Calendar 2022-2023

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

Aug 24 - Orientation

Aug 29 - First Day of School

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

Sep 5 - Labor Day Holiday

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

Oct 7 & 10 - Fall Holiday

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

Nov 21-25 - Thanksgiving Holiday

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

Dec 2 - Christmas Tour of Homes

Dec 15 - Jan 2 - Christmas Holiday

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

Dec 15 - Jan 2 - Christmas Holiday

Jan 16 - MLK Holiday

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

Feb 13 - 17 - Winter Break

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

Mar 16 & 17 - No School


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


Apr 3 - 7 - Spring Break

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


May 18 - Pre-K 4 Graduation


May 24 - Last Day of School


 Orientation


 Beginning Dates


 Holidays

 End of Grading Period (K-5th)

 Report Cards Issued (K-5th)

 Christmas Tour of Homes

 Pre-K 4 Graduation

 Last Day of School

Arrival and Dismissal Procedures

ALL classes will arrive/dismiss at the **MAIN SCHOOL BUILDING** at the following times:

Morning car line: 8:25 am. for primary grades.

8:50 am. for PreK4 and younger. *

***Do not get in car line until 8:45 am., to avoid getting in the primary grades line.**

Afternoon car line: (teachers will bring children to cars for parents to load)

2 year olds and under – 11:50 am.

3 year olds - 12:00 pm.

4 year olds and Lunch Bunch – 1:00 pm.

Primary Grades – 2:00 pm.

Car line times must be followed precisely so traffic does not back up into the street. Please abide by the times above. DO NOT GET IN LINE EARLY – OR LATE!

Cars enter at the far entrance on Salbide Avenue past the playground by turning LEFT ONLY into the drive. (NO RIGHT TURN) Go all the way to back of parking lot, U-turn, go to the end of the lane and turn left and then right to pull up in front of the school on the **right side of the drive, closest to the playground. Please **pull all the way up to the white line (past the gate)** as to allow several cars to be unloaded at one time. If you arrive early, even by one minute, you must park, in the **BACK** parking spaces marked “Afternoon Carpool Waiting Area”, until your child’s dismissal time.**

ALL CARS MUST GO STRAIGHT ON PERRY ST. UPON EXITING THE CAR LINE. (NO RIGHT OR LEFT TURN)

Please, for the safety of all, **no cell phones in the car line and put your car in park as the children are getting unloaded. Children must stay buckled in their car seat until the car has stopped for unloading.**

Parents/guardians will buckle children in car seats at dismissal.

Students in Three-Year Old Classes and younger not picked up by 12:10 will be taken to Lunch Bunch and charged \$5.00 for every 5 minutes until pick up.

Students in Four-Year Old Classes not picked up by 1:10 and Kindergarteners and Primary Grade students not picked up by 2:10 will be charged \$5.00 for every 5 minutes until pick up.

Attendance Policy for Kindergarten and Primary Grades

Punctual and regular attendance is expected. In order for a student to gain the greatest benefit from our educational program, he/she must be present and on time for school each day.

Excused Absences

An absence is excused if it is due to illness or injury of the student, medical or dental appointment, death or serious illness of immediate family, court or government order, or religious holiday. For an absence to be excused, a note must be turned in to the office when the student returns to school.

Planned Absences

Planned absences, such as family trips, require prior approval from the School Director. These types of absences, especially if they are more than two days, are not advisable. It is difficult for a student to make up missing instruction and such absences place an additional burden on the teacher. If the absence is approved, the student is responsible to make arrangements with his/her teacher to make up work. An approved planned absence is counted as an unexcused absence unless it meets the criteria for an excused absence as stated above.

Tardiness

A kindergarten or primary grade student is considered tardy at 8:40am. All students must be checked in and out in the office. Every four (4) tardies is counted as one (1) half day unexcused absence for reporting purposes. Two tardies of thirty (30) minutes or greater will be counted as one (1) half day absence. A student must be present for at least half of the day to be counted as present for the day; therefore, anyone checking in after 11:15am will be counted absent for the day.

Early Dismissal

Students in Kindergarten and primary grades must sign out in the office. Students returning to school must sign back in at the office. A student must be present for at least half of the day to be counted as present for the day; therefore, leaving before 11:15 am will be counted absent for the day.

For record purposes, a student is marked "tardy" on the report card if he/she has a tardy for arriving late, an early dismissal leaving early, or he/she misses part of day (check out and return).

Attendance Referral Process

- After five (5) unexcused absences, teachers will communicate with parents via e-mail, phone call, or parent conference. Documentation will be kept through the school year.
- After seven (7) unexcused absences, the school will contact the parents via phone call, letter, or e-mail.
- After ten (10) unexcused absences, the student and/or parents will be reported to the Coweta County Board of Education Truancy Office and/or juvenile court, magistrate court, or the Department of Family and Children Services (DEFACS) for truancy and educational neglect.

Birth Certificates

All students must provide a copy of his/her birth certificate to keep on file at the school.

