

**EASTMINSTER SCHOOL**  
**LOWER SCHOOL**  
**2008-2009 STUDENT HANDBOOK**



**MISSION**

Eastminster School provides motivated and disciplined students with a rigorous and balanced college preparatory curriculum. Based on traditional Judeo-Christian values, the school provides the highest quality academic education, emphasizing every student's social, physical, and spiritual well-being.

## NOTICE OF NON-DISCRIMINATORY POLICY

Eastminster School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Eastminster School does not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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## HISTORY

Eastminster School started as an exploratory board, rising primarily from Conyers Presbyterian Church members, charged with determining the feasibility of a rigorous liberal arts primary and secondary school in east Atlanta. In addition, the board considered the positive impact strong independent schools have on the public school system, fostering innovation and increased expectations. Presbyterian schools have an outstanding history and reputation among independent schools. In Atlanta, excellence is the mainstay at Mt. Vernon Presbyterian School, Westminster School, and Trinity Presbyterian School. The name “*Eastminster*” is English in its origin. King Edward III constructed the Cistercian Abbey of Eastminster, St. Mary Graces, in 1350. As the monastery was demolished during the rule of Henry VIII, Londoners sometimes refer to St. Paul’s Cathedral as Eastminster in contradistinction to the Collegiate Church of St. Peter in Westminster, known as Westminster Abbey.

## ACCREDITATION

Eastminster School is accredited by the Georgia Accrediting Commission.

## GOVERNANCE

Eastminster School is an independent non-profit corporation engaged in independent education and is governed by a self-perpetuating Board of Directors. Directors represent no particular constituency of the School; rather, they have the responsibility to balance the interests of the entire school community. The Board of Directors sees its primary functions as follows:

- The establishment of the philosophy, the broad goals, and the overall policies of the school.
- The evaluation of school operation within those goals and aims.
- The preservation and enhancement of the assets of the school, including land, buildings, endowments, and regular income. Its fiscal duties apply to setting all fees and tuition. Once policy has been established, the board leaves the daily operation of the school to its staff. The Board of Directors hires the Headmaster to whom it delegates administrative responsibilities and carrying out of Board policy.

## ADMISSIONS

Eastminster School seeks students of average to above-average ability who can contribute to and benefit from its rigorous program and college-preparatory course of study. The process of admissions at Eastminster School involves three steps: Initial Review, Evaluation/Interview, and Decision.

**INITIAL REVIEW** All applications which are received are initially reviewed by the Director of Advancement. Parents are contacted if any pertinent information is

missing from the application, and the application is passed on to the appropriate division Director or the Lead Teacher to schedule an evaluation/interview.

**EVALUATION/INTERVIEW:** All students entering kindergarten are evaluated and interviewed by the Kindergarten Lead Teacher. All students entering grades 1-7 are interviewed by the appropriate division Director and/or the appropriate grade level teacher. No acceptance/denial decision is made immediately following this evaluation/interview.

**DECISION:** The decision to accept, postpone admission, or deny admission is made by a committee consisting of the *Headmaster, the Director of Advancement and the appropriate admissions evaluator - the appropriate division Director and/or the Lead Teacher*. These committees meet as needed, at which time a decision to accept, postpone admission, or deny admission is made for students most recently evaluated/interviewed. Parents are informed of the decision via a phone call as well as a follow-up letter. If admission is postponed, students may be asked to come to a follow-up evaluation/interview at a later date.

When there are more qualified candidates than openings available, the school establishes an unranked waiting list. If openings occur, the admissions committee decides which candidate(s) to offer a position based on the overall profile of the class or grade and the match between the needs and qualifications of the student with the needs of the school. It is the policy of the school not to discriminate in violation of the law on the basis of race, sex, religion, national origin, ancestry, or disability which is unrelated to the ability to enjoy the benefits of the school's programs, facilities, or services. All persons are encouraged to apply.

## **SCHOOL HOURS**

Lower School - 8:00 AM - 2:45 PM      Middle School - 8:00 AM to 3 PM

Morning Drop-off begins at 7:30 AM

Afternoon Pick-up - 2:45 PM and 3:00 PM respectively. Students waiting 15 minutes after dismissal time will be placed in the After School Program at a charge of 10.00 per student per day.

## **RELEASE OF STUDENTS**

1. Students are not released to anyone until the teacher is notified by the School Office. The teachers and appropriate division Director have the responsibility and custody of all students while they are in school.
2. Parents must come to the School Office to sign their child out before they are released for early dismissal.
3. At the end of the school day, all Lower School students are gathered together outside the rear door of the Lower School for pick up by the parents. Middle School students are picked up at the Middle School Commons Cabin
4. In the event that ANYONE other than a parent/authorized individual will be picking up the student, PARENTS MUST NOTIFY THE TEACHER BY A WRITTEN NOTE OR TELEPHONE CALL. **No child will be released to anyone other than individuals authorized by the legal guardian.**

## AFTER SCHOOL PICK-UP

Parents are responsible for the prompt pick-up of their children between 2:45 PM and 3:00 PM each day. *Students waiting 15 minutes after dismissal time will be placed in the After School Program at a charge of 10.00 per student per day.*

