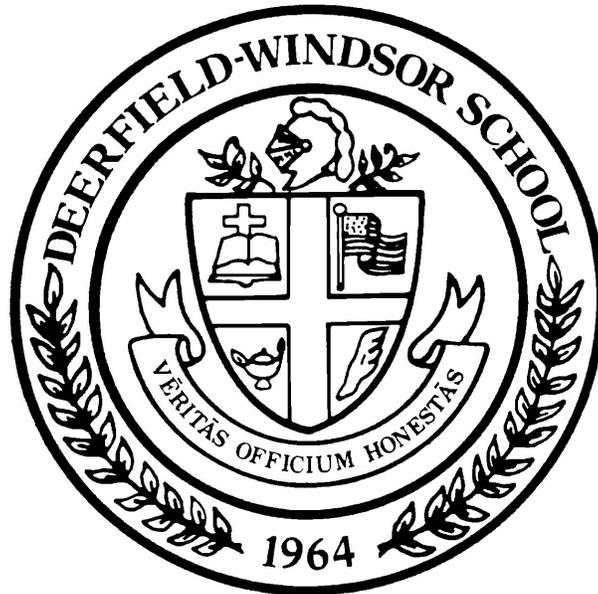


**Deerfield-Windsor
Lower School Handbook
2019-2020**



**1733 Beattie Road
Albany, GA 31721
229-883-3731**

www.deerfieldwindsor.com

THE DEERFIELD-WINDSOR MISSION STATEMENT

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

This mission is executed in the following ways:

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

Deerfield-Windsor School Alma Mater

We will cling to Deerfield-Windsor, to memories gathered here.

The friendships made will last the years and enrich our lives.

Alma Mater, Alma Mater, you will always hold us close.

Though the days divide us, we will still be one!

General School Information and Policies

DEERFIELD-WINDSOR SCHOOL PHILOSOPHY

Deerfield-Windsor is a co-educational, college preparatory day school for children in pre-kindergarten through grade twelve. It is operated as an independent, non-profit organization by a Board of Trustees.

The student body of approximately 600 students is drawn from Dougherty and surrounding counties in the southwest Georgia area. Enrollment also includes students from foreign countries. Admission is granted to students without regard to race, color, national and ethnic origin who show average and above average ability in testing and in appropriate past educational achievement. In selecting students, Deerfield-Windsor does give serious attention to evidence of good citizenship and commitment to education.

Deerfield-Windsor provides a program of honor scholarships for nominated ninth or tenth graders who have never attended the school. These scholarships are based on academic merit. Tuition assistance is available to those who show potential, but are in need of assistance in meeting tuition obligations.

All who do enroll at Deerfield-Windsor are assured of the opportunity to obtain quality education in a caring environment through the school's college preparatory curriculum. The administration and faculty emphasize Judeo-Christian principles and associated moral and ethical values in the school's curriculum, programs, and personal relationships.

Deerfield-Windsor believes in the control of its student-teacher ratio to the degree that affords individual attention without sacrificing the total program. The school sees the educational process as a triangle that links the child, the home, and the school. It encourages parental involvement that is supportive of the school's primary objective, which is to help its students become successful citizens who will contribute meaningfully to their respective communities.

The total program is directed toward the growth – intellectual, emotional, social, and cultural – of each student. The school seeks to educate the whole child; a child equipped to find a meaningful place in society.

Deerfield-Windsor's environment:

- cultivates communication within the school family by keeping open the lines among students, parents, faculty, staff, and trustees.
- affords suitable facilities – media center, cafeteria, multiplex, classrooms, instructional aids of high quality – that promote an atmosphere conducive to learning. Long-range planning ensures continued excellence in the physical plant.
- supports the right of each individual to hold and express religious conviction.
- promotes a climate of love and concern that values each student, teacher, parent, and administrator.
- maintains association with other college preparatory schools, affiliates with appropriate organizations and agencies, and takes advantage of conventions and workshops in which professional association is found.
- promotes student growth by helping each student to develop his/her skills beyond the limit of curriculum offerings.

Deerfield-Windsor's faculty:

- is expected to accept and uphold the schools' philosophy.
- is expected to have proper credentials and are expected to participate in programs designed to effect improvement in their teaching performances.
- is expected to regard themselves as a professional team that works to maintain balance in student growth towards excellence. This balance should be similar to an equilateral triangle in which the equal sides – represented by the child, the home, and the school – are united to give strength to the whole.
- is expected to respond enthusiastically to their responsibilities as teachers, counselors, and administrators and are expected to participate willingly in school functions.
- is expected to earn respect by their competence, their high moral standards, their judicious use of authority, and their citizenship.
- is expected to respect their students and to be sensitive in dealing with their development.

