



PERIMETER SCHOOL

A Covenant Christian Community

# Middle School Parent Handbook

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

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9500 Medlock Bridge Road, Johns Creek, GA 30097

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# 1 PERIMETER SCHOOL FIRST PRINCIPLES

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

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

## **Law of Non-Contradiction**

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

## **Law of Identity (the power and necessity of words)**

“Words are assigned to certain aspects of reality to give them meaning and identity.”(Something is what we say it is)

## **Law of Logic**

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

## **Law of Morality**

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

## 2 MIDDLE SCHOOL PHILOSOPHY

Perimeter Middle School (grades 6-8) exists to help each family educate their child in a unique stage of his/her life to the glory of God, acknowledging the Holy Spirit as the actual teacher. Under His guidance, we aim to foster the collaboration of teacher, parent, and pupil all as genuine students; probing the why of reality, giving proper attention to both information transfer and research, developing both reason and faith as an integrated pair, and assisting students to seek the wisdom that matters most. It is our hope that the students will become responsible to their calling and be better equipped to meet the challenges of life to the glory of God.

### 2.1 *Characteristics of the Middle School Student*

After studying the Statement of Philosophy and Philosophical Foundations as described in the Perimeter School Parent Handbook, middle school parents will need to expand its directives in the light of the new challenges that their children present. Developmentally, the middle school student (ages 13-15) takes on new behaviors and characteristics not seen in the elementary student.

- The middle school student may desire and display more independent thought, decision-making, and display psychological and social skills different than ever before.
- The middle school student may realize his need to develop spiritual character by his own convictions and choices rather than that of his parents and peers.
- The middle school student may become more self-indulging, and/or self-centered and/or self-conscious about his activities, relationships, and interests.
- The middle school student may value his peers' approval, perhaps more than his parents and teachers.
- The middle school student may struggle with emotions and mood swings due to hormonal "balancing" thus, affecting all of the above.
- The middle school student may receive any correction personally and be over-sensitive to discipline that is intended to be beneficial to building his/her character.
- The middle school student's academic performance and learning may be affected by some or all of the above.

### 2.2 *Guidelines for the Middle School Parent*

As an extension of the home, the middle school teacher needs the support of his/her students' parents in new or redirected ways.

The 7th and 8th grade student will normally have a different teacher for each subject taught; therefore, relationships between student and teacher may build more slowly than in previous grades. 6<sup>th</sup> graders will also have an increase in the number of instructors.

It is imperative that the teacher is viewed "in loco parentis" (in the place of the parent) in the process of education, i.e. the fourth wall of the home. It will take both parents and teacher working together to educate the total person -- academically, spiritually, mentally, psychologically, and emotionally. Teachers will appreciate any effort by parents to acquaint themselves with their own priorities, values, style-of-teaching, and personhood. This collaboration will help teachers help our students.



It is likewise imperative that parents be assertive in "keeping in touch" with the teacher. Ask specific questions that do not appear on a report card, but do appear in the classroom. Ask proactive questions such as, "Is my child listening?" "Is my child being respectful to you, peers, and other teachers?" "What seems to be his general attitude in class?" "What seems to help/hinder his learning?" A simple "How's he doing?" is not specific enough to acquire the needed information.

**The middle school student needs to understand and accept the fact that the teacher is his authority. A teacher's directive, word, and command are not punitive, but usually spoken out of love and with the entire classroom in mind.**

- Obedience is expected from each student. Partial or delayed obedience is disobedience.
- Consequences of disobedience will be administered by each teacher accordingly. (NOTE: See Classroom Rules & Discipline on page 24)

If a parent does not understand or agree with an infraction and/or directive given by a teacher, he/she is to:

1. Pray for God's wisdom to discern whether the incident warrants another step. Asking what their child can learn from a situation is a good first step.
2. Set-up a conference with that specific teacher if necessary.
3. Ask questions that seek to gather facts of understanding to the situation. Avoid assumptions and quick judgments made solely on the report of the student, regardless of their maturity. Regardless of one's assumptions, do not undermine the teacher's authority. Trust that the teacher is not "out to get" your child, but, genuinely, has his/her growth in Christ at heart.
4. Discuss views, opinions, and solutions with the teacher that serve to enhance the covenant school partnership and build character in the student.
5. Come to a conclusion with which both parent and teacher agree. Remember that proper resolution can sometimes be preceded by hurt feelings and conflict, but, ultimately, can work together for good to build character in the student, whether the student agrees with the consequences or not. When both parent and school stand together resolute, the student learns a proper view of authority under God.

**The middle school student who is encouraged toward healthy mental and emotional attitudes is more able to learn and grow effectively and be an asset to his classmates, and himself.**

- Assist your student in developing attitudes of respect toward peers, parents, and teachers. Attitudes of respect include:
  - **Body Language:** a carriage and expression that communicates godliness - void of rolling of the eyes, unbecoming facial expressions, slouching, and lack of eye contact.
  - **Tone of Voice:** communicate clearly, distinctly and audibly - void of sarcasm and/or condescension.
  - **Language:** conversations and questions that are wholesome, respectful of others, and godly in nature - void of grumbling, complaining, and challenging the authority of the teacher or parent.
  - **Personal Appearance:** dress that meets dress code standards, even if not the child's preference - void of constantly pushing the limits. Look for other appropriate ways to express individuality.

- Encourage your student in expressing concerns, worries, emotions, successes, and failures encountered in his school day. Provide honest and open interaction without criticizing other parties involved.
  - As you listen attentively and objectively, allow them the freedom to express deep feelings that may be shocking to you. Avoid forming judgments of teachers and classmates based on emotional outbursts.
  - Don't "push it" when they do not want to talk. Expect silence sometimes.
  - Be available when they need you.
- Continue to assist your student to grow and develop from the inside out, proceed to reinforce and review with him his relationship to Christ. Remember that God alone changes a heart, so spend more time praying than lecturing.

## **2.3 Middle School Parent Resources**

The following resources may assist you in further understanding your middle school child:

- *Age of Opportunity* by Paul Tripp
- *Preparing for Adolescence* by James Dobson
- *Hide or Seek* by James Dobson
- *Search for Significance* by Dawson McAllister
- *Keeping Your Teen In Touch With God* by Robert Lauent
- *Ten Mistakes Parents Make With Teenagers* by Jay Kesler
- *Parents & Teenagers* by Jay Kesler
- *Why Teenagers Act the Way They Do* by Keith Olson
- *Cutting the Cord* by Vern Lewis and Bruce Narramore
- *Relief for Hurting Parents* by Buddy Scott
- *Shepherding A Child's Heart* by Tedd Tripp
- *Bringing Up Boys* by James Dobson.

## 3 EDUCATIONAL POLICIES – MIDDLE SCHOOL

### *3.1 Readiness, Promotion, & Retention*

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

### *3.2 Enrollment Compatibility Policy*

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

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

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

The compatibility evaluation period will consist of the **first school year for all new students and families** entering kindergarten, pre-first and first grade, and **90 days for all new students and families** entering 2<sup>nd</sup> – 8<sup>th</sup> grade. These time periods are not rigid in the sense that serious violations of the covenant school philosophy or negligence in family school responsibilities could result in dismissals prior to or after the time period. Should any incompatibility issue arise, the family will be contacted by the school administration and required to meet for a conference with the affected parties, including two members of the School Ministry Team.

During the conference the issue(s) will be detailed and documented and, depending on the severity of the offense, a time limit may be allotted for correcting the issue. Parents who choose not to address the issue(s) or fail to improve will be dismissed with notification provided in writing from the School Ministry Team.

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

All appeals must be expressed in writing to the Head of School and SMT.

### 3.3 Request for Student Placement

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

### 3.4 Reporting Student Progress

#### 3.4.1 Grades 6– 8

As children grow older, the introduction of a grading system can be helpful in the following ways. It can provide a more objective assessment of the students progress for his/her parents. Grades can provide the student with some accountability and personal responsibility as he/she grows and matures. Finally, the introduction of grading may help prepare students for the rigorous grading pressures that they will inevitably face once they leave Perimeter School.

Recognizing the inherent problems with grading, Perimeter School uses a grading system that involves a gradual introduction to objective and subjective grading from grades 3-8. However, all subjects are normally graded in middle school (Grades 6, 7 and 8).

Grading will be reported on a nine-week basis. For subjects receiving actual grades, a numeric grade is placed on the report card for all grades as follows:

Numeric Grade	Letter Grade	Range
90 and above	A	Excellent
80-89	B	Good
75-79	C	Satisfactory
70-74	D	Poor
69 and below	F	Failing

All report cards are available on [Renweb](#) at the end of each nine-week grading period.