## AFTER SCHOOL PROGRAM

The Eastminster After-School Program (*EASP*) is available from 2:45 PM -6:00 PM for Eastminster students in grades K-7. *EASP* information packets are available on line at [eastminsterschool.org](http://eastminsterschool.org), in the Lower School Office or from the *EASP* Director, Pat Evans. *EASP* is offered for the convenience of Eastminster families and while every effort is made to make the program enjoyable and rewarding for the students, it is important to note that *EASP* is not an enrichment program or a program intended to help a child remedy or address academic deficiencies. *EASP* is designed to serve those students whose parent's desire a supervised, structured time after the normal school day. The program is designed to include academic time, including time for the completion of homework, as well as recreational time. Many of our students are involved in activities outside of the school, including karate lessons, instrumental music lessons, tutorials, and voice lessons. These activities are encouraged and supported; however, the *EASP* staff cannot accommodate requests for individualized attention to focus on such activities during the scheduled *EASP* time. The budgeting and hiring for *EASP* was based upon having an appropriate number of staff members to supervise students in groups and permitting extensive one-on-one time would result in a lack of supervision.

The program operates every school day with the following exceptions: It will not be in session on Parent/Teacher Conference Days (October 24, 2008 and April 3, 2009), school holidays, or when school is cancelled. The *EASP* includes time for homework, play, snack, projects, story reading and an occasional video. The typical *EASP* daily schedule is:

### Lower School

- 2:45 to 3:15 Snack & Social Time
- 3:15 to 4:15 Homework
- 4:15 to 5:15 Planned Activities
- 5:15 to 6:00 Outdoor Activity, Board Games, Movie

### Middle School

- 3:00 to 4:00 After School Study Hall in MS Commons (supervised by MS Faculty)
- 4:00 to 4:30 Break and Snack in Lower School Commons
- 4:30 to 5:15 Sustained Silent Reading or Homework Time

**OUT OF SCHOOL ASSIGNMENTS FROM TUTORIAL SERVICES** - The following procedures for completing assignments from tutorial services are:

- During Homework Time, Eastminster School homework will be completed first.
- During Homework Time and after Eastminster School homework is finished, students may independently do other assignments if there is time remaining.

- Parents will grade any out-of-school assignments.

**REGISTRATION FEE** - \$15.00

**DAILY COST PER STUDENT** - \$10.00 per day per student not to exceed \$20.00 per family regardless of the number of students that participate.

**BILLING** - Parents are billed at the end of each month for *EASP* charges incurred during that month. Checks are made payable to Eastminster School and note *EASP* on the memo line. No cash can be accepted. *EASP* payment checks cannot be combined with school tuition payments.

**SIGN-OUT** - Each child must be signed out of *EASP* by an authorized individual in order to be released by the staff. No exceptions are made to this policy.

Authorized individuals are those whose name and signature appears on the *EASP* Signature Card on file, or those who present a note to the staff signed by an authorized individual. The sign out process serves both to verify that the child was picked up, and to verify that *EASP* charges were incurred for that day.

**BILLING** - Parents are billed at the end of each month for *EASP* charges incurred during that month.

**LATE SCHOOL PICK-UP** - Students who are not picked up 15 minutes after dismissal time will be assigned to *EASP*. Parents will be billed the daily *EASP* rate of \$10 per day.

**LATE *EASP* PICKUP** - Parents who do not pick up their child from *EASP* by 6:00pm will be billed \$5.00 per minute for each minute after 6:00pm.

## **EMERGENCY DISMISSAL**

In the event of emergency dismissal, parents will be notified at all provided contact numbers and email addresses using an automated service.

## **EMERGENCY PLANS**

Fire drills are conducted monthly and tornado drills are conducted periodically. Students are expected to move silently and quickly and to follow the teacher's directions. Several alternatives are available for protection dependent on the particular circumstances.

## **INCLEMENT WEATHER**

In the event of inclement weather, please tune to Local News and Radio stations and follow the directive for the Rockdale County School System.

## **SCHOOL ATTENDANCE-TARDY TO SCHOOL-ABSENT FROM SCHOOL-MAKING UP WORK**

It is the parent's responsibility to have their child/children at school on time. The school day begins at 8:00 AM. It is the classroom teacher's responsibility to record attendance on the Eastminster School Attendance Template. Eastminster School is mandated by state law to follow the *Attendance Policy* of the state of Georgia and the Rockdale County Public Schools. Specific information concerning the compulsory attendance law (O.C.G.A 5 20-2690) can be found at

[eastminsterschool.org](http://eastminsterschool.org) under the heading School Attendance. A student who is in attendance less than 4 ½ hours is considered absent for the day.