Chapel

We believe that in a church school there should be an emphasis on spiritual development. Through the use of the church chapel, students will become more aware that they are special, important, and priceless. Activities will include fun Christian songs and simple stories teaching students about God's love and His beautiful world.

Clothing

Children should wear comfortable, washable play clothes and sturdy play shoes. Flip flop type sandals and boots are discouraged as they may interfere with a student's ability and willingness to participate in musical movement and play time.

Accidents sometimes happen. Please send in one complete change of clothes for your student in a large zip top bag labeled with his/her name.

All classes try to go outside every day. Please send a jacket or coat labeled with your students name each day as needed due to cooler weather.

T-Shirt Tuesdays – All staff and students wear NPS shirts on Tuesdays.

Communication

You are an important part of our program, for you are your child's first teacher. It is important that we exchange ideas and information because you can teach us a great deal about your child. We are here for the students, so it is essential that we know about special events in your child's life. Anything that might affect your child certainly concerns us (family illness, death of a family member or pet, birth of a new sibling, accidents, divorce, etc.). Good communication is essential in order for our relationship to be most effective.

Parents will receive monthly correspondence from your student's teacher to inform you of what is taking place in the classroom. Please look for important dates and information in these letters and calendars. This way, you can talk with your child specifically about things he/she is doing and learning in the classroom.

Please check bookbags, backpacks, and folders daily for assignments and teacher correspondence.

Discipline for PreK-4 Classes and Younger

Preschool is a place where children begin to learn acceptable behavior and act accordingly. For primary grades, discipline is a process of changing behavior from inappropriate to exemplary. Children need discipline, boundaries, and consistency. Our teachers are not satisfied with just stopping inappropriate behavior but want to teach students what is right. Classroom rules are explained on the first day of school and reiterated throughout the year. Students learn to treat others and their belongings with respect. When necessary, we use the "time out" philosophy. After understanding the rules, the student will be given a warning if he/she breaks a rule. If the student breaks the rule again, the student will be given an age-appropriate time out. If the problem is recurring, a parent will be contacted to discuss appropriate school behavior.

While class safety and safe play of our students is our foremost concern, incidents do happen. Teachers will keep records of aggressive behavior and biting incidents. If another child injures your child, the teacher will notify you. The teacher will also notify the parents of the student that exhibits the negative behavior, and a conference may be required. Conference visits are mandatory if a student exhibits aggressive behavior up to three times. Parents will be asked to remove the student from the classroom for one week. If the behavior continues, the school reserves the right to remove the student from the school program. No refunds will be given.

Discipline System for Kindergarten and Primary Grades

The disciplinary measures described below have been designated to accommodate a broad list of behaviors which interfere with the learning environment of our school.

Class I Offenses

- Failure to listen
- Failure to follow directions
- Excessive talking
- Disrupting the classroom
- Unprepared for class
- Playing in restroom
- Inappropriate language
- Physical contact with another student (not fighting)
- Disrespectful to a teacher
- Disrespectful to a student

Consequences of Class I Offences will be managed and documented by the classroom teacher and will include:

- Verbal warning
- Loss of recess or break time
- Silent Lunch
- Parent notification

Class II Offenses

- Repeated Class I Offenses
- Fighting
- Cheating

Consequences of Class II Offenses will be referred to the school director and will include:

- Parent notification
- Parent conference
- Loss of special activities
- More than one consequence may result if the behavior continues

Class III Offenses

- Repeated Class II Offenses
- Theft
- Bullying or intimidating others
- Destruction of school property or the property of others

Consequences of Class III Offenses will be referred to the school director and will include:

- Parent conference with teacher and director
- Out of school suspension (OSS)

PreK-4 and younger classes do not receive formal grades.

Kindergarten – 2nd Grade uses the following grading scale:

Scale: ME, IP, DNM

ME = Meets Expectations of mastery of the objective

IP = Mastery of the objective is in progress

DNM = The student does not meet mastery of the objective

3rd – 5th Grade uses the following grading scale:

A 90-100

B 80-89

C 70-79

F Below 70

Health

The Georgia Department of Health requires all students to submit a current immunization form 3231 or a notarized Religious Exemption from Immunizations form 2208 (revised June 2019). Students in primary grades must also submit the Eye, Ear, and Dental Examination form 3300. These forms may be obtained from your pediatrician or the public health department. Forms are due at the first of the school year.

In an effort to protect all of the students from the spread of contagious illnesses, we ask that you please keep your student at home if he/she has any of the following symptoms:

- Fever – has a morning temperature of 100 degrees or higher
- Tummy ache – has had 2 or more episodes of vomiting or diarrhea or has had one in the past 24 hours and feels tired or ill
- Sneezing/Runny nose – is sneezing a lot and nose won't stop running
- Sore Throat – has tender, swollen glands and a fever of 100 degrees or higher
- Cough – coughs frequently, coughs up phlegm, or cough sounds like a bark or is accompanied by a sore throat or wheezing
- Earache – pain in ear is constant or severe
- Rash – rash blisters, develop pus or is uncomfortable

Please notify your child's teacher in writing of any food allergies your child may have.