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

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

### **3.5 Standardized Testing**

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

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

### **3.6 Permanent Records**

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

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

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

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

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

### 3.7.1 Horizons Advisory Council

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

1. The School Ministry Team (SMT) authorizes the Advisory Council to assist the Director to:
  - Develop and monitor long range plans for the Horizons Program.
  - Provide assistance to the SMT in policy recommendations for the Horizons Program and in creating ways to continually educate the faculty and general school population on learning disabilities.
  - Insure the ongoing training of therapists
  - Offer guidance each year in the preparation of the Horizons budget.
  - Assist the Director in the yearly educational programs for new Horizons parents, as well as parents considering the program.
  - Explore creative ways for additional funding for the program in the future.
  - The council's authority does not include establishing policy, hiring, firing, or the day to day operation of the program.
2. The membership of the council shall be comprised of five individuals selected by the Horizons Director. These members should be approved by the Faculty/Staff Relations Committee of the SMT as follows:
  - The chairperson should be a member of the School Ministry Team and normally on the Faculty/Staff Relations Committee.
  - The Director of the Horizons Program
  - The Assistant Director of Horizons
  - Two parents who are not faculty or on the SMT, meeting one of the following requirements:
    - *Having a child currently or previously enrolled in the Horizons Program.*
    - *Having a special education background.*
  - Parental commitment time: two years with staggered entrance and exit times to insure continuity.
3. Responsibilities of the council include:
  - Report biannually to the SMT
  - Plan and execute the school wide informational meetings under the Horizons Director's leadership
  - Update the handbook, tuition materials, parent contracts, etc. on a yearly basis
  - Conduct exit interviews of parents and students in the program
  - Execute the long range plan for the program
  - Audit the previous year's budget to insure accuracy and forecasting for the following year's budget.

## 4 ATTENDANCE POLICY – MIDDLE SCHOOL

### 4.1 School Day Schedule

The school hours for Perimeter School students are as follows:

Grade	Days	Time
4-day K	Monday through Thursday	8:15 am to 12:15 pm
5-day K and Pre-1 <sup>st</sup>	Monday through Friday	8:15 am to 12:15 pm
1 <sup>st</sup> and 2 <sup>nd</sup>	Monday through Friday	8:15 am to 12:15 pm
3 <sup>rd</sup>	Monday and Friday	8:15 am to 12:15 pm
	Tuesday, Wednesday, & Thursday	8:15 am to 3:15 pm
4 <sup>th</sup> – 8 <sup>th</sup>	Monday through Friday	8:15 am to 3:15 pm

Students will be considered tardy if they arrive in their classroom after the designated starting time. Punctuality is greatly encouraged to teach our children to be dependable and good stewards of their time. **Students should be seated and ready to work at 8:15 am. We recommend arriving between 7:45 and 8:05 am.**

#### 4.1.1 Definition of Required School Days

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

#### 4.1.2 Check-out

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

### 4.2 Absentee Policy

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

#### 4.2.1 Excused Absences

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

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

#### 4.2.2 Excused Pre-Arranged Absences

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

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

#### 4.2.3 Unexcused Absences

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

All of the following types of absences are unexcused:

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

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



#### 4.2.4 Special Considerations

##### A. Service Projects

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

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

##### B. Eighth-Grade School Visitation Absences

In addition to the three days of pre-arranged excused absences available to all students, eighth-grade students who wish to attend high school visitation days must bring a signed request from a parent to be signed by all teachers at least five school days prior to the school visitation. Absences for high school visitations are considered excused absences. Parents are requested to limit absences for school visitations to two days.

##### C. Special Circumstances

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

#### 4.2.5 Absence Limitation

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

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

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

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

For information on requesting homework for a student who is absent due to illness, please *Homework Requests during Student Illness* under the Homework Policy section on page 45.

### **4.3 Tardy**

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

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

## 5 ARRIVAL AND PICK-UP POLICY

### 5.1 *Arrival and Pick-up*

#### 5.1.1 Student Arrival

Students arriving between 7:45 am – 8:05 am will proceed to the following assigned gathering rooms:

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

K-2 students entering the building from the Bricks entrance will be greeted there by a teacher who will gather them and take them to their designated area on the elementary side. At 8:05 am, the bell rings to dismiss students to their lockers to get ready for their day.

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

While an efficient carpool is our desire, **our number one goal is the safety of your children.** A safe carpool is everyone's responsibility! Thank you for your cooperation. Questions regarding carpool should be directed to the school office at 678-405-2300.

#### 5.1.2 Early Drop-off

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

#### 5.1.3 Late Arrival

The safety patrols and adults who supervise carpool will close carpool at 8:10 am. If you arrive to school after 8:10 am, your child will not have time to walk in the building, go to his locker, and be seated and ready to begin at 8:15 am. Children who are not seated and ready to begin at 8:15 am are considered tardy. There are times when this policy will be waived due to extenuating circumstances.

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

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

### 5.1.4 Late Pickup

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

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

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

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

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

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

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

## 5.2 Carpool Protocol

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

- **NO CELL PHONE USE** (talking, typing, or browsing) during carpool.
- Please do not drop off any children in the parking lots. Parents should never stand at their cars and wave a child to come to them, nor allow a child to cross the street without an adult walking with him/her.
- There will be no place for extra play at carpool time.
- Drop off time is from 7:45 am to 8:05 am for each morning carpool area. We highly encourage all families to make every effort to drop off children during this time so that they can begin their school day promptly at 8:15 am.
- Please do not let your child get out of the car for morning carpool until a safety patrol is in sight.

- Times for afternoon pickup are as follows:
  - Lower Elementary: 12:15 pm to 12:30 pm
  - Upper Elementary & Middle School: 3:15 pm to 3:30 pm
- Please make a carpool sign with the last name(s) of children in your carpool. Letters should be at least 3" tall in black, and the sign should be displayed where it is visible to teachers and staff at carpool.

### 5.2.1 Morning Carpool Routes

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

- **Carpool Route When Entering from Old Alabama**
  - Cars entering from Old Alabama Road should stay on the main driveway and follow to the Atrium drop off area.
  - Proceed forward to the exit and depart the parking lot to the left.
- **Carpool Route When Entering from Vantana Way/Medlock Crossing Parkway**
  - Cars entering from Vantana Way should take the first right into the parking lot and travel along the back of the parking lot.
  - Cars entering from Medlock Crossing Parkway should turn into the church parking lot and continue straight, turning right along the back of the parking lot.
  - Cars will turn left and follow the carpool line towards the Atrium.
  - Proceed forward to the exit via Vantana Way, Medlock Crossing Parkway, or Highway 141.
  - Please be very careful of people using the walkway from the parking lot.

### 5.2.2 Afternoon Carpool Routes

#### 1. 12:15 pm Pick Up

- **Carpool Route When Entering from Old Alabama**
  - Cars entering from Old Alabama Road should stay on the main driveway and follow to the parking area in front of the Atrium. Parents who arrive before carpool starts may park and walk up to the Atrium and retrieve their children as they are walking out to the carpool area with their teachers.
- **Carpool Route When Entering from Vantana Way/Medlock Crossing Parkway**
  - Cars entering from Vantana Way should take the first right into the parking lot and travel along the back of the parking lot.
  - Cars entering from Medlock Crossing Parkway should turn into the church parking lot and continue straight, turning right along the back of the parking lot.
  - Cars will turn left and follow the carpool line towards the Atrium.
  - Proceed forward to the exit via Vantana Way, Medlock Crossing Parkway, or Highway 141.
  - Please be very careful of people using the walkway from the parking lot.

## 2. 3:15 pm Pick Up

- **Carpool Route When Entering from Old Alabama**
  - Cars entering from Old Alabama Road should stay on the main driveway and take the first right into the Bricks parking lot.
  - Next, take a right following the longer pathway through the parking lot so that cars in line do not block the flow of traffic on Old Alabama Road.
  - Proceed forward outside the porte-cochere to the end of the sidewalk.
  - To exit, pull forward and depart the parking lot to the left.
- **Carpool Route When Entering from Vantana Way/Medlock Crossing Parkway**
  - Cars entering from Vantana Way should take the first right into the parking lot and travel along the back of the parking lot.
  - Cars entering from Medlock Crossing Parkway should turn into the church parking lot and continue straight, then turn right along the back of the parking lot.
  - Cars will turn left and follow the carpool line towards the Atrium.
  - Proceed forward to the exit via Vantana Way, Medlock Crossing Parkway, or Highway 141.
  - Please be very careful of people using the walkway from the parking lot.

