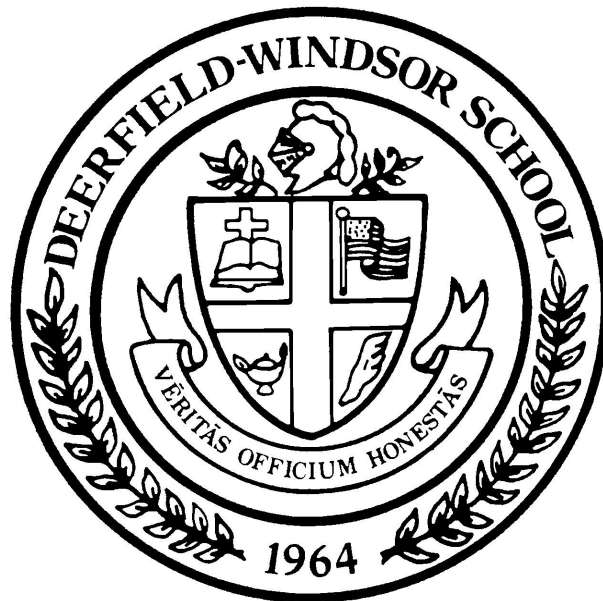
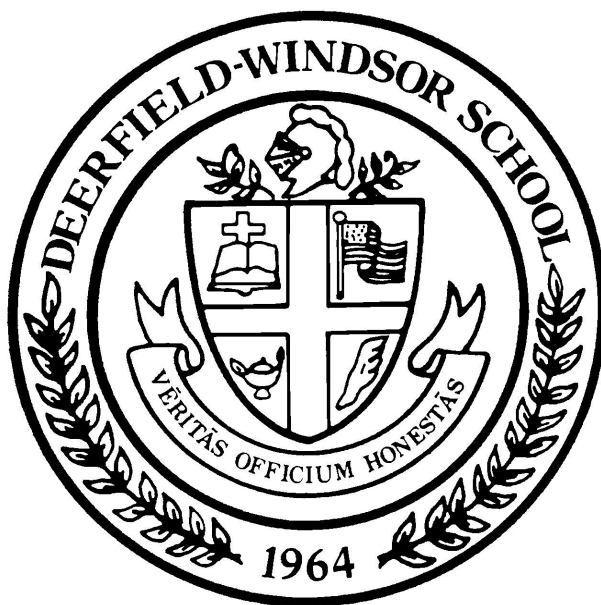


DEERFIELD-WINDSOR SCHOOL

Lower School

Student and Parent
Handbook
2020-2021





**Deerfield-Windsor Lower School
Beattie Campus**

**1733 Beattie Road
Albany, GA 31721**

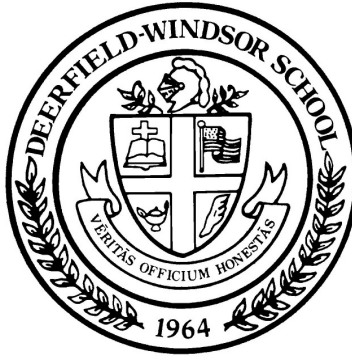
229-883-3731

www.deerfieldwindsor.com

Disclaimer: This handbook represents the most current policies at DWS; however, the administration and staff of DWS reserve the right to make any necessary changes to any policy should the need arise.

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ABOUT DEERFIELD-WINDSOR SCHOOL MISSION STATEMENT

*Deerfield-Windsor School exists to inspire in its students
a passion for learning,
a commitment to personal integrity, and
a sense of social responsibility.*

This mission is executed in the following ways:

- We provide a college preparatory education of unsurpassed quality by providing students with individual attention while sustaining a wide range of academic, athletic, and extracurricular activities.
- We support an excellent, dedicated faculty and ensure that these stewards of Deerfield-Windsor's mission are the talented leaders and teachers.
- We achieve both the power of unity and the stimulation of diversity by attracting students from among the most accomplished and promising young people from a variety of racial, national, religious, and economic backgrounds.
- We affirm our strong belief in the value of a college preparatory education, by preparing our students for the most demanding universities and by equipping them to assume leadership in our society.
- We foster the intellectual and moral development of our students in every area of the School's program by stressing the fundamental values of integrity, honesty, self-discipline, community responsibility, compassion, love of knowledge, and respect for freedom and law.
- We provide the quality facilities necessary to support the best efforts of teachers and students, as we seek to keep the promises of yesterday while fostering the dreams of tomorrow.

