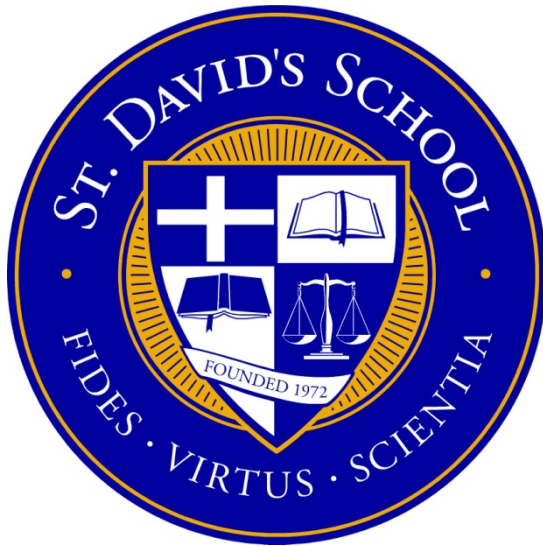


# ST. DAVID'S SCHOOL

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FOUNDED 1972



## Lower School Family Handbook 2011-2012

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Raleigh, NC 27609  
(919) 782-3331  
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[www.sds.w.org](http://www.sds.w.org)

# ST. DAVID'S SCHOOL

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## Lower School Faculty

Kindergarten	Pam Bridges
Kindergarten	JoAnne Williams
First Grade	Tedi Fagan
First Grade	Diane Gentry
Second Grade	Anne Kepke
Second Grade	Averi Linderman
Second Grade	Donna Thompson
Third Grade	Amy Rogers
Third Grade	Anna VandenEnde
Third Grade	Kelly Wohlfeld
Fourth Grade	Lori Crismore
Fourth Grade	Pam Hofer
Fourth Grade	Carolyn Nordgren
Art	Tamela Hargrove
Computers	Ginnie Pitler
Lower School Librarian	Lauren White
Music	Carol Yeargin
Writing	Tammi Palpant
Physical Education	Brooke Johnson

Physical Education  
Teacher Assistant  
Teacher Assistant  
Teacher Assistant  
Teacher Assistant  
Teacher Assistant  
Teacher Assistant  
Teacher Assistant  
Teacher Assistant  
Teacher Assistant  
School Nurse  
After-School Care Director  
Academic Support Program Director  
Academic Support Program Assistants

Kimberly Schroyer  
Paige Bocanegra  
Karen Bornhofen  
Candy Horner  
Stephanie Brinson  
Kristina Kucynski  
Kathleen Osley  
Margaret Payne  
Allyson Reynolds  
Jennifer Taylor  
Diane Stahl  
Tammi Palpant  
LeeAnne Whitworth  
Debbie Rabon  
Melanie Hum

## Table of Contents

MISSION, VISION, AND PHILOSOPHY	1
SCHOOL POLICIES AND PROCEDURES	2
ACADEMICS	
<i>Classroom Procedures</i>	2
<i>Daily Schedule</i>	3
<i>Extra-Help Period</i>	3
<i>Failures</i>	3
<i>Grading Scale</i>	3
<i>Honor Roll</i>	4
<i>Textbooks</i>	4
<i>Homework</i>	4
<i>Holidays and Special Celebrations</i>	5
<i>Parent-School Communication</i>	5
<i>Conflict Resolution</i>	5
<i>Tests</i>	5
<i>Visitors on Campus</i>	6
<i>After-School Care</i>	6
ATTENDANCE	
<i>Tardies</i>	6
<i>Early Dismissals</i>	6
<i>Excused Absences</i>	6
<i>Unexcused Absences</i>	7
<i>Student Absence Form</i>	7
<i>Family Discretionary Days</i>	7
<i>Planned Absence</i>	7
<i>Perfect Attendance</i>	8
<i>Make-up Work Policies</i>	8
<i>Missed Work Due to Suspension</i>	8
<i>Physical Education Excuses</i>	8
BUILDINGS AND GROUNDS	8
CAMPUS BOUNDARIES	8
COMPUTERS	9
CONFLICTS	10
<i>Safety</i>	11
<i>Harassment Policy</i>	11