### 5.2.3 Morning and Afternoon Rainy Day Carpool

On rainy days, students will be **dropped off and picked up** under the porte-cochere for the applicable entrance (Day Entrance or the Bricks) as follows:

- **Day Entrance Route:**
  - Cars entering from Vantana Way should take the first right into the parking lot and travel along the back of the parking lot.
  - Cars entering from Medlock Crossing Parkway should turn into the church parking lot and continue straight, turning right along the back of the parking lot.
  - Cars will turn left and follow the carpool line towards the Day Entrance.
  - Pull up through the porte-cochere along the sidewalk.
  - Proceed along the sidewalk, pulling up far enough to allow more cars to fill in behind you. This allows others to drop off and pick up students at the same time, helping carpool to move along more quickly.
  - Proceed forward to the exit via Vantana Way, Medlock Crossing Parkway, or Highway 141.
  - Please be very careful of people using the walkway from the parking lot.
  - Be sure not to block any of the intersections or crossroads while sitting in the carpool line. Other traffic should be able to proceed through the intersections without difficulty.
- **The Bricks Route:**
  - Cars entering from Old Alabama Road should stay on the main driveway taking the first right into the Bricks parking lot.

- Next, take a right following the longer pathway through the parking lot so that cars in line do not block the flow of traffic on Old Alabama Road.
- Proceed forward under the porte-cochere.
- Pull forward to exit and depart the parking lot to the left.

Please refer to the following table for carpool entrances:

Carpool Time	Elementary Side	Middle School Side
7:45 am – 8:05 am drop-off	Atrium	Atrium
12:15 pm pick-up	Atrium	n/a
3:15 pm pick-up	Atrium	Bricks
<b>Rainy Day</b> 7:45 am – 8:05 am drop-off	Day Entrance porte-cochere	Bricks Entrance porte-cochere
<b>Rainy Day</b> 12:15 pm pick-up 3:15 pm pick-up	Day Entrance porte-cochere	Bricks Entrance porte-cochere

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

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

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

Please communicate with your carpool students which side of the barricade (Elementary or Middle School side) they will be picked up from at 3:15 pm.

For rainy day carpool, see above instructions. Please communicate with carpool students accordingly.

**YOU ARE ALWAYS ENCOURAGED TO USE THE CARPOOL LINE AND NOT PARK AND WALK TO DROP OFF OR PICK UP YOUR CHILD.** However, if you NEED to park and either walk your child into school or pick up your child, please park near the Atrium and **use the Atrium cross walk only.**

## 6 MIDDLE SCHOOL STUDENT CONDUCT AND RELATIONSHIPS

It is our desire for our parents to discipline and disciple their children in regard to proper Christian character. However, since parenting styles and convictions are sometimes diverse, it is appropriate for the school to set a limited number of guidelines that we encourage among all our students. Hopefully, all of our parents will find themselves able to wholeheartedly support these guidelines.

- Students are expected to respect each other as a person, an image-bearer of Christ. This includes a prohibition on inappropriate touching or teasing regarding private parts of the student's body. Slapping or pinching on the rear, "pantsing" and snapping bra straps are included as inappropriate, as well as verbal teasing regarding a person's anatomy.
- Students are expected to respect each other's property. This includes rummaging through someone else's locker, books, purse, gym bag or other belongings. Reading personal notes or letters of another student are also included.
- Students are expected to give good reports. This includes refraining from gossip, slander, and complaining about fellow students or teachers.
- Students are expected to remember that family convictions are not always peer convictions. Parents may set standards for their families that are not practiced by others. Students must be careful not to judge the spirituality or character of another child based on differing family standards. This requires Christian maturity and may require training from their parents.
- Students are expected to refrain from judging others due to style of dress or expense of clothing. Though most people look on the outward appearance, we encourage our students to base relationships on the heart.
- Students are expected to develop proper boy-girl relationships that foster group activities rather than commitments more appropriate for later years. Specifically, the school does not promote "going together" or dating among middle school students.
- Students who plan private parties outside school are not permitted to promote such activities on campus unless all the students within their class or grade level are invited.
- Students are expected to behave outside school hours in a manner that is lawful, respectful, and pleasing to Christ. Dress or behavior that is modest, moral, and legal is not confined to school hours.

### 6.1 *Classroom Rules & Discipline*

In order to guarantee your student and all the students in our classrooms the excellent educational climate they deserve, we cannot tolerate a student impeding the teaching or any student stopping another from learning.

Therefore, in each classroom, we will be encouraging the following habits:

#### 6.1.1 **Rules**

- Follow the directions the first time they are given. They should not be repeated.
- Be in the classroom and seated when the bell rings.
- Be prepared.



- Raise hand to be recognized before speaking (unless instructed otherwise).
- Keep personal desk area clean and orderly.
- Respect each other's personal dignity as well as property.

## ***6.2 Offenses that May Result in Detention or Other Consequences (In Three Categories):***

### **6.2.1 Irresponsibility**

- Failure to turn in signed test papers or other notes/papers that require parental signature after sufficient warnings have been given
- Failure to be prepared for class with required materials, including P.E. clothes
- Failure to do homework (See Homework Policy Clarification for detailed procedure for not doing homework. However, additional detention can be assigned if the student fails to work on the homework during detention.)

### **6.2.2 Disobedience**

- Chewing gum or eating in class (or anywhere outside the lunch area)
- Being in the hall without a pass or permission
- Disturbing class/horseplay/teasing
- Talking in class when asked to be silent
- Disobeying a specific class rule (example: science safety rule)
- Tardy to class
- Using the telephone or drink machines without permission

### **6.2.3 Disrespect**

- Talking over another person who has the floor
- Inappropriate body language
- Arguing or talking back to a teacher or any other adult
- Any communication that puts down or slanders another person

## ***6.3 Offenses That Require Immediate Administrative Action and Possible Suspension or Expulsion (Parent Will Be Notified):***

- Scoffing at the biblical teachings, moral behaviors, and differing ideas
- Lying
- Cheating
- Aggressive retaliation unless warranted for protection
- Profanity and other abusive speech
- Vandalism

- Stealing
- Violating the personal dignity or privacy of others
- Possession or distribution of pornography
- Leaving campus without permission
- Skipping class
- Issues of disrespect where no repentance is evident
- Accumulation of three (3) detentions or other behavioral punishments in a 9-week grading period
- Repeated issues of defiance and disregard for school rules

#### ***6.4 Corporal Punishment (with Parent Permission)***

Corporal punishment (spanking on a child's bottom with a paddle) is a biblical option for middle school students as a consequence for severity or frequency of unacceptable behavior. Its purpose is both to reach the heart of the child and to be restored from the offense. With the parents' permission, corporal punishment is administered by either a designated teacher or school administrator with the maximum of three contacts of the paddle and an adult witness, either another teacher or the parent. Both before and after this discipline process, the administrator will firmly and lovingly walk the student through the process of reconciliation which could include admitting a wrong, asking forgiveness of the wrong and then being restored and reconciled. Getting to the heart of the matter is always the desire and hoped for result. A parent will be contacted before this discipline takes place. When the student is female, only a female administrator/teacher will administer corporal punishment. Though often rejected as a means of correction, it is often the most efficient and effective option, avoiding grade reduction and considerable time expended by parents and the administration.

In place of corporal punishment in middle school, the parallel consequence at this level of disciplinary need will either be in-school or out-of-school suspension. Suspension carries an unexcused absence weight of 20% grade reduction in any class during the suspended time. This will be applied by the administration. If excessive discipline problems continue at this level with any student, prolonged suspension and, if necessary, expulsion may occur.

#### ***6.5 Discipline Procedures for Enrichment Days***

- Poor behavior must be handled immediately by a supervising adult parent or teacher.
- If witnessed, the parent supervising the students should bring the behavior to the attention of a teacher.
- If compliance is not satisfactorily achieved, the middle school principal will be informed and will administer discipline on a case-by-case basis.

#### ***6.6 Unacceptable Behavior Outside of School***

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

#### ***6.7 Behavioral Probation***

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

## 7 MEETING COMMITMENT OF PERIMETER SCHOOL PARENTS

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

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

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

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

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

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

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

In the case where a parent must be absent from a meeting, the absentee parent must contact the room parent(s) for the student's class(es) at least 24 hours prior to the absence. Excused absences are defined in the Attendance section of the parent handbook and will be recorded by the room parents. If a parent must miss two or more meetings, the parent should contact the SMT Shepherding Committee to explain the circumstances and determine if an Alternative Covenant Commitment Plan is needed.

### ***7.1 Alternative Covenant Commitment Plan***

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

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

## **8 FAMILY SERVING RESPONSIBILITIES**

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

### ***8.1 Serving Requirements***

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

#### **8.1.1 Enrichment Days**

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

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

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

Please see Appendix A on page 71 for field trip chaperoning guidelines.

Please see Appendix B on page 72 for PEARL rules.

#### **8.1.2 Service Projects**

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

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

#### **8.1.3 School-wide Serving**

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

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

#### **8.1.4 Parent of the Month**

The primary function of the Parent of the Month is to show appreciation for and a willingness to serve the classroom teacher. Each classroom will have a Parent of the Month who will be assigned by the room parents for each month of the school year. Parent of the Month responsibilities vary by grade. Specific responsibilities are provided to you in the Parent of the Month Job Description found on page 34.