**TARDY TO SCHOOL** - A child is tardy to school when he/she arrives at their assigned classroom after the start of school - 8:00 AM. Tardy students must report to the office to be signed in by a parent or guardian and a reason recorded for the late arrival. A Tardy Slip will be given to the child to present to his/her teacher. To encourage punctuality and full day attendance, a notification letter will be sent to the parent or guardian by the appropriate division Director when a student has been tardy five (5) times. Ten (10) tardies will necessitate the Director to make follow-up contact with the parents or guardians and take all necessary administrative actions to remediate the concern. Being on time for school each day is one of the keys to academic success

**EARLY CHECKOUT FROM SCHOOL** - Eastminster School students are expected to be at school each day of the school year from 8:00 AM to 2:45 PM in the Lower School and 3 PM in the Middle School. Checking a student out of school before the end of the school day should be done rarely and only in the case of a family emergency or pending severe weather. If a child has five (5) early checkouts in a grading period, a notification letter will be sent to the parents or guardians to acknowledge the early checkouts and to encourage full day school attendance. Once the student has accumulated ten (10) early checkouts, the school will make follow-up contact with the parents or guardians and take all the necessary actions to remediate the concern.

**ABSENT FROM SCHOOL** - Nothing can sufficiently replace class discussion and instruction. Absences due to the illness of a student, doctor/dental appointments, or death in the student's immediate family are reported to the student's teacher. If the student will be absent from school for any other reason, the teacher should be notified at least one (1) week in advance. Appointments should be scheduled after school or on school holidays if possible.

1. Excused Absence:

Georgia law allows a student to be excused from school for the following reasons: personal illness, illness or death in the immediate family, special and recognized religious holidays observed by the student's faith, mandates by order of a governmental agency, and conditions rendering school attendance impossible or hazardous to the safety of the student. Written documentation must be submitted to the school to validate that the absence is excused. The appropriate division Director has the authority to require additional proof of the legitimacy of the excuse. The appropriate division Director may require doctor's statements justifying the absence of the student, and may require proof that the child's condition rendered the child incapable of attending school. Once a student has been absent 10 or more days during any school year, the parent will be asked to provide written medical documentation for any subsequent absences to be considered excused. Excuses must be submitted within 3 school days of the date of absence. Eastminster School will receive any excuses after that period but will not change the absences to excused.

2. Schools Responsibilities:

a. Daily - The school will make a concerted effort to contact parents each day a student is absent. Designated school staff should contact parents each time

a student has an unexcused absence to inquire about the reason for the absence and to offer support and encouragement as well as to remind student and parent of possible consequences of unexcused absences.

b. Three (3) days absent: The school designee will make direct contact with the parent, guardian or other person having control or charge of a child when they have missed three total days of school. The attendance procedures will be explained. This action will be documented on a contact sheet.

c. Five (5) days absent: If the school has not been made aware of a reason for the absences which is included in the legal definition of an excused absence, the teacher or designee will contact the parent(s) to inquire about the reason for the absence and offer support and encouragement, as well as remind student and parent of possible consequences. If the child has had five (5) unexcused days of absences, a formal notification letter will be sent by the school requesting that the parent, guardian or other person in charge of the student come to the school for a conference with the appropriate division Director to discuss the reasons for the absences and to develop an attendance contract. The contract should outline the school's expectations for attendance as well as specify the consequences for continued unexcused absences. Failure of the parent or guardian to attend the scheduled conference will result in the school's establishing the conditions of the contract and mailing a copy of the contract by certified mail, return receipt requested, to notify the parent or guardian of expectations and consequences regarding attendance.

d. Ten (10) days absent: The school will send a formal letter of notification to the parents/guardian and may make a personal contact or visit to inquire about the reason for the absences and offer support and encouragement, as well as remind student and parent of possible consequences (which may include filing a juvenile complaint and/or coordinating a warrant charging the parent with educational neglect.

## ILLNESS

To decrease the spread of illness among students at school, a student **should not return to school until** he/she is:

1. Fever free for 24 hours AND is behaving normally
2. On an antibiotic for 24 hours if being treated for strep throat, conjunctivitis (pink eye) or any other illness which is deemed contagious.
3. Free of vomiting and diarrhea for at least 12 hours.
4. Free of excessive coughing or sneezing.

If a student is able to attend school but unable to participate in school activities because of illness or injury, the parent is required to provide a physician's statement describing the limitations to activity.

If a student has any of the following, conditions he/she will not be allowed to attend school for the period specified below:

- Chicken Pox- 7 days after rash has formed
- Conjunctivitis- Until eyes are clear and at least 24 hours after treatment
- Impetigo-After lesions have completely healed

- Scabies- After treatment begins
- Strep Throat- 24 hours after treatment begins
- Tuberculosis- 2 weeks after treatment begins

If a student has a temperature greater than 100 degrees AND complains of nausea, vomiting, diarrhea, headache, stomachache or sore throat, the parent/guardian will be called for immediate pick-up.

### **Immunization**

Every student is required to have a completed Student Health Record and a Georgia Immunization Form 3231 and/or 3189 on file at the school office. These forms can be obtained from your physician or the local public health department. They are mandated by state law; no other form is acceptable. A returning student's form should be on file in the school office. However, if any boosters have been given to your child, an updated form is necessary.

## **ADMINISTERING MEDICATIONS**

Students are not permitted to have medication in their possession on campus. All medication, with written instructions for proper administration, must be turned into the teacher immediately after the student's arrival at school. The school is not authorized to administer any medication without permission from the parent (an Authorization to Administer Medication form must be on file). This responsibility is a great one and is taken very seriously. **All medications should be in the original container with the student's name, physician's name, name of medication, exact dosage of medication, date prescription was filled and expiration date of medication clearly written on the outside. We will not administer medication that is in plastic bags or other containers.**

Medication that is dispensed by the teacher for chronic conditions requires a doctor's note authorizing the teacher to dispense medicine. Notification of any change in dosage must be submitted to the teacher in writing on the Authorization to Administer Medication form.