DISCIPLINE	
<i>Student Behavior</i>	12
<i>Vandalism</i>	12
<i>Litter</i>	12
DRESS CODE	
<i>Boys Attire</i>	13
<i>Girls Attire</i>	13
ELECTRONIC DEVICES	13
ELEVATOR	14
EMERGENCY SITUATIONS	
<i>Fire/Tornado Drills</i>	14
<i>Severe Weather and School Closings</i>	14
<i>AlertNow®</i>	14
<i>Student Medical Emergencies</i>	15
HEALTH AND MEDICAL PROCEDURES	
<i>Annual Physical and Immunization</i>	15
<i>Blood-borne Pathogens</i>	15
<i>First Aid</i>	16
<i>HIV policy</i>	16
<i>Asbestos</i>	17
<i>Student Illness</i>	17
<i>Medication</i>	17
<i>Transportation of Ill Students</i>	17
CHILD ABUSE AND NEGLECT	
<i>Reporting Responsibility - Abuse</i>	17
FRIENDS OF ST. DAVID'S	18
FUNDRAISERS	18
LIBRARY	18
NON-DISCRIMINATION POLICY	20
TUITION PAYMENTS	20

## MISSION, VISION, AND PHILOSOPHY

### *Mission*

St. David's School is an independent K-12 Episcopal school that prepares young men and women for college and life by providing challenging opportunities to excel in the vital areas of faith, virtue, and knowledge.

### *Vision*

St. David's School seeks to serve as a model Christ-centered college preparatory school by equipping its graduates to successfully engage and impact their generation for Jesus Christ.

### *Philosophy*

Reading Article IX, Section 1, of the North Carolina State Constitution, it is clear that our forefathers saw education as a major component in keeping our nation strong: "Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools, libraries, and the means of education shall forever be encouraged." As echoed in the State Constitution and the charge found in 2 Peter 1:5, the mission of St. David's School is to endow its students with "religion" (Christian faith), "morality" (virtue), and knowledge to fully prepare them for college and life. With a sound Christian world view at the foundation, students are given an absolute standard to know right from wrong so that their knowledge may be rooted in truth and used for noble pursuits. To accomplish this goal, St. David's offers a vibrant college preparatory program designed to challenge students to question and think critically, cogently and creatively. Combining traditional, classical, and innovative curriculum and teaching methods, our educational program provides a strong biblical and academic foundation for each student. However, no factor contributes more significantly to our educational program than a superior faculty. We seek talented teachers who are inspired by our mission and who can energize students and themselves in the learning enterprise. The growth and retention of inspirational teachers who are strong Christian role models for students is an important long-term factor in realizing the school's mission and vision. By equipping our graduates to successfully engage and impact their generation for Jesus Christ, we hope to serve as a model Christ-centered college preparatory school for North Carolina and beyond.

## **SCHOOL POLICIES AND PROCEDURES**

St. David's seeks to be a community where grace and love abound - not a school of rules and regulations. The student policies are anchored to the premise that God has created every human being in His image.

Therefore, we expect students to treat everyone - faculty members and students alike - with love and respect. Against these, we have no rules. However, in an attempt to more precisely define our expectations, we must define behaviors that violate the laws of love and respect.

## **ACADEMICS**

### ***Classroom Procedures***

Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom:

1. Students should be on time and fully prepared for class. This means that students should not need to go back to their lockers for a book, notebook, pen/pencil, homework assignment, etc.
2. Proper respect should be shown to other students and adults. Listen without speaking when another person is speaking. Never belittle another student for an opinion, question, or answer.
3. Refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr. Respond respectfully to questions from adults with "Yes, sir," "Yes, ma'am," "No, sir," or "No, ma'am."
4. Show proper respect for all property. Whether it is a student's personal property or the school's property, proper respect should be paid to everything that does not belong to you. Show proper respect for the facilities. Never write on desks, tables, walls, etc. Do not adjust thermostats, windows, blinds, etc., without being directed by a teacher. Pick up papers and trash both in the classroom and anywhere on the school grounds; take pride in your school and all of its facilities.
5. No food or drink is allowed in the classroom except for authorized snack times. Chewing gum is not allowed on the campus.