### ***8.2 Family Serving Commitments***

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

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

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

Please note:

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

If the mother or father is only fulfilling the minimum serving responsibilities, they are required to participate in Enrichment Days based on the number of children enrolled. The requirements are as follows:

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

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

**Key:**

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

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

### **8.2.1 1 child**

- Grades 1 -2: 2 Enrichment Days
- Grades 3-8: 1 Enrichment Day

### **8.2.2 2 children**

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



### ***8.3 Family Serving Accountability***

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

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

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

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

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

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

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

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

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

## 10 DIVORCED, SEPARATED, NON-COVENANT, SUSPENDED, AND NON-ACTIVE PARENTS

### *10.1 Divorce & Separation Policy*

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

### *10.2 Definitions of Parents with Restricted Participation*

- Non-covenant Parent – This is a spouse who is a professed non-follower of Jesus and is not a member of any evangelical church. This parent, therefore, affirms that he or she is restricted from the covenant-related responsibilities and requirements of Perimeter as a covenant school. The Non-covenant Parent is permitted to attend and participate in certain school activities listed below in this document.
- Non-active Parent – There are two categories of Non-active Parents:
  - A spouse who is a professed follower of Jesus, but is either not a church member or has been restricted by their church from active covenant status due to a non-biblical divorce, non-approved separation from his or her spouse, or other reason instituted by church authority.
  - A custodial parent who is a professed follower of Jesus and not fluent in English, but whose spouse is fluent. This parent will be unable to participate in any covenant activities requiring responsibility for children until they become fluent in English. This parent may be active in all other school responsibilities.
- Suspended Parent - This is a parent who is a follower of Jesus, but is suspended from parent participation for one or more of the following reasons:
  - Any covenant parent who seeks legal action against another covenant parent for the duration of the lawsuit. This protects the peace of the school and does not assign fault.
  - Any covenant parent who fails to report a significant change in his or her ability to supervise or transport covenant children, e.g. addiction, suspended license, physical or mental impairment, legal action due to any type of harm to children or adults.
  - Any covenant parents that are divorced or separated without communication to the school, regardless of whether the divorce is declared biblical or otherwise.
  - Any covenant parent who experiences a major change in lifestyle or gender orientation that would be in opposition to the school's values without communication to the school. The SMT Shepherding Committee will meet with the parent to examine the details of the situation and act accordingly.
  - **Important:** This is hopefully a temporary restriction imposed by the school/church until reconciliation or reinstatement takes place. If a biblical divorce results where this parent is found not to have erred, the full covenant privileges and responsibilities can be restored.

### ***10.3 Suspended Parents – Addiction and Recovery***

As a covenant family, it is our desire to support families who are dealing with addictions and recovery. In an effort to create margin for the family and an opportunity to assure necessary time and treatment, we will require a written recommendation from the parent's doctor or other authorized therapist in regard to the amount of time the Suspended Parent should wisely be suspended from activities involving supervising covenant children. At a minimum, we would require a covenant parent who has undergone any rehab experience to **not** participate in any parent responsibilities (see list below) for a period of at least one year following completion of rehab.

### ***10.4 Divorced, Separated, Non-Covenant, Non-Active, and Suspended Parents***

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

The Non-active or Non-covenant Parent must recognize and agree to his/her boundaries in school participation, which includes non-participation in all activities that are seen by the school to be "covenant-related". These activities include any parent-led activities such as class parent meetings, service projects, and Enrichment Days/field trips. Non-custodial parents may participate in specified meetings and activities of the school. See Section 1.5 below for a list describing the level of participation permitted for Non-covenant, Non-active, and Suspended Parents.

### ***10.5 Participation Guidelines for Non-Covenant, Non-Active, and Suspended Spouses***

This information is intended to provide clarity of the guidelines of the contractual agreement signed by a Non-covenant, Non-active, or Suspended Parent.

#### **10.5.1 Activities Available for Non-Covenant, Non-Active, and Suspended Parents to Attend**

- Meet and greet teachers
- Parent/teacher conferences
- All Campus Meetings
- Principal Orientation
- Middle School Classroom Visitation Night
- School Prayer for Dads - offered 3 times on Saturday mornings
- Chapels for students (2 All-Students and 3 by grade levels)
- Veterans Day program & reception
- See You At the Pole (Student Prayer)
- In-class special events per teacher invitation (i.e., the Poetry Recital)
- All school socials such as: the Middle School Hoedown, Father/Daughter Dance, Mother/Son Event

- School play productions
- Sporting events, including the Elementary Track Meet
- Sports ceremonies
- Talent Show
- Honors Day
- Fundraising events such as School Auction, Fundraising Open House
- Class socials that are not part of a covenant meeting (Room Parents will clarify)

#### **10.5.2 Activities Non-Covenant, Non-Active, and Suspended Parents May NOT Attend**

- Covenant Parent meetings
- Weekly School Prayer on Tuesday mornings
- Enrichment Days
- Arts Festival
- Field trips
- Service projects
- Teacher Appreciation Day

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

## 11 COMMUNICATION

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

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

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

### 11.1 Teacher to Parent

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

### 11.2 Parent to Teacher

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

## 12 CHAPEL GUIDELINES

Perimeter School believes it is the responsibility of Christian parents to provide weekly corporate worship for their family. Unlike other schools, our chapel services are not designed to supplant these important family commitments.

The vision of Chapel is to provide a time at least three times per year for students to worship the Lord in a way that will glorify Him and enable the participants in Chapel to enjoy His presence. To help accomplish this goal, the focus is mission-oriented and will involve the testimonies of students, teachers, and, occasionally, outside speakers. The overarching theme of each year's Chapels will be determined by the school verse chosen by the administration. The Head of School will normally be the main speaker for the K-8 Chapels (in August and May) so that he will have the opportunity to impart the vision of the school for that year.

### *12.1 Dress Code for Chapel*

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

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

## 13 DRESS CODE & GENERAL APPEARANCE

### *13.1 Dress Code*

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

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

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

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

- Set an atmosphere that reflects the importance of the teaching and learning process.
- Allows uniformity and eliminates stress about what to wear.
- Build character and wisdom in selection of attire that exhibits modesty, neatness, cleanliness, self-discipline, and humility.
- Eliminates the temptation to build self-worth based on quality of clothing.
- Allow for choices within a framework that:
  - Permits some individuality
  - Avoids extremes
  - Encourages selection from current fashions that meets biblical standards without isolation from the world.

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

The Head of School may designate special dress on occasions at his discretion.

### *13.2 Dress Code Enforcement*

#### **Elementary School:**

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

#### **Middle School:**

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



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

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

### ***13.3 General Appearance***

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

**Jewelry** - Jewelry is prohibited during physical education and sports activities for safety purposes. Wearing of pierced jewelry on body parts other than ears is prohibited.

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

Exceptions to the above may be allowed by permission of the Administration for certain events.

## **14      COMPUTER LAB AND MEDIA CENTER USAGE POLICY**

### ***14.1 Student Use of the Computer***

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

### ***14.2 Student Behavior in the Computer Lab and Media Center***

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

## 15 ELECTRONICS POLICY

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

### *15.1 Cell Phones – Elementary School*

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

### *15.2 Cell Phones – Middle School*

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

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

### *15.3 Other Electronic Devices*

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

## 16 HOMEWORK POLICY – MIDDLE SCHOOL

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

Homework will normally be assigned Monday through Thursday nights and occasionally over the weekend. Homework should be curtailed when school events and holidays dictate such. Parents should expect more time applied to homework than in elementary grades. Most homework assignments will involve reading, answering study questions, working problems, and working on long range projects.

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

### *16.1 Procedure for Checking/Grading Homework*

- Homework will either be checked on the date due to verify that it was completely done or be collected to be graded.
- If homework is complete (all questions attempted and directions followed), full credit will be given or grade assigned.
- If homework is not complete (some questions not attempted or inadequately attempted or directions not followed), partial credit will be given or grade will be decreased accordingly.
- If a student did less than half of the homework or failed to do any of the homework, a zero will be given. The homework, however, is still due on the next day. It will be the student's responsibility to show the homework to the teacher before class the next day. Turning in the homework late does not erase the zero, but if only one zero is incurred during the nine week period, the zero may be dropped at the end of the quarter. A student may also be given detention or study hall in order to complete an assignment.
- In the event a student receives a second zero (for failure to do another homework assignment) during the nine-week grading period, a letter will be sent home to parents advising them and a detention may be assigned. A third zero in a nine-week period will result in administrative referral.

Homework is important. Daily grades are often largely an indicator of faithfulness in doing homework. All students can earn excellent grades for homework by being diligent.