## **HEAD LICE**

Head Lice continues to be one of the most prevalent communicable diseases among schoolchildren and outbreaks are possible wherever children gather. Please notify the school immediately if head lice are detected. The student may return to school as soon as treatment with a head lice killing agent is completed and all nits have been removed. The student must be re-examined prior to return to school. Students with nits still present will be sent back home for nit removal.

## **ACCIDENTS**

Routine scrapes will be treated with antiseptic, a band-aid and a hug. For any other school accident, the parent will be contacted immediately. An Accident Report Form will be completed within 1 hour of the accident by the supervising teacher and placed in the child's permanent record folder. A copy will be provided to the parent. Standard First Aid treatment will be administered. If the student has a life-threatening injury, 911 will be called immediately.

## CURRICULUM

The foundation of the Eastminster School Curriculum is based on:

- Best Practices of Exemplary Schools
- Benchmarks of Professional Curriculum Organizations
- Georgia Performance Standards

Drawing from these resources, the faculty has developed a curriculum and Course of Study to stimulate the student's mind, exercise their body and enrich their soul.

## ACADEMIC GRADING-REPORT CARDS

Report Cards are issued every nine weeks. Eastminster Lower School students are graded in three areas:

- Academics
- Growth, Effort, and Social Skills
- Conduct

The Lower School Kindergarten through Grade 2 “*Academic*” Grade Scale is as follows:

- 1 = Below Eastminster School Grade Level Standard
- 2 = Approaching Eastminster School Grade Level Standard
- 3 = At Eastminster School Grade Level Standard
- 4 = Advanced Eastminster School Grade Level Standard

The Lower School Grade 3 and 4 “*Academic*” Grade Scale is as follows:

<u>Numeric</u>	<u>Letter</u>
90 - 100	A
80 - 89	B
75 - 79	C
70 - 74	D
Below 69	F

The Lower School “*Growth, Effort, and Social Skills*” Grade Scale is as follows:

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

The Lower School Conduct Grade is evaluated by the following criteria:

- Showing respect for others
- Self-discipline
- Attitude toward class
- Cooperation with teachers and classmates
- Carpool behavior
- Lunchroom behavior

## STANDARDIZED TESTING

Each spring all students will be administered standardized tests. Test results will be used to assess student performance and curriculum needs.

## **PRACTICING TRADITIONAL JUDEO-CHRISTIAN VALUES**

Eastminster School practices traditional Judeo-Christian values in the following ways:

1. Daily Observance
  - a. At the beginning of the school day, and on a rotating basis, each child will be assigned to lead prayer.
  - b. At lunch, and on a rotating basis, each child will be assigned to lead prayer.
  - c. At all times, students will support the Honor Code (See Appendix G) values of responsibility, self-reliance and honesty in words and actions.
2. Wednesday AM Chapel Service
  - a. All students will participate dressed in their Eastminster School Dress Uniform.
  - b. Guest speakers from a variety of religious backgrounds as well as faculty members will present a 5-10 minute homily illustrating a positive virtue.
  - c. All students will participate in the opening and closing prayers
  - d. Individual Students will participate with recitations each week as well handing out the Order of Service to all participants.

## **FIELD TRIPS**

The following field trip guidelines will to be followed:

1. The Field Trip will enhance the instructional program
2. The Field Trip is approved by the appropriate division Director prior to making field trip arrangements.
3. Eastminster School students will take at least two (2) field trips each year.
4. Eastminster School will fund the school sponsored field trips in the amount of 75.00 per student per year.
5. All Field Trips will use insured vehicles rented by Eastminster School.
6. Vehicle rental arrangements will be made through the Director of Athletics.
7. Students are not to be driven in employee vehicles for any reason.
8. Unless prior approval is secured from the appropriate division Director, a maximum of four (4) chaperones may accompany a class.
9. Due to van capacity, parent chaperones will meet the class at the field trip site.
10. Unless prior approval is secured from the appropriate division Director, only Eastminster School students, teachers and parent chaperones will participate in school sponsored field trip

## **CURRICULUM MATERIALS & SUPPLIES**

Eastminster School will provide all curriculum materials and most supplies for students.

## **TEACHER ASSIGNMENTS**

Eastminster School does not honor specific requests for teachers or grant parents the option of determining the teacher to which their child will be assigned.

## **HOMEWORK**

Homework assignments will vary according to grade level. In some cases, class work not completed at school is to be completed at home. It is expected that all homework will be completed by the student and turned in on time with minimal parent participation. No Homework will be assigned for completion during a school holiday.

## **PARENT CONFERENCES**

Two parent teacher conferences will be held each year in the fall and spring. Additional conferences may be scheduled at the request of either a teacher or parent at a time convenient for all concerned parties.