## DAILY SCHEDULE

### *School Hours*

Lower School Office	7:30 am - 4:00 pm
Kindergarten Half Day	8:00 am - 1:00 pm
Kindergarten Full Day	8:00 am - 2:50 pm
Grades 1 - 4	8:00 am - 2:50 pm
Wednesdays (Delayed Start)	all grades begin at 9:00 am
After-School Care	3:00 pm - 6:00 pm

Lower School students may arrive as early as 7:30 am and are to go directly to the Dining Hall. No Lower School student is allowed on campus earlier than 7:30 am unless supervised by an adult.

### *Extra-Help Period*

Extra help is at the discretion of the teacher and will be scheduled from 3 to 3:30 pm, Monday - Thursday. Students are strongly encouraged to ask their teachers for help when they are having difficulty in a class. A little initiative will go a long way towards showing the teacher that you really are interested in learning and doing better.

### *Failures*

A student who fails two or more subjects for the year will be considered for the repetition of the grade or dismissal.

### *Grading Scale*

St. David's Lower School uses a numerical grading scale. The numerical grading system can be translated into letter grades as follows:

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

Enrichment:

E	Excellent
S	Satisfactory
N	Needs Improvement

Effort and Conduct:

- 1 Excellent
- 2 Satisfactory
- 3 Needs Improvement

**Honor Roll**

In grades 1-4 honor rolls are earned on a semester and/or yearly basis. Any student receiving an F on their report card is ineligible for any honor roll. Penmanship is not calculated. Students who maintain a GPA of 4.0 for the entire year will be recognized at the Honors Assembly. Names of Honor Roll recipients will be published in the *Warrior Trail*.

Headmaster's Honor Roll	A average with all As
High Honor Roll	A average
Honor Roll	B average

**TEXTBOOKS**

All textbooks must have covers on them. Students will pay for any damage done to textbooks because of abuse or misuse.

**HOMEWORK**

St. David's believes that work done independently is a crucial part of the learning process. Review of class notes, reading, and written assignments and exercises are all important in the mastering of concepts. Students should be prepared for a challenging amount of homework each night. Homework is a graded part of the curriculum.

Recognizing that parents may and should be interested in and encourage their child's efforts, homework ultimately represents the students' efforts. Sharing homework, unless specifically permitted in certain cases of group work by teachers, violates the Honor Code.

Assignments are not given over Thanksgiving, Christmas, winter or Easter vacations.

Homework will be sent home in Friday folders.

## **HOLIDAYS AND SPECIAL CELEBRATIONS**

Holidays and special celebrations are under the control of the school. Check with the teacher for guidelines. Birthday parties are permitted at school, but are limited to lunch and/or recess. Cupcakes, popsicles, doughnuts, etc. are the extent of birthday celebrations. No party invitations are to be given out at school unless the entire class is invited. This will keep from having hurt feelings if some students are not invited.

## **PARENT-SCHOOL COMMUNICATION**

Parents with kindergarten through second grade students will receive a daily behavior folder, while parents with a third grader will receive a weekly behavior letter. Fourth grade parents will receive weekly communication through email. All parents will receive a "Friday folder" on every Friday, which will include the student's weekly work and any communication from St. David's School. Friday folders will only be given on a full five-day school week.

## **CONFLICT RESOLUTION**

If a problem or misunderstanding arises, we have found this is frequently the result of a lack of communication between those involved. St. David's School encourages parents to feel free to question our reasons or gain as much information regarding the situation of concern as possible. Therefore, our school's policy in dealing with these situations is:

1. All questions, problems or complaints should first be brought to the attention of the teacher.
2. If the situation is not resolved or clarified at this point, then please contact the Lower School Principal.