Deerfield-Windsor School Alma Mater

*We will cling to Deerfield-Windsor, to memories gathered here.
The friendships made will last the years and enrich our lives.
Alma Mater, Alma Mater, you will always hold us close.
Though the days divide us, we will still be one!*

GENERAL SCHOOL POLICIES

ARRIVAL:

- Students should arrive on campus no earlier than 7:30 a.m. but prior to 8:00 a.m.

SCHOOL DAY TIMES:

| | |
|------------------|-----------------------|
| Pre-Kindergarten | 8:00 a.m. - 1:30 p.m |
| Kindergarten | 8:00 a.m. - 2:15 p.m. |
| First Grade | 8:00 a.m. - 2:30 p.m. |
| Grades 2-3 | 8:00 a.m. - 2:45 p.m. |
| Grades 4-5 | 8:00 a.m. - 3:00 p.m. |

- Tardy slips are issued to all students arriving after 8:00 a.m.
- PreK students arriving after 10:30 a.m. are counted absent.
- K- 5th grade students arriving after 11:30 a.m. are counted absent.

SPEED LIMITS: As you enter and exit the campus, 15 MPH is the maximum speed.

MORNING DROP-OFF:

- Students should arrive with materials for the day in hand, ready for departure.
- Students must exit the car next to a safety patrol student who will open and close the car door.
- Two lanes are available for morning drop-off.
 - PreK-3rd graders should be dropped off in the lane closest to the building.
 - 4th and 5th graders can be dropped off in the far right lane.
 - An adult will assist students in safely crossing (**older students should be dropped off in younger siblings' designated lane**).

AFTERNOON PICK-UP:

- Teachers are responsible for loading all children in one of the four lanes.
- Each grade will be assigned a designated pick-up lane. See updated map on website for lane assignments.
 - PreK pick-up at 1:30 - no vehicle arrivals before 1:15
 - K pick-up at 2:15 - no vehicle arrivals before 2:00
 - 1st grade pick-up at 2:30 - no vehicle arrivals before 2:15
 - 2nd - 3rd grade pick-up at 2:45 - no vehicle arrivals before 2:40
 - 4th - 5th grade pick-up at 3:00 - no vehicles arrive before 2:55

SPECIAL CARPOOL NOTES:

- Please do not use your phone while cars are in motion. The children deserve your undivided attention as you operate your vehicle on campus.
- Please do not walk up to the school to get your child in the afternoons as this hinders the process of loading cars.
- **Students will be sent to Extended Day if they are not picked up 15 minutes after their regular dismissal time and the office has not been notified.**

STUDENT ATTENDANCE

Regular school attendance is a prerequisite for student achievement. Because poor attendance or persistent tardiness adversely affects student progress, students are expected to attend school daily and to be on time. To gain maximum benefit from the Deerfield-Windsor program, a student must not be absent from school except in the case of an emergency. If a student misses more than 20 days in a semester, then the student's class work will be reviewed by the academic committee which consists of the Lower School Director and grade level teachers. Excessive tardies also have a detrimental effect on a student's progress and are disruptive to the classroom. Please have your child at school on time each day.

Absences due to personal illness, a death in the family, or a religious holiday are excused absences. The School realizes that dental and medical appointments cannot always be made after school hours; however, parents are urged to make these appointments after school whenever possible. If a student must miss school during the school day, a note from the medical office is required.

When checking out for an appointment, parents must sign students out in the office and sign them back in upon returning. Students are considered absent from school if they leave prior to 11:30 a.m. (10:30 a.m. for Pre-K) and do not return. Students arriving after 11:30 a.m. (K-5th) and after 10:30 a.m. (Pre-K) will be marked absent for the day.

If your child will be absent from school, please let us know by calling the Lower School at 883-3731 option 2 between 7:30 a.m. and 8:30 a.m. or by emailing the teacher. If contact is not made, an explanation for the absence, written by the parent, must be given to the teacher on the first day the student returns to school. Excessive absences from school can have a detrimental effect on the student's academic progress; therefore, family trips should be planned around the academic calendar.

Students absent from school may not attend extracurricular activities on the day of the absence(s). Students not in attendance for at least one-half day will be counted absent for the day and are not eligible to participate in any extracurricular activities.

Daily work and homework for students who miss school may be picked up each day between 3:00 - 4:00 p.m.

We realize that there are occasions when your child may need to leave school early. If so, please email the teacher and the office with the time of departure and the person's name that will be signing out/picking up your child.