## **CHILD ABUSE LEGISLATION**

Georgia law requires that public and private school administrators, teachers, and counselors report any suspected case of child abuse or neglect to the Department of Family and Children Services. It is not up to the school official to determine the truth or extent of the alleged abuse. Any person failing to report suspected abuse will be charged with a misdemeanor.

## **LOWER SCHOOL HONOR GUIDELINES**

*The Eastminster Lower School Honor Guidelines* have been developed to help students to become responsible, independent, and self-reliant citizens. It is expected that all Eastminster students shall conduct themselves honorably at all times, and shall encourage the same standard from all members of the school community.

*The Eastminster Lower School Honor Guidelines:*

1. I will always do my best.
2. I will treat others with respect.
3. I will not bully or tease.
4. I will act in a way that gives others (parents, classmates, friends) a reason to be proud of me.
5. I will not steal.
6. I will be honest.
7. I will not cheat.
8. I will tell the truth.
9. I will be proud of my school.
10. I will demonstrate good sportsmanship.

## **DISCIPLINE**

The primary purpose of rules is to ensure that every student has the opportunity to take advantage of the comprehensive educational program of the school. Anything detracting from a favorable learning environment lessens that opportunity. The student will learn that his/her actions have consequences for which he/she bears sole responsibility. Maintaining discipline is a family matter; administration, faculty, student body, and parents must set the tone and uphold the standards of student conduct.

Self-discipline and respect for the rights of others are important traits, which Eastminster School seeks to foster in its student body. Each student is responsible for knowing and following *The Eastminster Lower School Honor Guidelines* and the Rules of Eastminster School. Each student should expect an immediate, decisive response to any improper conduct. All parents share the responsibility of seeing that their children adhere to all rules of the school. The kind and amount of discipline will be determined by the teachers, and if necessary, the Lower School Director. Courses of action may include taking direct disciplinary measures, counseling, or referral to the Headmaster.

The discipline will be administered in light of the student's problem and attitude. The majority of discipline problems are to be dealt with by the classroom teacher. Parents will be involved in administering corporal punishment if necessary.

### **Lower School Classroom Rules:**

1. I use my best manners.
2. I stay in my assigned area and take care of my things.
3. I raise my hand.
4. I keep my hands and feet to myself.
5. I walk everywhere.
6. I demonstrate self control

### **Rewards for Students:**

1. Stickers and ink stamps on the hand or student work.
2. Constant praise and pats on the back to acknowledge appropriate behavior.
3. Special classroom privileges.
4. Behavior card stickers.
5. Positive note sent home.
6. Positive phone call home.

### **Discipline for Misbehavior**

1. A stern look of disapproval from the teacher will usually help a child correct himself/herself.
2. A child could be made to sit apart from the rest of the class.
3. A child's hand may be held if misbehavior occurs while the class is in line or in transition from one activity to the next.
4. A child may not be allowed to play at recess, if misbehavior occurs at recess.
5. Loss of special privileges and classroom helper jobs may occur.
6. Verbal reminders to follow the rules will be given by the teacher.
7. A recurring discipline problem will be handled between the teacher, parents, Director and/or Headmaster.
8. A serious discipline problem will result in immediate notification of the parents, the Lower School Director and the Headmaster.

9. A plan of action to eliminate the discipline problem will be drawn/written by the student, submitted to the teacher and Lower School Director, and signed by the parents. This action plan will be filed in the student's portfolio.

## **2008-2009 UNIFORM REGULATIONS and RULES FOR DRESS**

Eastminster School students are expected to be well groomed and decently dressed at all times. They are expected to respect their school uniform and wear it with pride. Students are expected to wear appropriate Eastminster attire on field trips and for special programs or photographs. Appropriate Eastminster attire will be defined by the teacher and the event.

**ALL CLOTHING MUST BE CLEARLY MARKED WITH THE STUDENT'S NAME.** Either sewn-in name tags or using a laundry marker to write the name on the label of the item of clothing are good ways to accomplish this. ***Students are required to arrive on campus properly attired.***

### **General Rules for Dress and Personal Appearance**

**CLOTHING** - Clothes must be in good condition; neat and clean and with no holes

1. **Belts -Brown in color**
  - a. Must be worn with all pants and shorts.
  - b. Must be visible.
2. **Shirts & Blouses-** See appropriate list for Boys or Girls
  - a. Must be tucked inside pants, shorts and skirts.
  - b. Must be plain white, navy, or yellow short/long sleeve with no lettering other than school logo where required.
  - c. Undershirts must be plain white with no lettering.
  - d. ONE YELLOW SHORT SLEEVE COTTON POLO SHIRT WITH EMBROIDERED SCHOOL MONOGRAM IS REQUIRED, AS IS ONE LONG SLEEVE OXFORD SHIRT WITH SCHOOL LOGO
  - e. Eastminster OWL T Shirts may be worn on Fridays only. **EXCEPTION -** *If the class is taking a field trip on a Friday, field trip attire is required.*
3. **Tailored Shorts, Slacks, Skorts, Jumpers** - See appropriate list for Boys or Girls
  - a. Must be Khaki in color; also Plaid for Jumpers and Skorts
  - b. Must be of proper length: Shorts & Skorts-Hem no shorter than 4" from knee. Jumpers - Hem no shorter than 2" from knee. Slacks - Hem touching top of shoe; no slacks may drag on the ground.
4. **Sweaters** - See appropriate list for Boys or Girls
  - a. Must be NAVY in color with Embroidered School Monogram optional.
5. **Sweatshirts, Jackets** - See appropriate list for Boys or Girls
  - a. Must be NAVY in color with Embroidered School Monogram
6. **Socks, Tights and Shoes** - See appropriate list for Boys or Girls
  - a. Socks and tights must be white or navy
  - b. Socks may be knee or crew socks
  - c. Shoe Requirements