Honor Roll

Students in 3rd – 5th grade are eligible for ALL As Honor Roll if they have all grades above a 90 on his/her report card. A student is eligible for ALL As and Bs Honor Roll if they have all grades above an 80 on his/her report card.

Hours of Operation

Newnan Presbyterian School is not a licensed childcare facility. The school is not required to be licensed by the Georgia Department of Early Care and Learning and is exempt from state licensure requirements. License exempt facilities are limited in the number of hours of operations as follows:

- Children under the age of two years can attend no more than four hours per day, not to exceed eight hours per week.
- Children ages two to six years (not including kindergarten) can attend four hours per day, not to exceed twenty hours per week.
- Kindergarten and primary grades can attend the hours of a regular school day (7.5 hours each day).

Lunch Bunch

Lunch Bunch is available for the Three-Year Old Classes and younger from 12:00pm-1:00pm at an additional cost of \$5.00 per day. Your child must bring his/her own lunch and drink for Lunch Bunch. It is not necessary to make a reservation for Lunch Bunch. You will be billed for Lunch Bunch at the end of each month. The billing period will be the 25th of the month to the 24th of the next month. Billing will appear on the monthly statement. Lunch Bunch payments may be made in the same check with the tuition payment. Students not picked up from Lunch Bunch by 1:10 will be charged \$5.00 for every 5 minutes until pick up.

Four-Year Old Classes, Kindergarten, and Primary Grades will need to bring a lunch for the lunchtime in the classroom.

Medical Emergencies

In the event of a medical emergency, every possible effort will be made to contact a parent immediately. However, we require an emergency consent form in the event medical attention is needed before we are able to reach a parent.

Medication

Medication may be administered ONLY if a Medication Authorization Form is on file in the front office, completed and signed by the child's parent or doctor.

All medication is to be kept in the office in the original container with the following information on the label:

- Child's name
- Prescription name
- Doctors name and dosage
- Pharmacy name and phone number
- Instructions for administering
- Dates the medication is to be used for.

Staff will update the Medication Log when medication is administered to a child.

Party Invitations

Students should only pass out party invitations when ALL members of the class receive an invitation.

Promotion Criteria for Kindergarten and Primary Grades

Students in Kindergarten, 1st grade, and 2nd Grade must meet reading and math standards to be eligible for promotion.

Students in 3rd – 5th Grade must pass reading and math to be eligible for promotion.

Report Cards

All students in Kindergarten – 5th Grade will receive a report card at the end of each 40-day grading period. **The report card for any student with a delinquent financial account will be held by the school until the account has been paid.**

End of each Grading period Dates:

- October 26, 2022
- January 13, 2023
- March 22, 2023
- May 24, 2023

Report Card dates:

- November 4, 2022
- January 25, 2023
- March 31, 2023
- May 24, 2023

Teacher Conferences

The Kindergarten and Primary Grades have a scheduled conference once per year.

In February and/or March, the teachers of the Four-Year Old Classes will give parents the opportunity to meet on an individual, private basis. This will be a time to discuss the child's progress and development.

Children in the Three-Year Old Classes and younger do not plan scheduled conferences, but one can be scheduled upon request.

Parent/Teacher conferences may be requested at any time by either the teacher or the parent should the need arise.

Tuition is due on the 1st of each Month, August – May. Families with multiple children enrolled receive a \$10 per month discount for each additional child.

Families that pay the full year's tuition by August 1st receive a 5% discount on tuition. Families that pay tuition in 2 payments due August 1st and January 1st, receive a 3% discount on tuition.

Tuition payments are late after the 5th of each month and a late fee of \$20 per child is charged on this date.

Accounts may be paid by cash, credit card, check, or money order. Checks returned for insufficient funds are charged a \$35 fee.

Students with an unpaid balance after 30 days from the due date are turned over to the NPS Advisory Board for further action. At 60 days past due, accounts are considered delinquent, and the Advisory Board will turn the account over to an attorney for collection. Additional fees will apply.

Visitor Check-In

All visitors, including parents, must go first to the office. All visitors must sign in and receive a visitor's badge. The badge must be worn the entire time the visitor is in the school. Before leaving, the visitor must sign out and return the badge.

Weapons

Children may not bring toy/real guns, knives, or weapons of any sort. Such items will be taken away from the student and the parent will be notified.

Weather

In the event of inclement weather, NPS will follow the schedule and closure for Coweta County Schools. Should Coweta County Schools delay the start of school until 10:00am, NPS Three-Year Old and younger classes will NOT have school. Four-Year Old Classes, Kindergarten, and Primary Grades will start the day at 10:30am. All school closures and delays will be sent out on the Procure App. Also, be sure to check the local radio or television stations for this information. Please do not call the school or the church office.