STUDENT ILLNESS:

- A student who becomes too ill to remain at school will be sent to the office, and the parents will be notified. Arrangements for assignments for the remainder of the day should be made by the student before leaving if possible.
- **Please keep your child home if they have a fever. The temperature must be normal for 24 hours without medication before he/she is able to return to school. If your child**

experiences diarrhea or nausea, they should be symptom-free for 24 hours before returning to school.

- Let the school and child's teacher know of any known allergies or special medical conditions that have been identified.
- **Parents should complete the Student Health Information form prior to the first day of school. Please keep us informed of any changes in contact information.**
- Should your child become sick or injured at school, we will make every effort to contact you. If we are unable to reach you, we will use the emergency contacts you have provided or take reasonable action.
- Students will be given Tylenol or Ibuprofen only upon consent from parents.
- Please contact the office if you discover your child has a case of head lice. This will allow us to discreetly treat the affected classroom, and we will keep this information **confidential**. You must treat your child's scalp with a pediculicide and comb out all nits. Children may return to school only after they have been checked and cleared by the office staff and all nits are gone.
- Students that have been diagnosed with pink eye or infectious skin conditions (MRSA, Impetigo, Hand Foot and Mouth, Ringworm, etc) should not return to school until a clearance note has been given to the office by the diagnosing physician.
- Students who have sustained a head injury (bump, fall, collision) are to be seen by the medically trained office staff who will then determine the response to the injury. This includes but is not limited to on-site treatment, contacting parents/guardians and referral to a medical provider. If the student has a life-threatening emergency, 911 will be called.

Make-Up Work Policy: The general rule is that students have the same number of days to complete written make-up work as the number of days they were absent. Teachers may schedule make-up tests at their discretion, as long as 24 hour notice has been given to the student.

ACADEMICS

DEERFIELD-WINDSOR HONOR CODE

I pledge on my honor as a Deerfield-Windsor student not to accept or give any help whatsoever in class or out of class in reference to the work required of me. I shall not lie, steal, cheat, forge another's name or commit plagiarism in any form.

Homework: The purpose of homework is to provide necessary reinforcement of concepts and skills taught during the school day. Meaningful and realistic homework usually is assigned every day, except for the weekend, in some subject or subjects. Homework should be approximately 10 minutes per grade level. For example, a second grader should have 20 minutes of homework in addition to reading. A third grader would have 30 minutes of homework. If your child's homework is consistently taking longer, please reach out to the teacher. Enrichment assignments may be a portion of the required homework that is tailored to each individual child's needs.

Homework is also valuable as a vehicle for developing self-discipline and responsibility. Taking the assignment home, completing the work and remembering to bring the work to school are all important

processes in developing self-discipline and responsibility.

Students should be encouraged to complete homework on their own. Research studies have found that successful students have a designated place and time for doing their homework.

PROGRESS REPORTS/REPORT CARDS Student progress is reported to parents in several ways. Work in all subject areas is sent home regularly. Student scholastic performance, work habits, citizenship, and social development are evaluated and reported every nine weeks. Interim progress reports are issued 4 1/2 weeks before each grading period ends. The following is the grading scale for the lower school.

A = 90 - 100

S = Satisfactory

B = 80 - 89

I = Improving

C = 70 - 79

NT = Needs Time to Develop

F = Below 70

NI = Needs Improvement

U = Unsatisfactory

NA = Not Applicable

ACHIEVEMENT TESTING AND RESULTS Students in 2nd - 5th grades are given the CTP5 in the spring. Students in 1st, 3rd and 5th grades are also given the Otis-Lennon ability test in the spring. CTP5 test results are mailed with report cards at the end of the school year or in a separate summer mailing.

PARENT-TEACHER CONFERENCES Deerfield-Windsor sees the educational process as a triangle linking the child, the home, and the School, and good communication between the teachers and the parents is encouraged. The teachers will schedule conferences after the first reporting period and again the third nine weeks. Parents are encouraged to meet with their child's teacher whenever they feel a need to do so. If a conference is necessary during the school year, this can be arranged by either contacting the teacher or the Lower School office. We encourage scheduled conferences instead of impromptu meetings.

MEDIA CENTER

A properly functioning media center is the hub of learning activities in the school. It is here that students are educated in the use and care of books, materials and equipment. Students are encouraged to develop research skills, guided in book selection, and encouraged to read through storytelling, games and book talks.

Books:

- Grades K - 5th have a regularly assigned period for book circulation. PreK - 2nd grades also have regularly assigned periods for story time and lessons.
- Grades 3rd - 5th are on a flexible schedule allowing teachers and the Media Specialist to collaborate on scheduling.
- All students are permitted to visit the Media Center individually during the school day for research, browsing, and circulation.