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

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

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

**PLEASE NOTE:** If a student enters a class on the third day with a specific assignment incomplete after 2 days (the original due date and one additional day), the parents of the student may be contacted to have him or her picked up at school. After consultation with the principal, the student may be temporarily suspended from school until the assignment is completed in full.

### ***16.3 Homework Requests during Student Illness***

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

- It is the responsibility of a parent on the day of the absence to communicate directly by e-mail with the subject teacher for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students to request work and verify that the student is ill. All assignment requests need to be made before 9:15 am to allow all subject teachers time to respond to the request.
- All attempts will be made by the teacher to have assignments provided for pick up at the end of the day (12:15 pm or 3:15 pm as per grade dismissal) at the office of the grade of the absent student ONLY (Grades 1-5 assignments in the elementary/main office and Grades 6-8 in the middle school office).

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

## 17 HEALTH AND SAFETY POLICIES

### *17.1 Immunizations*

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

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

The following vaccines are required for school attendance:

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

#### **17.1.1 Immunization Requirements for Students Entering the Seventh Grade**

Effective July 1, 2014, children born on or after January 1, 2002 who are attending seventh grade, and new entrants into a Georgia school, grades 8<sup>th</sup> through 12<sup>th</sup>, must have received one dose of Tdap (tetanus, diphtheria, and pertussis) vaccine and one dose of meningococcal conjugate vaccine (mcV4).

#### **17.1.2 Parental Conflict and Refusal of Immunizations**

Parents who object to immunization on the grounds of religious beliefs are required to provide the school their child is attending with an affidavit in which the parent affirms that the immunization required conflicts with their beliefs. An affidavit means a written statement made under oath before an authorized magistrate or officer. Notary publics are authorized to witness oaths. The school office will provide Georgia Department of Public Health Form 2208, Affidavit of Religious Objection to Immunization, to be completed and authorized upon parental request.

### *17.2 Use of Medications*

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

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

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

### **17.2.1 Over-the-Counter Medications**

For over-the-counter medications, the parents must complete the Authorization for Medication form and return the signed form and the medication to the office. Each medication should be in a zip lock bag labeled with student name, medication name, and dosage to be given.

### **17.2.2 Prescription Medications**

For prescription medications, parents must do the following:

- Complete the parent section of the Authorization for Medication form
- Have the doctor complete the physician section of the form
- Bring the completed form and the medication to the office.

### **17.2.3 Medication Administration**

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

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

## **17.3 Allergies**

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

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

In the case of nut allergies, the multiple-use nature of the facility prevents us from making the building a guaranteed “nut-free zone”; however, we try to minimize exposure in a number of ways. Recognizing that very young children are not always able to communicate the details of their allergy, the church has given the downstairs rooms (Downtown) of the building a “no-nuts, please” designation; however, only the downstairs rooms carry this designation. As explained below, we as parents and educators will train our students as early as possible to advocate for themselves, making other parties aware of their allergy as appropriate.

### **17.3.1 Perimeter Church Allergy Policy**

Perimeter Church and Perimeter School communicate to our families that we desire the downstairs rooms (Downtown) to be “no-nuts, please” areas. Users of the facility are asked not to bring foods with nuts into the area; however, because of the multiple uses of the building by numerous groups, the school cannot guarantee that no foods with nuts will be present. There is no formal inspection for items that are brought in from the outside to this area; therefore, it is important for parents and students to understand that, while the school requests that the Downtown area be a “no-nuts please” area, it cannot guarantee that it will be.

In addition, though parents and students may be careful to comply with the request that no nuts be brought in, parents and students may not recognize that the “no-nuts please” designation applies not only to products known to the general public to be nut products, such as nuts, peanut butter and items with actual nuts in or on them, but it also would apply to the many products that enter this area that are not in the original packaging, nor products with ingredients or manufacturing techniques that are not known to the general public to contain nut products. Even with full cooperation to maintain a “no nuts please” zone, there may be nuts unwittingly brought into the areas the school tries to maintain free of nuts.

### **17.3.2 Allergy Responsibilities**

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

#### **1. Parents**

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

- The Allergy Care plan must be completed and signed by the prescribing physician.
- If medications are required, the Authorization for Medication form must also be signed by the physician.
- The signed care plan, signed medication forms, along with all the required supplies and medications must be brought directly to the school clinic.
- Parents understand that allergy care plan procedures and medications filed in the non-medical clinic are only available for implementation during school hours.



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

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

## **2. Clinic Staff**

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

- **Clinic Procedures:**

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

## **3. Teachers**

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

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

## **4. Students**

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

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

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

### **17.3.3 Allergy Procedures**

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

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

### **17.4 Accident & Injury Procedure**

Accidents and injuries are to be handled as follows:

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

#### **17.4.1 Parent Contact**

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

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

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

### ***17.5 Accident Insurance***

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

## 18 BOOKS, PUBLICATIONS, & QUESTIONABLE CONTENT

### 18.1 Book Selection Philosophy

Perimeter School continually explores and reviews available living books for use in its classes. Our desire is to use the best available books in each subject area that meet our criteria of containing God's truth or ideas to be discussed. Our criterion does not limit us to using books only by Christian publishers, but rather to those books that best present the truth of God's creation in an academically sound and morally acceptable manner. Therefore, our curriculum comes from a variety of publishers. Textbooks are not to be the primary source of learning at Perimeter. Our books are living books that are chosen to present information, stories, and experiences to bring delight in learning.

### 18.2 Publications

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

***The Week at a Glance*** is a weekly newsletter published for the purpose of keeping families informed of ongoing activities and events in the school. Incorporated in the *Week at a Glance* is the weekly blog written by school faculty, staff and parents for equipping and encouraging school parents. The blog is posted on the school website as well as various social media outlets.

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

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

### 18.3 Questionable Content

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

- Fables and fantasy - References to fictional characters such as Santa Claus and the Tooth Fairy will be handled appropriately by the teacher so as not to diminish or exceed the parents teaching on the topic.
- Evil characters - Characters such as witches, demons, and goblins are recognized for their use in both fiction and non-fiction as forces of Satan. Caution is used to keep them in proper perspective as what they are: EVIL, not allowing them to be presented otherwise. As in *The Chronicles of Narnia*, we do believe that such characters are often necessary to certain literature in order to produce conflict. Elimination of all evil forces in children's literature is not realistic; however, extremes of this principle are closely guarded.

- Societal Mores and Relationships of Peers - Caution is taken to screen materials that thrust children into roles and situations that are not age appropriate. It is our desire to provide literature that does not depict children as miniature adults, no matter how clever they may seem.
- Movies - To leave viewing to the discretion of parents, movies are not to be discussed at school unless they are a part of the curriculum.
- Censorship - Though we believe that children must grow in learning to police themselves in the reading and perusal of books, videos, and games that are unhealthy or immoral, we do ban some materials from our media center that may be detrimental to some or all students. We trust parents will make such decisions wisely in their homes as well.

## **19 MISCELLANEOUS POLICIES**

### ***19.1 Citizenship***

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

### ***19.2 Photograph Disclaimer***

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

### ***19.3 Emergency Weather & School Closing***

In the event weather conditions make it impractical or dangerous to have school, we will announce school closings through our text alert system, the school website, social media and on WSB-TV. We will also send out a mass text and email to all school parents as early as possible. The school office and the Perimeter Church Safety and Security team monitor severe weather conditions during the school day. When severe weather is forecast during the school day, students are moved to the basement of the main church facility in accordance with the church's emergency weather plan as published by Perimeter Church.

### ***19.4 Use of the School Directory***

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

### ***19.5 School-Sponsored Field Trips***

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

## ***19.6 Birthdays & Other Celebrations***

### **19.6.1 Birthdays**

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

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

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

### **19.6.2 Teacher Birthdays**

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

### **19.6.3 Teacher Appreciation Day (TAD) Gift**

Each teacher is presented a year-end gift purchased with a portion of the activity fee already paid by each family. This money is separate from the classroom money. The parents in charge of Teacher Appreciation Day will be in charge of planning for and purchasing this gift. If parents wish to give the teacher an individual gift, they should do so in private.

### **19.6.4 Valentine's Day**

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

### **19.6.5 Halloween**

How your family deals with Halloween outside of school is a decision made within your household. Certainly, dressing up in costumes can be a fun family experience. We celebrate the fall season with pumpkins, the unmistakable colors associated with this wonderful season, and the like. However, to avoid being a stumbling block to others or appear to support the occult-like elements of the day chosen by many, we reserve the right not to celebrate or emphasize Halloween at school.