- i. Must be appropriate for school and the safety of the student
  - ii. Crocs, Flip-flops, Wheelies, and shoes with more than a 1” heel are not allowed.
  - iii. Bucs, Penny Loafers, Classic Navy/white Saddle Shoes, Boat Shoes, All Weather Mocs, Merrells, General Purpose Athletic Shoes are all acceptable school foot wear
- 7. Ties - Navy & Gold Stripe**
- 8. Hair Accessories**
  - a. Must be Eastminster School Plaid, Khaki or Navy in color
  - b. Can be a headband, ribbon or clip.
- 9. P. E. UNIFORM - GRADES 3 - 6 ONLY.**
  - a. Grey T-Shirt with School Monogram.
  - b. Navy Knit Shorts or Sweatpants

## **PERSONAL APPEARANCE**

- 1. Hair**
  - a. Must be clean and neatly groomed
  - b. Girls’ hair must not be in eyes; hair may be kept off face using appropriate hair accessories - See Clothing #7.
  - c. Boys’ hair cut must be kept above and not touching the eyebrows; not longer than mid-ear; off the collar at all times.
  - d. Notice of non-compliance will be sent home. The child may return to school when the issue has been addressed and resolved.
- 2. Earrings**
  - a. Small age-appropriate stud earrings only
  - b. Earrings are not permitted for boys
- 3. Make-up, Nail Polish, Tattoos**
  - a. No make-up or color tint lip gloss may be worn by Lower School students
  - b. Only plain, clear nail polish may be worn by Lower School students
  - c. Permanent Tattoos are forbidden.
- 4. Shoe Laces**
  - a. Must be tied at all times
- 5. Wearing Shorts to Eastminster School - Boys Only**
  - a. Uniform Shorts may be worn to school when it is “weather appropriate”.
  - b. November, December, January and February are months that are generally NOT “weather appropriate” for wearing shorts to school.
- 6. Wearing Skorts to Eastminster School - Girls Only**
  - a. Uniform Skorts may be worn to school without tights when it is “weather appropriate”.
  - b. Tights may be worn with Uniform Skorts during the cold temperature months of November, December, January and February.
- 7. Too Tight and Too Big Clothes/Shoes**

- a. Out grown or excessively worn clothing of any type is not appropriate Eastminster School attire.
  - b. Baggy clothing of any type is not appropriate Eastminster School attire.
  - c. Shoes that are too big or too small are unsafe for school activities.
- 8. HATS**
- a. School logo caps are appropriate for outdoor classes and with the permission of the teacher
  - b. Hats are not worn inside Eastminster campus building (Exception: Head covering for religious reasons)
  - c. Logo caps and hats (Except Eastminster - See #1) are not permitted on campus.

**EXCEPTIONS/CHANGES/ADDENDUM**

- Any exceptions to the *EASTMINSTER LOWER SCHOOL 2008-2009 UNIFORM and RULES FOR DRESS* are made on a case by case basis by the Lower School Director.
- Any changes to the *EASTMINSTER LOWER SCHOOL 2008-2009 UNIFORM and RULES FOR DRESS* will be made by the Eastminster School Board of Directors.
- Eastminster School cannot be responsible for articles left at school.
- Students who arrive on campus in violation of the *EASTMINSTER LOWER SCHOOL 2008-2009 UNIFORM and RULES FOR DRESS* may expect to be sent home at once to remedy the problem.
- School Uniforms are available *EXCLUSIVELY* online at [www.millswear.com](http://www.millswear.com) or from The Mills Store, 4892 Roswell Road, Suite 1, Atlanta, GA 30342. 404-255-2133

**VISITORS**

Between the hours of 8:00 AM and 2:45 PM, Parents and other Visitors to the Lower School are required to sign in upon their arrival and out at their departure at the Lower School Office. Classroom visitors will be announced to the teacher prior to the visitor’s arrival by the Office Administrative Assistant. Drop-in and daily visits are discouraged as they disrupt the daily routine and prevent the teacher from carrying out their duties in the most productive manner.

**LUNCH and SNACKS**

**GENERAL GUIDELINES**

- Snacks and Lunches cannot be heated or refrigerated.
- “Fast Food” is discouraged as a general rule and only encouraged as a treat for a special occasion.
- Restaurant deliveries are discouraged as a general rule and only encouraged as a treat for a special occasion.