The Deerfield-Windsor student will:

- have ample opportunity to participate in community activities that will help them to become a responsible citizen.
- have ample opportunity to develop a variety of interests by participating in school activities, athletics, and cultural programs.
- uphold their role in the triangle of the educational process by being committed to their development as a learner.
- promote an atmosphere of congeniality by being friendly and kind.
- respect the ideals of the school and the personal and property rights of others.
- demonstrate high regard for authority
- recognize the importance of a sound body, healthy competition, and good sportsmanship.
- develop good study habits.

The Deerfield-Windsor parent is:

- expected to be committed to education, acknowledging the home is a primary source of support for the school's philosophy which sees the educational process as a triangle linking the child, the home, and the school.
- expected to exhibit sound judgment in making decisions regarding their child's study habits, extracurricular activities, dress, and his behavior.
- expected to be involved in school-wide activities.
- expected to be informed regarding the school's programs and activities.

The curriculum at Deerfield-Windsor:

- helps students learn organizational skills and good study habits, develop their ability to reason critically and research thoroughly, and to express themselves clearly and accurately.
- recognizes and provides for individual differences in academic interests, whenever possible, within the framework of the school, as imposed by the limitations of time and ability.

- evaluates student programs through tests, examinations, and national standardized tests.
- challenges exceptional students by providing opportunities for independent study and individualized programs.
- helps students understand and enjoy the privileges and responsibilities of living in a democratic society.
- develops the physical potential of every student.
- develops an appreciation of aesthetic values.
- prepares students academically for college and adult life.
- is periodically reviewed, evaluated, and revised.

The Deerfield-Windsor experience:

- fosters the intellectual, emotional, social, and cultural growth of each student by deepening their thirst for excellence and love of learning.
- develops student initiative, self-reliance, and self-discipline by allowing them the freedom to assume responsibilities.
- strives to create a balance in the triangular give-and-take among the child, the school, and the community so that there are equal inputs of innovation and tradition.
- endorses the attitude that sportsmanship is more than participation in team sports; it is the core of wholesome group relationships.
- encourages every child to participate in the school's organizations and its athletic programs.
- adheres to the conviction that sound moral and spiritual values are the cornerstones of life.

GENERAL SCHOOL POLICIES

STUDENT ARRIVAL: Lower School faculty members arrive at school by 7:45 a.m. Students should arrive on campus no earlier than 7:30 a.m. and prior to 8:00 a.m.

SCHOOL DAY TIMES:

Pre-Kindergarten- 8:00 a.m. – 1:30 p.m.

Kindergarten- 8:00 a.m. – 2:30 p.m.

Grades 1-3- 8:00 a.m. – 2:45 p.m.

Grades 4-5- 8:00 a.m. – 3:00 p.m.

- Tardy slips are issued to all students arriving after 8:00 a.m.
- Half-day students arriving after 10:00 a.m. are counted absent.
- Full-day students arriving after 11:00 a.m. are counted absent.

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

MORNING DROP-OFF: Students should arrive buckled up with materials for the day in hand, ready for departure. The student must always exit the car next to a safety patrol student who will open and close the car door. Three lanes are available for morning drop-off.

AFTERNOON PICK-UP: Teachers are responsible for loading all children in one of the four lanes. Each grade will be assigned a designated pick-up lane. See updated map on website for lane assignments.

PK 1:30 pick-up – no vehicle arrivals before 1:15

K 2:30 pick-up – no vehicle arrivals before 2:15

1st – 3rd 2:45 pick-up – no vehicle arrivals before 2:40

4th – 5th 3:00 pick-up – no vehicles arrive before 2:55

SPECIAL CARPOOL NOTES: Early arrivals for afternoon pick-up should park in a parking space until the appropriate time. Arriving too early hinders dismissal of other grades and causes confusion.

Please do not use phones while cars are in motion. The children deserve your undivided attention as you operate your vehicle on campus. Please be off your phone to

greet your child as they enter the car in the afternoon.

Please do not walk up to the school to get your child in the afternoons. This slows the flow of traffic and hinders the process of loading cars.

Students will be sent to Extended Day Care if they are not picked up by 3:20 p.m. and the office has not been notified their ride is running late.

