NEWNAN PRESBYTERIAN SCHOOL



Student Handbook

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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
bkookogey@newnanpres.org

Arrival and Dismissal Procedures

ALL classes will arrive/dismiss at the **MAIN SCHOOL BUILDING** at the following times:
Morning car line: 8:15 am for kindergarten and elementary grades. *
8:50 am for PreK-4 and younger. **
***Elementary (K-5th Grade) can NOT be dropped off in the PreK4 and younger car line.**
****Do not get in car line until 8:40 am, to avoid getting in the elementary grades line.**

Afternoon car line: (teachers will bring children to cars for parents to load)
2 year olds and under – 11:50am. – 12:05pm.
3 year olds - 12:05 pm. – 12:15pm.
4 year olds and Lunch Bunch – 1:00pm.- 1:15pm.
Kindergarten – 2:05 pm.- 2:15pm.
1st, 2nd, 3rd Grade – 2:15 pm. – 2:25pm.
4th and 5th Grade – 2:30 pm. - 2:40pm.
Panther Past-Time – 3:50pm.- 4:00 pm.

If you are walking up to get your student, please park in a parking spot, not on the street. Please wait behind the door for your student. A teacher will bring your student to you when there is a break in loading cars. Car rider loading will take priority over walk ups.

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 12:15 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 1:15 and Kindergarteners – 5th Grade students not picked up by 2:20 will be charged $5.00 for every 5 minutes until pick up.

Attendance Policy for Kindergarten and Elementary 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 for the following reasons:

- Illness or injury of the student
- Medical or dental appointment
- Death or serious illness of immediate family
- Court or government order
- Religious holiday

The parent/guardian must turn in a note including the student's name, dates of the absence, and the reason for the absence to the attendance office or emailed to jgreen@newnanpres.org within five (5) calendar days for the student's absence to be considered excused. After five (5) days, the absence will be marked unexcused. An absence can only be marked excused for the reasons stated above and excuses can NOT be sent via Kangaroo Time or text.

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 absences is counted as an unexcused absence unless it meets the criteria for an excused absence as stated above.

Tardiness

A kindergarten or elementary grade student is considered tardy at 8:25am. All students arriving after 8:25, must be walked in by a parent/guardian to sign in at the office. A kindergarten or elementary student can NOT be dropped off in the PreK4 and under car line. 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 elementary 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 for leaving early, or he/she misses part of day (check out and return).

Attendance Referral Process

- After a student reaches **ten (10) excused absences,** a physician's note will be required for medical verification in order for the absence to be excused.
- 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 may 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.

For referral/reporting purposes, every four (4) tardies is counted as one (1) half day unexcused absence. Two tardies or early dismissals of thirty (30) minutes or greater will be counted as one (1) half day absence.

The school administration has the ultimate authority in all attendance-related matters and reserves the right for discretionary deviation of the attendance policy.

Birth Certificates

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

Birthday Celebrations

NPS loves to recognize everyone's special day. Parents/Guardians are welcome to send in a small special treat to celebrate your student's birthday. The treat will be shared at snack time (3 year old classes and younger) or at the end of lunch time (4 year olds – 5th grade). If your student's birthday is on a weekend or in the summer, your student's teacher can coordinate a day to send in a birthday treat,

Cell Phones

To keep the focus on our students developing academically as well as acquiring the necessary skills for face-to-face interaction with peers and adults and to reduce the unnecessary distractions that our elementary school-aged children are facing, the following student cell phone policy is in place:

- All phones/devices are brought on campus at one's own risk.
- Electronic devices such as cell phones/gaming devices and/or apple or other smart watches are to be turned off during the school day and must remain in the student's backpack - not in clothing pockets or on the person. Place device all the way inside of the backpack so that it is not visible.
- The school is not responsible for lost or stolen devices.
- Cell phones may be turned on after school but must still remain all the way inside the backpack~ not in clothing pockets or on the person.
- Phone calls, texting, and videotaping of oneself or others is strictly prohibited at any time during the school day to include classrooms, library, specials, playground, common areas or restrooms.

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.

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.

All messaging with teachers and staff will take place using the Kangaroo Time APP.

Complaint Procedures

If a parent is concerned about anything related to the classroom, they MUST follow these procedures:

STEP 1 – A Parent MUST first communicate their concern with the teacher by phone conversation, a written letter, ProCare, or a pre-arranged informal conference. If no resolution is reached, move to step 2.

STEP 2 – Parents must then arrange a formal or informal meeting with administration and with the teacher present. If no resolution is reached, move to step 3.

STEP 3 - If there is still parental dissatisfaction, the parent must then arrange a formal or informal meeting with the school director.