**SNACKS** - A mid morning break/snack time occurs daily. Children are encouraged to bring nutritious snacks including, fresh fruit and vegetables, yogurt, cheese and crackers. Sweet treats (cookies and candy) are discouraged

**LUNCH** - Eastminster School students have two choices at lunch time:

- Students may bring their lunch to school (No carbonated beverages).
- Students may purchase the lunch provided by the Eastminster School Caterer
  - School Lunch is paid for a month in advance
  - Lunch Request Forms may be downloaded from the website, completed by parents and sent back to school with the required payment on last Wednesday of the month for the following month.

## **SCHOOL PARTIES**

Eastminster School celebrates all national holidays at school. Special art projects are made to commemorate the holiday. Students will bring home a list of special supplies that can be donated to the project, as well as the time and date of the celebration. Parents are welcome to assist and join in during these celebrations.

### **SCHOOL PARTIES**

1. Two weeks prior a school party, the teacher will provide party guidelines to the parents via email. If there is a gift exchange associated with the party, students will be asked to bring a gift appropriate for either a girl or a boy. A price range for the gift will be decided upon by the grade teachers and be included within the guidelines.
2. A list of party needs (jobs and supplies) will go home in the student's notebook. Parents will be asked to sign up for items they would like to provide for the party.
3. Teachers will also meet with the room parents to coordinate the party time; party activities and party clean up.
4. The room mom will call the parents who have volunteered supplies and services to coordinate delivery and help.
5. Requested food and party items should be brought to school the day before the party, or when dropping off students the morning of the party.
6. To ensure the correct number of refreshments and party supplies, a class list will be sent home at the beginning of the year and/or when there is a change in the class roll.

### **BIRTHDAYS**

**Birthdays are special days at Eastminster School.** Students will be recognized in many special ways on their birthday by their teacher and their peers. Parents of the birthday student can bring cake or cupcakes to the Commons Area during Lunch or at another time agreed upon by the student's teacher.

In addition:

- **If parents wish to purchase a classroom gift for a student's birthday, Eastminster School suggests a book as the birthday gift.**
- **If a student is having a special birthday party outside of school, Eastminster School encourages that an invitation is extended to everyone in the class or only a very small group is invited. Young children can be hurt unnecessarily when they are not included.**

## **NEW STUDENTS**

Everyone has experienced the mixed emotions of entering a new place knowing no one. Children want to have friends and a feeling of belonging in their new school. Parents of a new student want the transition to be a positive experience for their child. Returning Eastminster School families can help new students and parents make a smooth transition by including them in their activities at school, helping them find their way around the campus and answering common questions about Eastminster procedures. Everyone at Eastminster School can help by continuing to extend to new students and their families hands in friendship and welcome.

## **PERSONAL PROPERTY**

**ALL CLOTHING and BOOK BAGS MUST BE CLEARLY MARKED WITH THE STUDENT'S NAME.** Either sewn-in name tags or using a laundry marker to write the name on the label of the item of clothing are good ways to identify each student's possessions

- Games, toys and other unrelated school items may not be brought to school. Please make certain your child's book bag is free of these things. Exceptions are made with the teacher's permission in conjunction with a class project.
- Tobacco products, matches, lighters, alcohol, nonprescription drugs or any dangerous objects are strictly forbidden in a student's possession on school property.

## **LOST AND FOUND**

Parents are advised to clearly label all articles of clothing with your child's name. Students are responsible for the safeguarding of all clothing during the school day. Lost items, if found, will be placed in a bin located in the Lower School Office Area.

## **TUITION**

Questions concerning tuition should be directed to Business Manager Marcia Kennelly. Mrs. Kennelly can be reached at [mkennelly@eastminsterschool.org](mailto:mkennelly@eastminsterschool.org) or 404 376 3006

## **EASTMINSTER PARENT TEACHER FELOWSHIP (EPTF)**

The EPTF was organized to foster a sense of support, pride, and enthusiasm through the relationships within the Eastminster community. This includes students, staff, parents, and patrons - the vital influences for the success of a child's future. The goal is to promote a positive school/community relationship that enhances each child's educational environment. 2008/2009 Dues are 20.00 per family and should be paid at the first EPTF meeting of the year.

## GIVING TO EASTMINSTER SCHOOL

Eastminster School is a 501(c) (3) non-profit, nonsectarian, independent, coeducational day school. All gifts to the school are tax-deductible as allowed by law.

Each student is a gift to the future and each tangible gift ensures a better future. EVERY GIFT MAKES A DIFFERENCE. The three main school funds are the *Annual Fund*, the *Capital Fund* and *Endowment* gifts. Annual Fund donations are generally unrestricted and become part of the operational account that funds the annual budget. For that reason, this is a yearly, ongoing campaign. Capital Funds enhance the physical school by funding new facilities, and are usually designated for a particular project. Endowments are held in perpetuity for the long term improvement of the school. These gifts produce ongoing interest and the principal of the gift remains untouched. The interest income is used to fund the purpose of the endowment.

**Annual Fund** - Eastminster School receives no financial support from local, state or federal government and has two sources of operating income - tuition and contributions. Tuition does not cover the cost of an Eastminster education, so the Annual Fund is critical to bridging that gap. These donations generally are spent within the fiscal year of the gift and are not used for building projects or major capital expenditures. Specifically, the Annual Fund allows tuition rates to be offered at a level affordable to more families, than if tuition was commensurate with the actual cost per student. This fund allows Eastminster School to provide students more individualized instruction in smaller classes. It helps the school attract quality educators with an increasingly competitive benefits package. It increases the classroom instructional materials budget. It allows continuing education opportunities for teachers to attend seminars and return with valuable classroom techniques. **100% participation from families, board and faculty is expected.** The level of support is, in fact, a sign of a school's health.