STUDENT ATTENDANCE

Regular school attendance is a prerequisite for student achievement. As poor attendance or persistent tardiness will adversely affect student progress, students are expected to attend school daily and to be on time. To gain maximum benefit from the Deerfield-Windsor program, a student must not be absent from school except in the case of an emergency. If a student misses more than 20 days in a semester (there are only 90 days per semester) then the student's class work will be reviewed by the academic committee which consists of the lower school director and grade level teachers. **Children who are absent from school due to illness should not participate in extracurricular activities that afternoon/evening.**

Absences due to personal illness, a death in the family, or a religious holiday are, of course, always excusable. Only in a case of an emergency will a student receive an excused absence on a day before or after a school holiday. The school realizes that dental and medical appointments cannot always be made after school hours; however, parents are urged to make these appointments for after school hours whenever possible. If a student does have to miss school during the school day, the appointments should be made during a play period or lunch period.

When checking out for an appointment, parents must sign students out in the office and sign them back in upon returning. Students are considered absent from school if they leave prior to 11:00 a.m. (10:00 a.m. for Pre-K) and do not return. Students arriving after those times will be marked absent for the day.

Students absent from school may not attend extracurricular activities on the day of the absence without the approval of the school administration. Students not in attendance for at least one-half day (four class periods) will be counted absent for the day and are not eligible to participate in any extracurricular activities on that day. The School Administration will take extenuating circumstances into consideration in the interpretation of this rule.

If your child is going to be absent from school, please let us know by calling the Lower School at 883-3731 between 7:30 and 8:30 a.m. Daily work and homework for students who miss school may be picked up each day after 3:00. Work is placed on the red homework cart. The front doors are locked by 4:00. If contact by phone is not made, an explanation for the absence, written by the parent, must be given to the teacher on the first day the student returns to school.

We prefer that you allow your child to be dismissed at the regular time. However, we realize that there are occasions when you may need your child to leave school early. If your child is to be dismissed early, please email the teacher and the office stating the time of departure and the person's name that will be picking up your child. In order to provide for the safety and welfare of your child, students should be signed out in the office if they leave early and signed in if they arrive late or return to school from an appointment.

Teachers will be giving homework instructions and assignments in the last minutes of the school day, therefore, it is important that classes not be interrupted at this time. Your cooperation in this regard would be greatly appreciated.

Excessive absences from school can have a detrimental effect on the student's academic progress; therefore, family trips and medical appointments should be planned during vacations or after school hours. The school asks parents to assist in this matter by not planning trips and other activities at times which conflict with the school's academic program. Excessive tardies also have a detrimental effect on a student's progress and are disruptive to the classroom. Please have your child to school on time each day.

A student who becomes too ill to remain at school will be sent to the office and the parents will be notified. Arrangements for getting assignments for the remainder of the day should be made by the student before leaving if possible. Please keep your child home if they have a fever. We ask that you do so until the temperature is normal for 24 hours without medication. **If your child experiences diarrhea or nausea, they should be symptom-free for 24 hours before returning to school.**

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

DEERFIELD-WINDSOR HONOR CODE

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

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

CONSEQUENCES The school employs a range of disciplinary actions including verbal and written warnings, time out, in-school suspension, suspension, and dismissal. Students may be placed on Warned Status, which is a notice that any future offenses may lead to further disciplinary action up to and including dismissal.

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

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

HOMEWORK Meaningful and realistic homework usually will be assigned every day, except for the weekend, in some subject or subjects. Homework should be approximately 10 minutes per grade level. For example, a second grader should have 20 minutes of homework not counting reading. A third grader would have 30 minutes of homework. If your child's homework is consistently taking longer, please reach out to the teacher. The purpose of homework is to provide necessary reinforcement of concepts and skills taught during the school day. Enrichment assignments may be a portion of the required homework that is tailored to each individual child's needs.

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

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

PROGRESS REPORTS/REPORT CARDS Student progress is reported to parents in several ways. Work in all subject areas is sent home regularly. Student scholastic performance, work habits, citizenship, and social development are evaluated and reported every nine weeks. Interim progress reports are issued 4 1/2 weeks before each grading period ends. Numerical grades for academic subjects will appear on the report cards for grades 3, 4, and 5.

90-100 = A 70-79 = C 80-89 = B Below 70 = F

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

ACHIEVEMENT TESTING AND RESULTS Students in grades 2-5 are given the CTP5 in the spring as well as the Otis-Lennon ability test for grades one, three, and five. Test

results are mailed with report cards at the end of the school year or in a separate summer mailing.