It is through a cooperative effort between home and school and the teamwork involved therein, that we can implement an open line of communication. This will give us the greatest opportunity in achieving our school's goal of developing each student's faith, virtue and knowledge to his/her potential.

## **TESTS**

St. David's will attempt to avoid overburdening students with too many tests on the same day. No student should ever have more than two tests on the same day (note that this does not apply to quizzes or papers due).

## **VISITORS ON CAMPUS**

Visiting parents are always welcome on our campus. It is the responsibility of every student to treat these visitors with courtesy and respect. For the protection of all our students, Lower School visitors must register at the Welcome Center.

## **AFTER-SCHOOL CARE**

Students in kindergarten - fourth grade that will be on the school property after 3:15 pm will be taken to After-School Care. The only exception is for students who are in supervised activities, such as an Extra Help. A brother or sister in grades 5-12 may pick up their Lower School sibling if they are immediately leaving the school property. Lower School students are not permitted to walk to other parts of the school property (Upper School, Middle School, athletic fields, library, playground) unless accompanied by an adult. Once a parent or guardian picks up a student, they are responsible for the child while on campus.

## **ATTENDANCE**

### *Tardies*

Any student entering the classroom after 8:00 am will be counted as tardy. The student should go directly to class and parents need to sign their child in at the Welcome Center. Tardiness can be disruptive to the class. A pattern of tardiness may lead to disciplinary action.

### *Early Dismissals*

A student must have a note from his/her parents to leave campus early. The note is to be taken to the Lower School Office to obtain permission. No student is to leave school early before signing out with the Welcome Center and getting his/her work from his/her teacher.

### *Excused Absences*

Absence from school will be excused for:

1. Illness
2. Emergency family matter
3. Death in the family
4. Dental or medical appointment
5. Court appearance
6. Religious observance
7. Funeral
8. Graduation or wedding of family member

## 9. Family Discretionary Day

If the student is ill, the parent must call or email the Lower School Administrative Assistant, by 8 am on the morning of the absence (782-3331 ext. 222). The day the student returns to school, one of the parents must send a note with the student that will be turned in to the Lower School Assistant to confirm the period of absence.

### *Unexcused Absences*

Absences for any reason other than those listed in the “Excused Absences” section of this handbook are considered unexcused. The student who is absent for an unexcused reason must assume all responsibility for making up missed work.

### *Family Discretionary Days*

Students will be allowed a maximum of five days of excused absences per academic year and are limited in their scope and purpose to such things as family and/or educational trips. The Family Discretionary Days must be pre-approved using the Student Absence Form.

Approval of Family Discretionary Days is at the discretion of Lower School Principal. These days may not be taken during standardized testing, or school-wide class field trips. These days will count toward the maximum number of absences a student is allowed per semester. Any days taken beyond the eight days will be considered unexcused.

All missed assignments will be due the day the student arrives back on campus. (Students may be asked to do certain assignments before they leave as well.) When having their Student Absence Form signed, students must make arrangements with their teachers for making up any missed tests, quizzes, or other in-class assignments. Students will receive a zero for any missed assignment not made up according to this procedure.

### *Planned Absence*

If a student has a pre-planned engagement and needs to miss a day of school, the following steps must occur no earlier than one week prior to the absence:

- Upon request, the Lower School Administrative Assistant will give the student a Student Absence Form.
- The student must have his or her parent, and teachers sign the form and then return the form to the Lower School Principal no later than by the end of the day before the planned absence.

### *Make-up Work Policies*

All work missed because of an absence must be made up to the satisfaction of the teacher. If a student is absent for one day and has a scheduled test, project, or paper due on that day, he or she should be prepared to discuss with the teacher their make-up work plan the day he or she returns to school.

### *Missed Work Due to Suspension*

Students who miss classes due to suspension or other disciplinary action are allowed to make up missed assignments. The student will not automatically receive zeros for the work missed. The student should see his/her teacher as soon as possible to get the missed assignments and keep up with the assignments while suspended. The student should work out a plan with his or her teachers for making up any missed tests. The student must not wait until the end of the suspension period to contact teachers about missed work. The student should be prepared to turn in any work that was due during the suspension when he or she returns to school. Work missed during a suspension will be subject to the "maximum-of-80%" rule.