### **19.6.6 Christmas**

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



## **20 OVERNIGHT CLASS TRIPS FOR GRADES 5 - 8**

### ***20.1 Purpose***

To enhance their educational progress and provide Christian fellowship for our students, grades 5-8 will have annual class trips. These trips are designed by the school administration and faculty to provide the following:

- An educational experience outside the classroom that will provide hands-on and on-site learning for our students.
- A social experience to promote covenant family and relationship among the students, teachers, and their parent-chaperones.
- A fun experience to allow students to enjoy one another in a wholesome way.

### ***20.2 General Rules for Overnight Stay***

- Student room assignments will be determined by the teacher or teachers of each grade level with approval of their principal.
- No chaperone will share a bed with a student unless that student is the chaperone's child.
- Normally, a parent/chaperone will have priority to serve as such if he/she has a child of the same biological sex going on the class trip (i.e. father/son or mother/daughter). There are some exceptions to this general policy. Check with your principal.
- Music Policy - On overnight class trips, students may be given permission to bring music with earphones only. On short trips, the teacher leading the individual trip sets restrictions. If the teacher gives no guidelines, then the parent driving the car can play the music they deem appropriate. Even on the long class trips, teachers leading the trip may limit use of headphones as they see fit.

### ***20.3 Trip Funding***

- These trips are primarily funded by each individual family with opportunities provided by the school as much as possible to help students raise money to finance the trip.
- The profits from the weekly pizza sales at lunch are divided between 5th - 8th grades to offset and lower the cost of their class trips.
- Eighth grade families may also participate in additional fundraisers to help offset the cost of their trip to D.C. Details are explained in the 8th Grade Fundraising Guidelines on page 59.
- Cost of the trips may vary from year to year. Details will be presented to parents as early in the year as possible to each class, including total cost of the trip.

### ***20.4 Eligibility/Discipline***

All class trips are a privilege. Perimeter School expects those students who participate in class trips to have exhibited, through the school year, the habits of respect, obedience, self-government, and responsibility.

A student will automatically be up for review for a class trip if she/he has served an in-school or out-of-school suspension.

If a student has earned/served multiple detentions in the areas of disrespect, disobedience, lack of self-control, or irresponsibility, he/she will also be placed on review status. When a student is placed on review, parents will be contacted immediately in writing.

Procedure for review:

1. Administration and faculty will meet to discuss and make a recommendation at least four (4) weeks prior to the trip.
2. Administration will meet with the parents of the student to get input from the parents and to discuss the concerns of the faculty/administration.
3. Parents of a student may be required to attend a trip to monitor their child's behavior in some cases.
4. Administration and faculty will meet again to make the final decision for the trip. The administration will determine if such student's attendance is in the best interest of the school and the student.
5. The parents will be notified of the decision at least two weeks prior to the class trip.
6. Parents will be refunded the portion of the trip expense they paid minus the trip deposit.
7. Students not attending the school-sponsored trip will be recorded as excused provided they complete all assignments at home prescribed by the faculty.

Parents whose children violate established trip rules and standards may be notified to retrieve their child at their expense, resulting in an unexcused absence(s) and other disciplinary consequences depending on the severity of the misbehavior.

## 21 SPECIAL POLICIES FOR EIGHTH GRADE

### 21.1 8<sup>TH</sup> Grade Fundraiser

To help minimize the demands on parents for their time and money, the school has set up specific guidelines regarding fundraising:

- Chick-fil-A® will be offered once a month school wide as an 8<sup>th</sup>-grade fundraiser. Eighth-grade parents will sign up to help distribute the Chick-fil-A meals. The proceeds from the sale of Chick-fil-A will help offset the cost of the class trip to D.C.
- The School Supply Sale is an additional 8<sup>th</sup> grade fundraiser. -. Eighth-grade parents and students may help with the annual School Supply Sale to offset the cost of their trip. Participation is completely voluntary; therefore, only those families choosing to participate in the fundraising will be assigned jobs to help. Duties may include assisting in coordination, advertising, and distribution of the supplies upon delivery. Funds raised by individual families will be applied to the accounts of each family. Details about this opportunity will be provided to upcoming 8th grade families in the spring of their 7th grade year.

### 21.2 Graduation Award Policy

Students who graduate from Perimeter are eligible for the following awards:

#### 21.2.1 Eagle Award – Male and Female

Selection criteria:

- Spiritual maturity, best example of the fruits of the Spirit as found in Galatians 5:22, 23
- Academic achievement – Only the top five male and top five female students with the highest GPA will be eligible for the Eagle award
- Extra-curricular activities (i.e.) participation in sports, art, music, dance, drama, service to church, and service to community

Nominees are chosen from the top five male and female academic students in the class. Election will be completed by the faculty and chaired by the middle school principal. Students must have attended the middle school for two complete years to qualify for this award.

#### 21.2.2 Barnabas Award – Male and Female

Awarded to the eighth-grade male and female students who, in spirit and practice, best exemplified servanthood as seen in the life of Barnabas, whose name means “the Encourager” (Acts 4:36).

Selection criteria:

- Love of God (Matthew 22:37, 38)
- Love of Family and Friends (I Corinthians 13:4-7)
- Good Works (Matthew 5:16)

Nominations will be submitted by eighth-grade students. Once the nomination period has closed, an election will be held amongst all seventh and eighth-grade students. If a tie emerges, a run-off will be held for the top three nominees.

## 22 ATHLETICS POLICY

**Perimeter Athletics Mission:** To assist in training students to glorify God through self-less competition, training, teamwork, and teachability.

### *22.1 Philosophical Foundations of the Athletic Program*

#### 22.1.1 Vision

As God has gifted students with athletic as well as academic and artistic skills, our desire is to see children develop their skills to use for His glory and honor, disciplining their bodies as the temple of the Holy Spirit (I Cor.6:19, 20).

As in the covenant school, students are best trained and coached by mature role models that can best equip them in the young, impressionable years. This process is enhanced by true teammates who reject worldly pride to serve each other and respect their mentors (Prov. 3:14, 20).

As all gifts and skills need an outlet for expression, disciplined, joyful competition is the venue for our student athletics. As Eric Liddell, Olympic champion and Christian missionary, stated: "When I run, I feel His pleasure." Competition with the purpose of glorifying God leads to respect and relationship, not the ridicule, of one's opponent (I Cor.9:24, 25.).

By exemplifying a Christ-like approach to sport and competition, coaches and students also have the opportunity for outreach to other teams and competitors both in the example they set, the relationships they form, and the things they say. Plus, they are being grounded in godly principles and habits in sport that will prepare them for being salt and light on teams where coaches and teammates may not embrace Christ or biblical principles. The true Christian athlete who loves his sport, his coaches, his teammates, and his God is our hope and vision (Matt. 5:16).

#### 22.1.2 Participation

The athletic program is not to substitute for the healthy exercise of all students through physical education, but rather is established as extra-curricular opportunity for students that are adequately gifted for training and competition. Therefore, all students may not qualify, as some sports will hold tryouts to determine participation.

Competition can be overemphasized in our culture at the expense of teamwork and cooperation. Therefore, we believe that the older students at middle school age are better suited for regular competitive athletics than their elementary school companions.

Since the academic and character growth and nurture of students must be considered as the primary assist of the school to parents, those students whose progress in these areas may be impeded by athletic competition may be denied or advised not to participate, and to seek other avenues of growth.

#### 22.1.3 Coaching and Mentoring

The hiring and development of godly Christian coaches are top priorities of the school; not only for the physical training, but the spiritual training of their athletes.

The coaches are mentored and shepherded by the Athletic Director who views his calling as an equipping ministry to his coaches.

The ultimate desire of our coaches is for their athletes to grow in biblical disciplines, the fruits of the Spirit, and in applying their gifts and skills for the purpose of winning contests. Lessons that apply in all of life can be learned in sports.

## ***22.2 Program, Personnel, and Procedures***

Perimeter School recognizes the valuable lessons in character, diligence, and physical fitness that can be gained from an athletic program. Our program is designed to provide an opportunity for our 6-8th grade boys and girls to compete on the basis of their athletic ability. Emphasis is placed on the learning of basic skills and a proper view of competition.

Our school athletic program is not designed so that all students who wish to may participate.

There will be tryouts and selections based on a student's athletic ability, attitude, character, and classroom record. Being part of a Perimeter School sports team will be viewed as a privilege and an opportunity to enjoy the experience by glorifying God in healthy competition. Students will accept their selection humbly, without exhibiting superiority to other classmates.

### **22.2.1 Team Tryouts**

All student athletes need to participate in the tryouts for their chosen sport(s). Should a student have a physical injury or another situation impacting his/her ability to participate in the tryout, the situation will need to be discussed with the sport's coaches and the athletic director. The Athletic Director and coaches will determine if the student will be eligible for another tryout or be able to participate on the team. These situations will be handled on an individual case basis and under the discretion of the Athletic Director and, if necessary, the middle school principal as well.

Tryouts will be scheduled by the Athletic Director when it is most practicable, prior to the beginning of the sport's season.