Discipline for PreK-4 Classes and Younger

Preschool is a place where children begin to learn acceptable behavior and act accordingly. For PreK-4 and preschool ages, 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 Elementary 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)

Dress Code

PreK3 and Younger Dress Standards

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.

PreK4 – 5th Grade dress

Students should wear clothing that is clean and suitable for school activities, keeping in mind weather conditions. Shoes must be worn at all times. Pants must be worn at the waist and fastened securely.

The following are NOT to be worn at school:

- Halter-tops, fishnet tops and midriff or cropped tops.
- Excessively large or baggy clothing.
- Shirts that advertise alcohol, tobacco, or drugs.
- Short shorts and skirts
- Clothing that is suggestive, advocates disobedience to society or causes a possible disruption to the school or is violent or of a threatening nature.
- Shoes with cleats and/or wheels (Heelys). For the safety of the students, shoes that stay securely on the feet are suggested for recess time, movement and P.E. classes.
- Caps, hats, and visors - except for whole class or school wide designated days.
    - Head coverings are allowed if they are an expression of a sincerely held religious belief or cultural expression (i.e., hijabs or yarmulkes) or to reasonably accommodate medical or disability-related issues (i.e., protective helmets)
- Pajamas - except for whole class or school wide designated days.
- Sunglasses - except for whole class or school wide designated days.

Teachers/Administration may use their discretion in implementing the dress code, including making reasonable accommodations on the basis of your student's religious beliefs or medical conditions.

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

Grading Policy

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

Kindergarten – 5th 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 A's Honor Roll if they have all grades above a 90 on his/her report card. A student is eligible for ALL A's and B's 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 $6.00 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 1:15 will be charged $5.00 for every 5 minutes until pick up.

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

Make-up Work

Students are responsible for completing all work missed when absent from school. Upon returning to school the student or parent must arrange with the teacher to secure the student make-up work. The student has five (5) calendar days to make-up work for absences unless the teacher grants an extension. Failure to make up work after a reasonable time will result in a grade of 0. Make-up work may include but is not limited, assignments, tasks, tests and projects. **We ask that make-up work be obtained at the end of the school day to, in order to limit interruptions.**

All make-up work left for pick up by a parent will be placed in the basket located on the wall outside the main school building (adjacent to the playground).

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
- Doctor's name and dosage
- Pharmacy name and phone number
- Instructions for administering
- Dates the medication is to be used

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.

Kangaroo Time Account/APP

All families must download and use the Kangaroo Time App. This APP is used for **ALL** parent/teacher communication. Accounts can also be paid in this APP.

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 24, 2024
- January 14, 2025
- March 21, 2025
- May 23, 2025

Report Card dates:

- November 1, 2024
- January 24, 2025
- April 4, 2025
- May 23, 2025

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.

Tour of Homes

The Newnan Presbyterian School Tour of Homes is always the first Friday in December. This year's tour is Friday, December 6, 2024.

Requirements for each family:

1. At least one adult representative for each family work at least one shift on the night of the tour.
2. Sell an advertisement(s) for the ticket brochure.
3. Donate S10-S20 to off-set refreshment costs.

Tuition and Fees

A **non-refundable** registration deposit of S200.00 per student or S300.00 per family is due at the time of registration and will be applied to the first month's tuition.

The payment of all fees and tuition is a condition of enrollment. **Tuition is a yearly payment that, for the ease of payment, is divided into 10 equal installments.** Tuition is due on the 1st of each Month, August – May, and is past due on the 5th of each month at which time a S20 per child late fee is added to the account. 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 and the student cannot return to school or participate in school activities. Additional fees will apply.

Discount for advance payment:
Families that pay the full year's tuition by August 1st receive a 5% discount on tuition. Families that pay tuition in two payments, due August 1st and January 1st, receive a 3% discount on tuition

Monthly Sibling Discount:
1st child – full tuition
2nd child - S25 off
3rd child - S15 0ff
4th + child - S10 off

The billing period will end 5 days before the payment is due. You will receive an online statement at the end of each billing cycle.
Any student(s) not picked up by the end of their dismissal time will be charged S5.00 for every 5 minutes until pick up.

Upon execution of the enrollment contract, each family's obligation to pay tuition, based on the selected payment schedule, is unconditional for the full academic year and no portion of such tuition so paid or outstanding will be refunded or canceled. In the event the named child or children are voluntarily withdrawn or they are dismissed because of discipline issues or violations of the student handbook, any selected payment plan is accelerated and due in full before the release of student records or documents maintained by Newnan Presbyterian School on the student's behalf.

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 Kangaroo Time 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.