### *Physical Education Excuses*

Students who are not able to participate in physical education because of a minor disability should bring in a written excuse from the parent/ guardian. A doctor's excuse is needed for anything longer than three days. Students excused from P.E. will remain with their class but will not participate.

## **BUILDINGS AND GROUNDS**

God has blessed the St. David's community with its facilities and grounds. We are all stewards of that blessing and need to care for the buildings and grounds with that in mind.

## **CAMPUS BOUNDARIES**

Other than leaving for approved reasons, all students must remain within the campus boundaries during the school day. During the school day students may not go into the wooded areas, the Lower School playground, Athletic Fields.

## COMPUTERS

The library, computer labs, and classrooms contain several computers for student use. Before using these computers, students must sign the Acceptable Use Agreement. Violating the Acceptable Use Agreement may result in a student not being allowed access to the computers as well as further disciplinary action.

Under the Agreement, students are called to do their part to uphold all laws concerning intellectual property and copyright and recognize that:

1. Computer software is copyright protected. This means students cannot make a copy of software they did not pay for and use as if they did. This is the same as stealing and would be an honor offense.
2. Tampering with another student's work is prohibited.
3. Passwords must be protected with the highest degree of responsibility ensuring rights of privacy and security. Students will be expected to inform the Librarian, Director of Technology, Lower School Principal, or a teacher of any privacy or security problems they see.
4. Students can expect only limited privacy in the content of their personal files. All files stored on any St. David's computer are subject to inspection and/or deletion.

The following activities are considered ACCEPTABLE USE of access to computers and resources external to St. David's via the Internet:

Computers and resources external to St. David's via the Internet are available for limited educational purposes. The term "educational purpose" includes classroom work, assignments, career development, and self-directed learning in keeping with the mission and purpose of St. David's. Given the nearly impossible task of listing all the edifying uses in which a student might engage, St. David's reserves the right to determine if the school's spirit and purpose has been violated.

The use of the network/Internet is a privilege, not a right. The following activities are considered UNACCEPTABLE and may result in the loss and cancellation of those privileges.

1. Loading any software or files (whether from the Internet, CDROM, disk, or other device) on to a school computer without permission.
2. Publicly posting personal contact information about one's self or others to bulletin boards, news groups, discussion groups, e-mail listings, or other similar places. Personal contact information means a student's name, address, telephone, school address, etc.

3. Gaining access to any external computer resources by posting fictitious personal information.
4. Attempting to gain access to any computer system by using "hacking," "spoofing," or other illegal methods or gaining unauthorized access to any data or area of the computer system or sharing one's own password or passwords that belong to others. (For example, logging onto the computer using someone else's password or gaining access to data for which he/she is not authorized.)
5. Using the school's computers or other technologies for financial or commercial gain. This means students will not offer, provide, or purchase products or services through St. David's Internet access.
6. Purposely damaging any data or changing the configuration of any school computer or other device.
7. Adding, deleting, or modifying any item on any computer at St. David's.
8. Purposely damaging the school's equipment including the uploading or creating of computer viruses.
9. Interfering with the school's network system performance or gaining access to computers or files for which a student is not authorized.
10. Harassing, insulting, or abusing other users.
11. Using obscene or offensive language or messages.
12. Sending or receiving obscene or offensive images or text.
13. Transmitting unlawful information.
14. Transmitting information to others using "spamming" or other bulk delivery techniques.
15. Using the school's networks to transmit or receive messages or images that are inconsistent with the school's educational goals or objectives or guidelines for student conduct.
16. Subscribing to list servers or other message distribution systems.
17. Violating state and/or federal laws including copyright, computer fraud and abuse, obscenity, and protection of intellectual property.
18. Using the Internet to enter chat rooms.
19. Playing or downloading games unrelated to educational purposes.