Please note that although a student is chosen to be on a junior varsity team, this does not imply that the student will be automatically chosen for the varsity team the next season. Each student participating in tryouts will be evaluated objectively and compared with all other participants fairly.

Only coaches and the Athletic Director will choose the students to be on a team. In order to avoid undue pressure on the students, parents are not permitted to attend tryout sessions.

### **22.2.2 Playing Time**

A major goal of all Perimeter sports teams is to play to our best ability (as a team), and to be competitive against all levels of opponents while exhibiting good sportsmanship. Being competitive means making every effort to win matches, meets, and games, make the playoffs, and win the championship. To this end, a student on a sports team is not guaranteed playing time.

A second major goal of all Perimeter sports teams is player development. To this end, we strive to give each player on a junior varsity team as much playing time as possible, while still being competitive in our league.

All players on all teams will be encouraged to earn their playing time through their performances in practice, in the classroom, in their behavior, in other games, and through their own athletic ability. These performances will be evaluated by the coaching staff and, when needed, the Athletic Director.

Parents can anticipate possible differences in playing time for A Team players versus B Team players as follows:

- The A Team will focus more attention on the competitive aspect than the B Team. Some A Team players may have less playing time in games than their teammates; however, the goal will still be for every player to enter each competition at least once.
- The B Team will strongly focus on player development and technical ability. This means that all players on a B Team will be given as much playing time as possible, based on the discretion of the coach and Athletic Director, and not purely based on athletic ability. However, B Teams will still compete to win; therefore, some players may play more than others.

When there is both an A Team and B Team in a certain sport, 8th grade students will not be eligible for the B Team and 6th grade students will not be eligible for the A Team. Also, at the discretion of the coach and depending on the number of available players, a 7th grade student who is selected for the A Team may elect to play on the B Team in order to possibly have more playing time. This standard is not applicable if there is only one team.

### **22.2.3 Athletic Director**

- Is in total charge of the athletic program and is responsible directly to the middle school principal.
- Is the authority over all coaches and participants in the athletic program in all matters pertaining to policy and procedure.

### **22.2.4 Coaches**

- Coaches will, at all times, conduct themselves in a Christian manner. Their conduct, language, handling of athletes, treatment of officials, and relationship with staff and administration will reflect the mind of Christ and the philosophy of Perimeter School.
- Coaches shall instill in their players graciousness in both winning and losing and insist on the highest standards of conduct among players both on and off the court.
- Coaches shall be mindful that the player's primary responsibility is in the classroom, but that important life lessons can be learned as well.
- Coaches will be paid stipends for coaching based on areas such as time involved and length of season. Coaches' stipends are set by the Athletic Director and the middle school principal with approval of the Head of School.
- Coaches should not actively or passively solicit funds from parents, parent groups, or any other person or organization without the knowledge and consent of both the Athletic Director and Head of School.
- Coaches will be subject to all background checks and security training as are all school employees.

- Other responsibilities include:
  - Carrying out the policies, guidelines, and goals of the athletic program for their individual teams
  - Meeting regularly with the Athletic Director
  - Working with the Athletic Director to determine player selection, playing time, practice regime, training program, and discipline for their team
  - Assisting in the issuance and collection of uniforms and equipment for their team
  - Finding a Team Mom or Dad for their team and other assistance as needed, with Athletic Director approval
  - Developing mentoring/discipleship relationship with team.

### 22.2.5 Parents of Athletes

Parents of Perimeter School athletes agree to uphold the following terms:

- Conduct themselves as role models for the children at all athletic events. Verbal abuse, assaults, and outbursts directed at referees, opponents, parents of opponents, coaches, and our athletes are unacceptable.
- Provide all transportation necessary for games and practices in a punctual manner.
- Read and complete any appropriate forms that are distributed during the course of the year.
- Maintain contact with the Team Mom.
- Take proper care of uniforms and equipment issued to student athletes during the season.
- Evaluate their child's ability to handle extra-curricular activities. This may mean that families must choose between community activities and school sport participation.
- Read and follow the Athletics Policy in the Parent Handbook.
- Attend a team meeting at the start of each season.
- Pay all athletic fees in full before a child participates in the first game or competition.
- If any fees from previous seasons remain outstanding, students will not be able to participate in the first game or competition until past fees are paid.
- "Approaching the Coach" - 24 hour rule: Parents may not and should not approach a coach until at least 24 hours after the game or practice in question.
- If a parent is concerned about a coach's decision(s) about any aspect of a team, he or she should initiate a discussion with the coach by following these steps:
  - E-mail the coach and set up a meeting time with the coach to discuss the concern (if the coach is also the Athletic Director, the initial email is only sent to the Athletic Director). At the coach's and/or Athletic Director's discretion, the Athletic Director may participate in the meeting.
  - If a meeting with the coach does not resolve the matter, it should be referred to the Athletic Director.
  - If the issue is still unresolved, the concern should be forwarded to the middle school principal.

### **22.2.6 Athletes**

All Perimeter School athletes will:

- Conduct one's self in a manner which will reflect honor and glory to God and shall be in keeping with the high standards expected of those who bear Christ's name.
- Keep their priorities in order. Academic work will always be their primary school responsibility.
- Refrain from the use of any dangerous or harmful substances, maintain proper dietary and rest habits, and follow the rules and training program established by the coaching staff.
- Make a commitment to the team, teammates, coaches and the school when they elect to participate in the athletic program. This commitment will include:
  - Attendance at all games and practices as a priority.
  - Unexcused absences are NOT allowed for games or practices. Parents are to notify the coach a minimum of 24 hours in advance if a player is unable to participate in a game or practice.
  - Conflicts, which cannot be avoided, must be discussed with the coach in advance for absences to be considered excused.
  - Three tardies to games or practices will be counted as one unexcused absence. On the third unexcused absence, the player may lose his or her place on the team.
  - Take proper care of uniforms and equipment issued to them during the season.
  - Return uniforms at the end of the season in accordance with the Athletic Director's instructions. In the event a uniform is not returned, participation will be prohibited until either the uniform is returned or the replacement fee is received. The fee is determined by the Athletic Director.
  - Immediately report any injury, conflict, or other obstacle that would hinder or prevent their participation in any practice or game.
  - Refrain from any display of superiority or abuse toward classmates due to his or her athletic prowess, or for any other reason.
  - If a player has an issue with a coach, the player should first approach the coach to discuss the concern. If not resolved, the parent may then address the coach via the instructions found in section 1.2.5 above.

## ***22.3 Athletic Advisory Council (AAC) Charter***

### **22.3.1 Purpose**

The purpose of the Athletic Advisory Council (hereafter known as the AAC) is to evaluate athletic policies and insure financial solvency of the athletic program.

### **22.3.2 Scope**

The School Ministry Team authorizes the AAC to work with the Athletic Director to:

- Develop a fiscally responsible budget for each year.
- Review athletic policies in the Athletic Handbook on a yearly basis.
- Provide input toward new policies when deemed necessary for approval by the SMT.



- Explore additional sources of revenue for the program.
- Advise the Athletic Director and principal in the hiring of coaches.
- Continually assess the role of the athletic program as it relates to the covenant school philosophy.
- Review applications for new sports prior to submission to administration.
- Support clear and consistent communication about athletics through the school website and WAAG with all parents of Perimeter School.

### **22.3.3 Membership**

The membership of the AAC shall be comprised of up to 15 individuals. These members should be selected as follows:

- One member of the School Ministry Team that is on the Faculty/Staff Relations committee and, if possible, has a strong interest in athletics and finance.
- The Perimeter School Athletic Director
- The AAC must be made up of at least 1/3 members of either gender.
- AAC members are committed to serving for two years
- An AAC member must be a Perimeter School parent during both years of service.
- AAC members must roll off the council after two years of service and must be a non-member for at least one year prior to being considered for another term on the AAC.
- Only one member of a family can serve on the AAC at any time.
- Members of the Perimeter School coaching staff are not eligible to be on the AAC.

As needed, new AAC member(s) shall be nominated by the Athletic Director, Head of School, or current AAC members. Final approval will be made by a vote of the entire SMT.

## ***22.4 Administrative Policies Governing Athletics***

### **22.4.1 Eligibility Policies**

- Sixth, seventh, and eighth grade students will be eligible to try out for the middle school sports teams available.
- The Head Coach and Athletic Director should make efforts to attract a sufficient number of players from grades six through eight to field a full team.
- If there are not enough interested players from grades six through eight to field a full team in a given sport, fifth graders will then be eligible to try out for the sports team to avoid having to potentially cancel that sport for the season or having to field a partial team.
- If fifth graders are needed, all eligible fifth graders will be given an opportunity to try out to fill the remaining spots on the team. Fifth graders should not be invited to participate in the initial team tryouts until it becomes clear that fifth graders will become eligible to try out for the team.
- The Head Coach, with approval from the Athletic Director, will have the authority to determine what constitutes the optimal number of players required to field a full team in each sport.