Participation drives the success of our school both internally and externally, as foundations and corporations look for participatory strength in a school to determine their assignment of grant dollars. Every gift of every size is appreciated and fully utilized to improve the educational opportunity available to each student. Parent participation is at the center of a successful Annual Fund. As a 501(c) (3) corporation, all Annual Fund gifts are tax-deductible as allowed by law. This is a tax deduction that literally shapes your child's future.

### **Capital Campaign - GROWING MIND, BODY AND SOUL**

Capital Campaigns build the future. The Eastminster School Board and community volunteers are in the midst of a Capital Campaign to fund the construction of our campus. This campaign is central to achieving the goals set forth in The Eastminster School Mission Statement. The commitment to this school shown by Fran Jones with her gift of 50 acres has propelled this project from a dream to a reality. Parents will be asked to support this campaign in support of their child's educational experience.

**Endowment** - Capital Campaigns build the future; Endowments ensure that future. Endowment gifts can be a variety of donated property - cash, stocks, bonds, real estate, etc. The interest generated from these "principal" gifts provides the long term support of Eastminster School projects. These projects might be

scholarships, salaries, academic programs, the arts, athletics, “heavy” building maintenance or other school enhancements. The Endowment is the “pay forward” assurance that future generations will inherit the mission of this educational opportunity.

**Planned Giving** - Like the Endowment, Planned Giving provides stability for Eastminster School. The school receives a meaningful donation and the donor has opportunity for significant tax benefits. **Bequests** in a donor’s will can result in estate tax savings to the donor’s family. **Charitable Trusts** present immediate benefits to both school and donor by establishing the school as ultimate beneficiary and providing the donor with interest income during his lifetime and the savings of reduced capital gains, gift and estate taxes. A **Life Insurance** policy may be gifted to Eastminster School. With the school as beneficiary of a policy, the donor may declare the annual premiums as a charitable deduction.

**Appreciated Securities** gifted to Eastminster School allow the donor to avoid capital gains taxes. The full fair market value of the stock can be deducted, as well, if the donor has had the security for more than one year. As always when considering a financial plan and strategy, it is imperative to consult with an attorney and obtain advice from a tax advisor.

**Other Ways to support Eastminster School:**

- **Parental Involvement** - EPTF (Parent/Teacher Fellowship and classroom activities identified by the teachers.
- **Kroger Commitment Card** - Show the card at any Kroger prior to your groceries or prescription being scanned. Kroger will pay each school a percentage equal to the percentage of their school’s contribution to the Kroger Earning Plus Learning Educational Incentive Program.
- **Publix Partners Program** - Show the Publix card prior to your groceries or prescription being scanned. Publix will award Eastminster \$500 for every \$75,000 credited to our school account.
- **Target Guest Cards** - Apply for a Target Guest Card credit card and 1% of your purchases at Target will benefit Eastminster.

## 2008-2009 Eastminster School Calendar

August 25-29, 2008	Pre-Planning Days for Staff Members
Tuesday, September 2, 2008	First Day for Students
October 9 & 10, 2008	Holiday - School Closed for Staff and Students
October 24, 2008	Early Release Day @ 12:30 PM
November 5, 2008	End of 1 <sup>st</sup> Nine Weeks
November 7, 2008	1 <sup>st</sup> Quarter Report Cards
Tuesday, November 25, 2008	Early Release Day @ 12:30 PM
November 26-28, 2008	Thanksgiving Break (Holiday for staff/students)
December 22, 2008 - January 2, 2009	Christmas Break (Holiday for Students. Staff reports 1/2/09)
January 2, 2009	Teacher Workday (Holiday for Students)
Monday, January 5, 2009	First Day of 2009 for Students
January 19, 2009	MLK Jr. Holiday (Holiday for Staff/Students)
Tuesday, January 27, 2009	End of 1 <sup>st</sup> Semester
Friday, January 30 <sup>th</sup> , 2009	2 <sup>nd</sup> Quarter Report Cards
February 19 & 20, 2009	Winter Break (Holiday for Staff/Students)
April 2, 2009	End of 3 <sup>rd</sup> Nine Weeks
April 3, 2009	3 <sup>rd</sup> Quarter Report Cards/Early Release Day @ 12:30 PM
April 6 - 10, 2009	Spring Break (Holiday for Staff/Students)
Monday, May 25, 2009	Memorial Day Holiday( Holiday for Staff/Students)
Friday, June 12, 2009	Last Day for Students
June 15 & 16, 2009	Post-Planning (Staff Only)

**EARLY RELEASE DAYS: OCTOBER 24<sup>TH</sup>, NOVEMBER 25<sup>TH</sup> and APRIL 3<sup>RD</sup>**  
 School will be released at 12:30 PM on Early Release Days. There is no After School Program on Early Release Days.

Approved by the Eastminster Board of Directors 1/17/08