## CONFLICTS

The Golden Rule of "loving your neighbor as yourself" should guide students' actions at all times. One of the first evidences of maturity is the ability to talk out a disagreement with someone else without resorting to ridicule, backbiting, or fighting. Fighting will not be tolerated at St. David's. Students must learn to talk directly to other people and learn to work out problems through constructive discussion.

## *Safety*

Students are not allowed to ride skateboards or scooters on the school property during or after school hours. Bicycles are allowed as transportation to and from school, but must be locked during school hours.

## *Harassment Policy*

Sexual harassment of students by other students or by employees of St. David's School is contrary to Biblical teaching, violates federal law, and will not be tolerated. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile or offensive educational environment.

Any student who becomes a victim of sexual harassment should immediately report the incident to an administrator and their parents or guardian. School authorities will investigate all such reports immediately. Civil authorities will handle criminal charges. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion for students or termination for employees. All such reports will be handled discretely to maintain confidentiality in order to protect the student making the report. However, it should be understood that the school is required by law to report any incidents of child abuse to the appropriate state agencies.

If a student has concerns about the nature of any conduct or physical contact by an adult employee of St. David's, by a fellow student, or by a member of the public, the student is encouraged to report this conduct to an administrator as well as discuss the concern with his or her parents or guardian.

St. David's School will not tolerate harassment of students or employees based on race, color, sex, national origin, religion, age, or disability. The following are examples of inappropriate behavior:

Obscene or suggestive remarks or jokes, verbal abuse, insults; display of explicit, offensive or demeaning materials; physical or verbal hazing; threats; comments which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, or class.

## **DISCIPLINE**

To guarantee an appropriate social and educational environment, it is important for students to understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of the teachers to teach and students to learn. Students are reminded that any faculty or staff member in the school has the right to correct unruly individuals while on school property or at school activities.

### ***Student Behavior***

The following are some of the examples of student behavior, which violates school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined, suspended or dismissed from the school for any of the following:

- The possession, transmission and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (which includes paintball guns) or any item used as a weapon
- Insolence, disrespect, or insubordination
- The use of improper language
- Fighting will not be tolerated
- Leaving a classroom or school property without permission
- Threatening, intimidating or causing bodily harm to any person

### ***Vandalism***

Vandalism of school property is considered a severe offense and will be handled by the Lower School Principal.

### ***Litter***

Litter, or lack thereof, directly reflects the pride students take in their school. Students should go beyond simply not littering and should take responsibility for picking up any trash they notice lying around campus.

## **DRESS CODE**

Appearance is important to everyone. A neat and clean appearance results from standards established in the home and at school. The following rules have been established for the St. David's Lower School students.

- The school uniform must be worn each day
- Closed toe and heel shoes must be worn

- Only uniform sweaters, jackets and sweatshirts with the St. David's insignia
- Abnormal hairstyles are not permitted

### ***Boys Attire***

- All shirts must be properly tucked in and buttoned
- Socks should be worn at all times
- Belts should be worn at all times (excluding Kindergarten students)
- Hair must be neatly trimmed above the collar, the ears and the eyebrows
- Earrings are not to be worn during school hours or school activities

### ***Girls Attire***

- All blouses must be properly tucked in and buttoned
- Socks should be worn at all times
- Belts should be worn at all times (excluding Kindergarten students)
- Skirts/jumpers may be no more than 3 inches above the top of the kneecap
- Hair must be neat and clean

If a student fails to wear proper clothing, parents will be notified and will be required to bring appropriate attire. Inappropriate clothing will be dealt with on an individual basis.

### **ELECTRONIC DEVICES**

Students should not bring electronic items such as cell phones, iPods, electronic games, personal CD players, etc. to school. These items are an unnecessary distraction to the academic and social atmosphere at school. Important messages will be delivered to students via the front office. Students who bring cell phones to school must keep them off and concealed during the academic day and may use them only before the beginning of the school day and after the school day is over. Any student using any of these items during the school day will have them confiscated indefinitely and possibly face further disciplinary action. With prior approval, students may bring academic electronic devices such as calculators, dictionaries, translators, laptop computers, etc. which are necessary for their classes.