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

PERSONAL PROPERTY Please label everything your child brings or wears to school. Labeling will help get misplaced items returned to the proper person. Unclaimed items are given to charity.

Pet Policy Animals will only be allowed on the campus when children are present when they are part of a lesson and brought by a professional.

PARENT VOLUNTEERS We encourage our parents to sign up early in the year to work in our Volunteer Program. Our volunteers have worked in the media center, planned special cultural activities, demonstrated crafts, and helped teachers with clerical duties. The services that volunteers have provided have enriched the educational program for our children. Your time will be greatly appreciated. **Please check in at the office before going to any classroom or the lunchroom.**

Room mothers are also an important part of our school program. In addition to helping with classroom activities, the room mother will assist the teacher with planning and organizing parties and field trips. We encourage you to participate.

Our volunteer program is organized and supervised by the Parents Association. If you are interested in participating, please call the school at 883-3731.

BIRTHDAY CELEBRATIONS

- **Please contact your child's teacher to make arrangements for your child's birthday celebration.**
- If sending invitations to school for distribution, be sure to include everyone.
- Limousines may not transport children from the school for birthday parties.

MEDIA CENTER

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

Books:

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

Responsibility:

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

SCHOOL LUNCH PROGRAM

Parents are encouraged to periodically drop by and have lunch with their child. **Please check in at the office before going to any classroom or the lunchroom.**

We encourage children to eat nutritious lunches at school. A child may either buy a lunch from the cafeteria or bring a lunch from home. A child may choose to eat in the cafeteria on an occasional basis.

Lunch and break items are purchased utilizing a declining balance account through the Pepi Premier Member Program - MORE. Pricing is based on items purchased and range from full meal to a la carte pricing.

If you have any questions about your lunch charge, please contact Debbie Kromminga in the Business Office at 435-1301, press 5.

Students are expected to display proper manners in the cafeteria at all times. All lower

school students have 30 minutes to eat lunch. With the first 5 minutes in silence, soft conversations are allowed the last 25 minutes. **No outside lunches are allowed.** (Examples: deliveries from restaurants; lunches brought in from fast food restaurants.)

EXTENDED DAY PROGRAM

As a service to parents and children, Deerfield-Windsor School is pleased to provide an extended day for any children enrolled in the lower school who need to have care past the regular school dismissal time. In our Extended Day Program children can relax in a caring and anxiety-free environment under the supervision of teachers and staff who are educated and experienced in working with children in after-school programs. Lunch may be brought from home or purchased through the school lunch program. A snack is provided in the middle of the afternoon.

The Extended Day Program regularly operates from school dismissal until 6:00 p.m. A late fee of \$20.00 is charged for children picked up after 6:00 p.m. The facilities of the regular pre- school classes are used as well as the cafeteria, multiplex and playground. The child-adult ratio will not exceed 18:1. The cost of the program is \$4.50 per hour, or any part thereof. Students picked up by or before 2:30 are dismissed from the Pre-K room. All others are dismissed from the multiplex or the playground.

Parents must come inside to sign children out of Extended Day.

DRESS CODE Uniform Requirements

DWS Lower School

Students may wear uniforms from Land's End Uniforms. Beginning, August 2017, only Land's End uniforms can be worn. Our school code for Land's End is 900172230.

Girls – Grades PK-2

Khaki skorts

Khaki pants

Red or navy short sleeve polo

Red or navy long sleeve polo

Plaid skort

Plaid jumper

White blouse without piping

Navy sweater

White knee socks

White tights

White mock turtleneck

Navy leggings

Girls – Grades 3-5

Khaki skorts

Khaki pants

Red or navy short sleeve polo

Red or navy long sleeve polo

Plaid skort

Peter Pan blouse

Navy sweater

White knee socks

White tights

White mock turtleneck

Navy leggings

(Dress Uniforms are in bold letters. They may also be worn for daily wear.)

Special notes for girls

- The polo shirts may not be worn with the jumper. No DWS logo is visible in that combination.
- Leggings must completely cover the leg. Short white socks may be worn over leggings.
- Girls grades 1st-5th must tuck in uniform shirts.

Boys – Grades PK-2

Khaki shorts

Khaki pants

Red or navy short sleeve polo

Red or navy long sleeve polo

White mock turtleneck

White long sleeve oxford shirt

Brown leather belt

Boys – Grades 3-5

Khaki shorts

Khaki pants

Red or navy short sleeve polo

Red or navy long sleeve polo

White mock turtleneck

White long sleeve oxford shirt

Brown leather belt

Special notes boys

- If any shirts are worn under the uniform, it should be white, red, navy, or gray and **not visible**.
- Long sleeve shirts should not be worn under short sleeve shirts.