- The middle school principal will check grades at the end of each nine-week grading period to determine eligibility for all extracurricular activities.
- Toward the beginning of each nine-week grading period, the Athletic Director will remind all students of the eligibility requirements to encourage classroom diligence.
- No student shall be eligible who has received an "F" and/or not maintained a "C" average, with no more than one "D" on his or her report card for the previous grading period. A student may regain his or her eligibility upon meeting the above requirements at the completion of the present grading period.
- Students with documented learning challenges will be evaluated on a case-by-case basis by the principal and parents to determine eligibility.
- Students who are currently under school suspension will be dismissed from athletic participation for that sport's season.
- Students who had an unexcused absence between 8:20 am and 12:00 Noon on the day of either a practice or a game will not be allowed to participate.
- Students who are judged physically unsound by parent, coach, or physician will not be allowed to practice or play until they are judged sound.

#### **22.4.2 Insurance**

All students are covered by the school accident insurance policy. This policy is excess coverage; meaning that the policy covers costs exceeding the family's primary coverage. A student without primary coverage will be covered in full by the school's policy.

#### **22.4.3 Fundraising**

Fundraising projects shall be undertaken only with the approval of the Athletic Director, the AAC, and the School Ministry Team.

#### **22.4.4 Parent Permission**

Parent consent forms shall be signed and on file for each athlete prior to the first practice.

#### **22.4.5 Practice and Participation Policies**

- No practice session will ever run more than two hours.
- No contests, practices, or team meetings shall ever be held on Sunday.
- No team will participate in more than four extracurricular events a week (including practices) without permission of the middle school principal.
- No practices or games shall be scheduled during vacation or holiday periods of the school year without consent of the Head of School.
- A student is considered a part of the team upon completion of tryouts and appointment to the team's roster.
- Students may participate in two concurrent sports at Perimeter School only after a special conference with coaches, the Athletic Director, and parents to determine feasibility.

#### **22.4.6 Fees for Children of Coaches**

- Children of coaches that participate in sports will pay the standard fee for their sport.

- Coaches have the option to have their children's athletic fees deducted from any coaching stipend they receive.

#### **22.4.7 Clinics/Open Gym Policy**

The AD will approve all clinics and will escalate the request to the AAC, if necessary, for any sport activity not stated in the athletic policy. A completed Perimeter School Activity Request form will need to be submitted to the AD for approval.

Approved events will follow Perimeter School coach/student ratio guidelines as well as the Perimeter School fee structure. The AD will determine the proper ratio for each sport per season.

All funds will pass through the school office, and checks will be made out to the school.

Coaches will be paid an hourly rate or fixed stipend. Fees are not related to the number of children in a clinic.

The AD determines the sports' coaches, athletic fees, and schedule. These determinations may be reviewed by the AAC at the AD's discretion and approved by the middle school principal.

Clinics/open gym will not require tryouts and will be scheduled and coached in such a way as to avoid conflict of interest between the clinic coach and sport's coach.

#### **22.4.8 Sport-Specific Policies**

**Perimeter School will have the following fall sports:**

- **Girls' Volleyball**
  - *Perimeter School will have two teams: varsity and junior varsity.*
  - *Seventh and eighth grade students will be eligible to try out for the varsity volleyball team. Sixth and seventh grade students will be eligible to try out for the junior varsity team. The coach will determine the number of players for each team with approval from the Athletic Director.*
- **Co-Ed Cross Country**
  - *Start of school until late October*
  - *Perimeter School will have one team*
  - *There will be no tryouts for cross country until such time as the Athletic Director feels there are too many participants.*
- **Boys' Soccer**
  - *Perimeter School will have one team.*

**Perimeter School will have the following winter sports:**

- **Boys' and Girls' Basketball**
  - *Mid-October through January*
  - *Perimeter School will have two boys' teams and two girls' teams: varsity and junior varsity.*
  - *Seventh and eighth grade students will be eligible to try out for the varsity basketball team. Sixth and seventh grade students will be eligible to try out for the junior varsity grade team. The coach will determine the number of players for each team with approval from the Athletic Director.*

**Perimeter School will have the following spring sports:**

- **Co-Ed Track and Field**

- *Mid-February through early May.*
- *There will be no tryouts for track and field until such time as the Athletic Director feels there are too many participants.*

- **Girls' Soccer**

- *Perimeter School will have one team.*

- **Boys' Baseball**

- *Mid-February through early May.*
- *There will be one baseball team.*
- *There will be tryouts for baseball. Sixth, seventh, and eighth grade students will be eligible to try out for the team. The coach will determine the number of players for each team with approval from the Athletic Director.*

- **Co-Ed Golf**

- **Co-Ed Tennis**

## 23 FAMILY DIGNITY AND RESPECT POLICY

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

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

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

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

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

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

### ***23.1 Prohibited Behavior***

Among other things, this policy prohibits:

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

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

## ***23.2 Biblical Model of Communication***

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

- Following requested channels of concerns or criticisms by going first to the appropriate party (teacher, principal, etc.).
- Refraining from giving bad reports or gossiping about issues with others.
- Bringing constructive suggestions to the administration or School Ministry Team in writing.
- Letting the administration know if the school's commitment to competent teaching, solid curriculum, regular feedback, proper supervision, cooperation with the home, and love and respect for your child are not being met.
- In the case of being offended or offensive, being willing to meet with other covenant families to reach reconciliation, as per Matthew 18 and Matthew 5.

Allowing another parent to phone you with what might be a concern about your child's behavior takes great humility and the ability to resist defensiveness. School room parents and the SMT can assist as mediators, if necessary.

## APPENDIX A: FIELD TRIP CHAPERONE GUIDELINES

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

1. All students must first go to their classroom and be seated. Take a few minutes to go over what kind of Enrichment Day has been planned. Insist that they sit quietly and listen to the explanation, and ask them if they have any questions. Go over the ground rules of the behavior expected of them (PEARL rules), and pray before you leave.
2. Check that all students are dressed appropriately for the field trip. According to the dress code, if a student is not dressed properly, you or the office may call the student's parent to come and bring proper attire (if time permits); otherwise, the child may not be able to participate.
3. Keep your copy of the student emergency contacts with you. Medical Consent forms are located in the office and must be returned to the office at the end of the day. If the prescribed treatment of a student's life-threatening allergy includes an antihistamine, make sure you bring the student's EpiPen® with you.
4. Please be conscientious to give each child their own seat belt. It is not acceptable to double-buckle or squeeze in extra children for a school-sponsored activity just to minimize the number of cars that are driven. Parents need to be examples of safety and show that they value human life.
5. **When driving to and from an event/location**, we request that if any music must be played in the car it be music that avoids inappropriate language, and preferably by Christian artists. The better choice would be to engage the students in conversation and help them get to know one another better. Often teachers will create the carpools for this very purpose. Please be sensitive to students who may be "loners" and do your best to include them. Lastly, please do not allow students to speak disrespectfully or disparagingly about other students, parents, Perimeter School or any faculty members. No movies or DVDs are to be played while in the car.
6. **While at the event/location, please do not use your cell phone.** Do not check or send email or texts. Do not make or take calls unless it is a known emergency. Be present!
7. The students are not allowed to have any handheld electronics, cameras\*, or cell phones on field trips (teachers will communicate possible exceptions for some 7<sup>th</sup> and 8<sup>th</sup> grade events). Please let a teacher know if a student has violated this policy.
8. **While on site at the event/location**, be fully engaged with your assigned group. Your group of 3-5 students needs to be with you at all times. You need to model proper behavior such as listening to any speakers or docents. You need to admonish, correct, redirect, and discipline as needed. Follow these specific rules where applicable: students are not to sign guest books, consume gum or candy, or be disrespectful of memorials and the other visitors at the site.
9. Please be prompt about returning to the school when you said you would. Allow plenty of time for driving back to school. There will be many carpools waiting to pick up children. Unplanned stops, such as stopping for snacks, should not be made; however, exceptions are made when all teachers and parents have concurred that a stop is to be made by everyone. This decision should be disclosed prior to the day and time of departure. If you return to school at dismissal time, have the children line up for carpool line as usual and wait for their parents to pick them up.
10. **Upon returning to Perimeter**, take your group to their classroom and stay with them until the teacher has returned. If the classroom is locked, you may take the students to the playground to wait for the teacher, but do not leave them unattended.

## APPENDIX B: PEARL RULES

### *Politeness*

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

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

### *Example*

Set a good *Example* for others.

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

### *Attitude*

Have a good, positive, cooperative *Attitude*.

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

### *Respect*

Show *Respect* to adults and classmates.

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

### *Listen*

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

- Follow requests the **first time**.