## **ELEVATOR**

Students are not to ride either elevator in the Upper School. Exceptions are made for students on crutches or in wheelchairs. These students may have one person help them with their books and belongings.

## **EMERGENCY SITUATIONS**

In the event of an emergency during the office hours of 8 am and 5 pm, contact the school office by calling 782-3331.

### ***Fire/Tornado Drills***

Fire and/or tornado drills will be conducted periodically throughout the year. Students should remain calm and orderly and follow directions from faculty members.

### ***Severe Weather and School Closings***

In the event of inclement weather, parents and students should tune to the appropriate television and radio stations. School officials will make every effort to have an announcement on the air by 6:30 am. Please listen carefully for instructions about whether the school will open at the regular time, open at 10 am, or be closed. We will have a recording regarding our decision on the school's voice mail by 6:30 am. You can access this by dialing 782-3331 and choosing #7 on the menu.

### ***AlertNow***

St. David's School subscribes to the telephone alert system AlertNow, which allows administration to contact our entire community via telephone within a time period of approximately thirty minutes. The system is operated by Saf-T-Net AlertNOW, an outside company. The system will only be activated in the case of early dismissals or other emergencies. For normal delays and cancellations, please continue to consult WRAL either on-line or on TV channel 5.

A few things to note about the system:

- When you are called by the AlertNow system, your caller ID will read '411'.
- The telephone system must detect a few seconds of silence before it begins the message. This feature is necessary for it to identify whether a live person or an answering machine has picked up the phone, and when it should begin playing. If you continue to say "Hello," it may mistake you for an answering

machine. Likewise, several parents inadvertently hung up before the message began thinking it was a prank call.

- If your phone number has changed, or you believe your phone number may be missing from our list, please notify the registrar at 782-3331 ext. 306, with your updated information.

### ***Student Medical Emergencies***

If a student becomes seriously ill or is seriously injured while under St. David's School's supervision, the school will first attempt to contact the student's parents. If the parents cannot be reached, the school will next attempt to contact the student's physician and follow his or her instructions. If the student's physician cannot be reached, the school will use their discretion in contacting a properly licensed and practicing physician and follow his or her instructions. If, in the opinion of the physician, the student needs medical or surgical services which require consent before being supplied, and the parents cannot be reached, a St. David's School administrator is authorized, appointed, and empowered to furnish on the parent's behalf such written or oral authorization as may be required for treatment.

## **HEALTH AND MEDICAL PROCEDURES**

### ***Annual Physical and Immunization***

All new students enrolled at St. David's are required to have a physical exam, which has been obtained within 12 months prior to the beginning of the school year. Although St. David's School does not require an annual medical examination by a physician for the remainder of the students, the school strongly recommends that such an examination be given every one to two years to every child to insure adequate medical attention to the physical growth and development which changes rapidly among the age groups served by St. David's School.

All students are also required to have a completed and up to date North Carolina Certificate of Immunization and an emergency contact form on file with the school prior to the first day of school. These forms must be updated each year; if these forms are not on file by the start of school, students will not be allowed to register, buy books, or begin classes.

### ***Blood-borne Pathogens***

Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person's

blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

### *First Aid*

All injuries should immediately be reported to the nurse's office, a faculty member, or an administrator. Students should be aware of the blood borne pathogens policy at all times in the administration of first aid. If someone is bleeding, allow the person to wash the wound by him or herself unless the wound threatens life or limb. If someone is severely injured, students should try to keep the person calm and get help as soon as possible by finding a teacher or administrator. If no teachers or administrators are present, call 911 immediately.

### *HIV policy*

St. David's is aware of the importance and immediacy of the public health crisis regarding the Human Immunodeficiency Virus (HIV), which can lead to Acquired Immune Deficiency Syndrome (AIDS). The school considers the AIDS virus a serious infectious disease and will act in accord with federal, state, and local laws regarding this subject matter. The Americans with Disabilities Act prohibits discrimination based upon a disability, which the Supreme Court recently interpreted to include HIV.