Responsibility:

Students are responsible for damaged or lost books. Fees will be charged for damage to books according to the amount of damage and cost of the book. Lost books should be paid for if they cannot be located.

STUDENT DISCIPLINE

A quiet and orderly environment nurtures an atmosphere in the school which is conducive to learning. We care for our children and want each one to develop into a responsible citizen. Please encourage your child to be cooperative so that he/she and other members of his/her group will have the opportunity to learn in a pleasant and orderly environment. All students are expected to follow teacher directions, classroom rules, and to respect their classmates.

CONSEQUENCES The school employs a range of disciplinary actions including verbal and written warnings, time out, in-school suspension, suspension, and dismissal. Students may be notified that future offenses may lead to further disciplinary action up to and including dismissal.

STUDENT OFFENSES

The following are deemed serious enough that a student involved may be suspended or dismissed from Deerfield-Windsor School. This is not intended to be an exhaustive list. As with all disciplinary decisions, the Lower School Director makes the final determination in consultation with the Head of School.

- Behavior so consistently disruptive that it diminishes the educational experience of others
- Bullying or harassment of any type, including social media
- Inappropriate use of personal technology devices
- Creating a fire hazard or tampering with fire or other safety equipment
- Insubordination or disrespectful behavior
- Repeated violations of the Honor Code
- Behavior which discredits Deerfield-Windsor School
- Any behavior which puts the student or other students in danger

LOWER SCHOOL UNIFORM REQUIREMENTS AND DRESS CODE INFORMATION

Our exclusive uniform provider is Lands' End, and students must wear uniforms from Lands' End. The DWS preferred school number for Lands' End is 900172230.

Dress Uniform

- Girls, Pre-Kindergarten through 2nd grades
 - Plaid jumper
 - White blouse with piping
 - White knee socks
 - Dress shoes (red, navy, black or brown)
- Girls, 3rd through 5th grades
 - Plaid skort
 - White blouse with piping
 - White knee socks
 - Dress shoes (red, navy, black or brown)
- Boys, Pre-Kindergarten through 2nd grades
 - Khaki pants
 - White, long sleeve oxford shirt with DW
 - Brown leather belt (not required for PK and K)
 - Dress Shoes (navy, black or brown)
- Boys, 3rd through 5th grades
 - Khaki pants
 - White, long sleeve oxford shirt with DW
 - Brown leather belt
 - Dress shoes (navy, black or brown)

Daily Uniform Wear and Outerwear

- For a complete list of uniform options and outerwear selections by grade level, please visit www.landsend.com and shop by entering our school name or school number.
- The dress uniform can also be worn for daily wear.

Special notes for girls

- Polo shirts may not be worn with the jumper as no DWS logo is visible with this combination.
- The white dress shirt must be tucked in when wearing the dress uniform.
- If a shirt is worn under the uniform, it should be solid white, red, navy or gray (no prints or patterns).

Special notes for boys

- If a shirt is worn under the uniform, it should be solid white, red, navy or gray (no prints or patterns).
- Boys in PK and K are not required to wear a belt.
- Uniform shirts must be tucked in for boys in grades 1st-5th.

Shoes

- Athletic shoes (sneakers) and socks should be neutral or school colors – white, navy (not royal blue), black, gray, beige, or red.
- Shoes should have minimal yellow, orange, pink, purple, green, turquoise, light blue, or royal blue.
- Crocs and boots may not be worn.
- Students should always have athletic shoes (sneakers) for PE.

Other Dress Code Items

- DWS spirit wear may be worn on Fridays.
- On very cold days, heavy coats may be worn over the uniform outerwear. However, a fleece jacket (NorthFace and other brands) should not be substituted for the uniform fleece.
- Special, fun days will be designated throughout the year, but students may not wear halter tops, tank tops, spaghetti strap tops, t-strap tops, midriff shirts, short shorts, face paint, hair dye, make up, earrings (boys), or extreme styles. If you are unsure about what to wear, please contact someone in the office and bring a change of clothes.
- Hair should be of reasonable length and neat in appearance. Boys' hair should be above the eyebrow and not touching the shirt collar.

Personal Property

- Please label everything your child brings to school and wears to school. Unclaimed items are donated to charity periodically throughout the year.

VISITORS TO CAMPUS

In an effort to maintain the safety of the school, all visitors must check in at the Lower School Office in order to let the school know the purpose of the visit and whom they are visiting. For the safety and peace of mind of students and faculty, visitors will wear a small “visitor” placard. Depending on the schedule of the day, visitors may not be allowed access to students during the school day.