Grades 1st-5th must tuck in uniform shirts. **Shoes** Athletic shoes (sneakers) and socks should be neutral or school colors – white, navy (not royal blue), black, gray, beige, or red. Shoes should have minimal yellow, orange, pink, purple, green, turquoise, light blue, or royal blue. No zebra stripes or other decorations will be allowed. Dress shoes should be navy, black, or brown. Crocs may NOT be worn. Boots may NOT be worn by girls **except** on cold days when the temperature at 8am is predicted to be below freezing. Brown boots are acceptable under long pants for boys.

Always have tennis shoes for PE.

Outerwear for All

Lands End navy fleece jacket

Lands End navy hooded jacket

Special notes –

- DWS spirit wear may be worn on Fridays.
- On very cold days, children may wear heavy coats over their uniform outerwear.

However, NorthFace (and other) fleeces should not be substituted for the uniform fleece.

- Special fun days will be designated throughout the year but students may not wear, halter tops, tank tops, spaghetti straps, T-strap tops, midriff shirts, face paint, hair dye, make-up, earrings (boys), or extreme styles. If you are unsure about what to wear, ask the office and/or bring a change of clothes.
- Hair should be of reasonable length and should be neat in appearance. Boys with hair over their eyes, ears, or collars will be required to get a haircut.

SUGGESTIONS FOR SUCCESS

Experienced educators have found that there are things that parents can do to influence the school achievement of their children. The following suggestions are made in light of these findings:

1. Provide a suitable time and place for homework and ensure that homework is completed.
2. Listen to your child read and find time to read to your child.
3. Review papers brought home from school
4. Make sure your child arrives at school on time.
5. Support the philosophy of the school and its mission.
6. Follow and discuss news events on TV and also as reported in newspapers.
7. Pay attention to your child's nutritional needs.
8. Ensure that your child gets sufficient sleep.
9. Help your children learn to cope with emotions.
10. Encourage your child to tell about activities, feelings, and concerns.
11. Praise your child. Let him/her know that you believe he/she can succeed.
12. Acknowledge effort as well as success – small and big efforts, small and big successes.
13. Discipline lovingly and consistently.

14. Attend school activities with your child.
15. Give your child responsibilities.
16. Help your child set realistic goals.
17. Don't compare your child with other children. All children develop differently.
18. Show selectivity in choosing TV programs.
19. Make sure your child is prepared with all necessary materials and supplies for the day.

HEALTH SUGGESTIONS Research shows children learn best when they are well and happy. Please read below for some suggestions as to how parents can help prevent illness in their school-age children.

1. Before entrance to school, the child should have a complete physical examination.
2. See that your child has 9-11 hours of sleep every night according to age level.
3. Give your child three (3) good meals a day, including the foods necessary for good health. Be sure your child eats a good breakfast with time to digest it before leaving home. Upset stomach is one of the most frequent complaints from children.
4. Send your child to school in a good frame of mind.
5. Send your child appropriately dressed according to the weather and dress code.
6. Teach your child how to use the restroom and to wash his/her hands afterwards.
7. Keep your child home and consult your physician if he/she has any of the following symptoms:
 - fever,swollen glands, a runny nose,cough, watering or discharging eyes, skin rash or spots, sore throat, nausea, vomiting, or diarrhea

Students must be symptom free for 24 hours before returning to school.

- Please keep your child home if there is fever. Often temperatures which are down

when a child first awakens are rising again by the time he/she is half-way through the morning at school. School policy dictates that a sick child stays at home until the child's temperature is *normal for 24 hours without medication*.

- Let your child's teacher know if any allergies have been identified.
- Parents are requested to complete the Student Health Information form the first day of school. **Please keep us informed of any changes in contact information.**
- Should your child become sick or injured at school, we will make every effort to contact you, your relatives, or friends. If we are unable to do this, we will follow whatever directions you have provided for us or take reasonable action.
- Students will be given Tylenol and Advil only upon written permission of parents.
- Please contact the office if you discover your child has a case of head lice. This will allow us to discreetly treat the affected classroom. We will keep this information confidential. You must treat your child's scalp with a pediculicide and comb out all nits. Children may return to school after they have been treated and all nits are gone.