PARENTS VISITING CAMPUS In an effort to minimize class distraction and to enhance the learning experience for our students, parents are not permitted to go to classrooms unless scheduled to volunteer or scheduled for a conference. Parents are encouraged to periodically drop by and have lunch with their child. **Please sign in at the office before going to any classroom or the lunchroom.**

PARENT VOLUNTEERS We encourage our parents to sign up early in the year to work in our Volunteer Program which is organized and supervised by the Parents Association. **Please sign in at the office before going to volunteer.**

ANIMAL/PET POLICY Animals are only allowed on campus when accompanied by a professional guest speaker and when children are the primary audience. The Director must be made aware of the pet's visit 24 hours prior to the visit.

BIRTHDAY CELEBRATIONS

- **Please contact your child's teacher if you wish to make arrangements for your child's birthday celebration at school.**
- If invitations are sent to school for distribution, be sure to include everyone.
- Limousines may not transport children from the school for birthday parties/celebrations.

SCHOOL LUNCH PROGRAM

We encourage students to eat a nutritious lunch. Students may buy a lunch from the cafeteria or bring lunch from home. A student may choose to eat in the cafeteria daily or occasionally.

Lunch items are purchased utilizing a declining balance account through the Pepi Premier Member Program - MORE. Pricing is based on items purchased and range from full meal to a la carte pricing. If you have any questions about your lunch charge, please contact Debbie Kromminga in the Business Office at 435-1301, press 5.

Students are expected to display proper manners in the cafeteria at all times. All students have 30 minutes to eat lunch with the first 5 minutes in silence. Conversations are allowed the last 25 minutes. **NO OUTSIDE LUNCHES ARE ALLOWED.** (Examples: deliveries from restaurants; lunches brought in from fast food restaurants, etc.)

EXTENDED DAY PROGRAM

As a service to parents and students, Deerfield-Windsor School is pleased to provide an extended day for any children enrolled in the Lower School who need to have care past the regular school dismissal time. In our Extended Day Program children can relax in a caring and anxiety-free environment under the supervision of teachers and staff who are educated and experienced in working with children in after-school programs. Pre-K students are provided with rest time, and all students are provided an afternoon snack. The Extended Day Program regularly operates from school dismissal until 5:30 p.m. A late fee of \$20.00 is charged for children picked up after 5:30 p.m. The facilities of the regular pre-school classes are used as well as the cafeteria, multiplex and playground. The child-adult ratio will not exceed 18:1. The cost of the program is based on an hourly rate, or any part thereof. Students picked up by or before 2:30 are dismissed from the Extended Day room. All others are dismissed from the multiplex or the playground.

Parents must sign children out of Extended Day.

Deerfield-Windsor Lower School
Technology & Internet Responsible Use Agreement (2020)

Rules for using technology and the Internet help everyone. By following the rules, everyone can use technology at the Lower School to learn more about the world and communicate with others. Only students who follow these rules may use technology and the Internet. Technology use is a responsibility and a privilege, not a right.

Teachers and administration may view any student documents, devices, and files at any time in order to support the student's development as a responsible citizen. Deerfield-Windsor School and its faculty are equipped to record virtual classes and meetings. Classes and meetings may be recorded at the discretion of administration, teachers or meeting organizers.

Students are responsible for thoughtful, considerate behavior on computers and other devices, just as they are for their general classroom behavior.

Appropriate use:

- Use of computers, software, and other technologies to support learning and complete school assignments
- Use of technology to work with students and teachers
- Use of Google for Education to store school-related files
- Use of the Internet to perform research as approved by your teachers

Inappropriate use:

Any use not specified in "appropriate use," shown above. Some examples include but are not limited to:

- Using offensive language or graphics
- Harassing, insulting, or attacking others or their work
- Damaging any devices, computers, computer systems, or computer networks
- Using another user's password or attempting to decode another user's password
- Unauthorized access of another's device (iPad, Chromebook, etc.)
- Unauthorized access of the Internet or accessing apps/programs without a teacher's permission
- Taking or posting photos or videos of other students/teachers/classrooms (virtual or physical) without permission
- Failing to properly protect equipment loaned to the student by the school from damage or theft
- Posting anonymous messages
- Agreeing to physically meet someone you have contacted, or who has contacted you online without parental consent or giving out personal information
- Not promptly disclosing to a teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- Sharing virtual class meeting codes with students not enrolled in the class.

Use of information technologies and resources is at your own risk. The school will not be held responsible for damages resulting from loss of information through the use of its network.

By signing below, you agree to abide by the rules and regulations stated above and by such rules that may be added over time by school administrators.

Parent Signature

Date