St. David's will not exclude students from school based on their being HIV-infected, and the school will not require the screening of students for the presence of HIV antibodies. If the health of an HIV-infected person deteriorates, any decision regarding his or her attendance or educational program will be based on competent medical advice and will balance the rights of the infected student with the legitimate interest of the school in protecting the health and safety of the remaining students and employees, and other appropriate factors. The school will make every effort to ensure the privacy of each HIV-infected person, keep records confidential, and keep the number of persons aware of the condition to a minimum.

St. David's recognizes that students suffering from HIV should be dealt with in a fair and equitable manner. The school also expects that any student who is HIV-infected shall act responsibly in dealings with students, school employees, and the general public.

### ***Asbestos***

Pursuant to AHERA requirements for all public and private schools, we inform you that the ceilings and floor tile in the older buildings of St. David's School, including the gym locker rooms, contain asbestos. Unless or until this material is removed or disturbed, it poses no health hazard. The school maintains a comprehensive management plan which may be viewed in the maintenance office from 8 am to 4 pm weekdays. Contact Jack Tillotson if you have any questions or if there is a problem with asbestos containing material.

### ***Student Illness***

If your child is not feeling well in the morning, please do not send him/her to school. Do not return him/her to school after an illness until he/she is free of fever, diarrhea, vomiting without the use of medication for 24 hours. All communicable diseases, including head lice, should be reported to the school nurse. Do not send your child to school with a rash or anything you suspect may be contagious. Our clinic is available for students who become ill or are injured at school. The student is responsible to make the teacher aware that he/she is sick or injured.

### ***Medication***

If it becomes necessary for your child to take prescription medicine during school hours, it must be given by the school nurse only. All medication must be in the original prescription bottle with the student's name, name of medicine, amount to be given and duration. Signed permission from the parent/guardian and a licensed physician must be obtained before any prescribed medication can be given at school. Authorization forms are available in the clinic. The school nurse with the written consent of the parent may give limited non-prescription medication at school. These medications are provided by the school and dispensed in the clinic by the school nurse.

### ***Transportation of Ill Students***

It is the parent's responsibility to provide transportation for a sick child. In an emergency where there is a life-threatening situation or accidental injury, 911 will be called to assess the situation and transport if needed.

## **CHILD ABUSE AND NEGLECT**

### ***Reporting Responsibility - Abuse***

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of

physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.

### **FRIENDS OF ST. DAVID'S**

Friends of St. David's School is an organization formed to bring about greater parent participation and a closer relationship between the home and the school. Throughout the year, Friends sponsors many enjoyable events that promote strong ties between school and family.

All parents are considered members of Friends and are encouraged to participate in as many activities as possible. It is the Friends' hope and prayer that this network will provide an avenue in which each parent can share his or her gifts and serve where he or she is needed.

### **FUNDRAISERS**

In order to focus our efforts as a community on several large fundraisers, including the school's annual fund, fundraisers by classes, clubs, sports teams, etc. are not permitted.

### **LOWER SCHOOL LIBRARY**

The St. David's **Lower School Library**, located in St. Stephens Hall, serves students in kindergarten through fourth grade. The **Middle/Upper School Library**, also in St. Stephens, serves students in the Middle and Upper Schools, but has collections that are also available to Lower School students. (Please refer to the *Middle School Family Handbook* and the *Upper School Family Handbook* for information on the Middle/Upper School Library.)

In addition to its book collections, the library subscribes to a number of magazines for young students and provides a non-print collection for classroom use. The online catalog of St. David's Library is accessible

from home as well as on campus. The library's SMART Board is used frequently in library instruction, and computers are available to students in the library.

The library subscribes to online research databases appropriate for Lower School students. These databases are accessible on campus and from home via the library page of St. David's School's website (<http://www.sdsd.org/academics/facilities-tours-libraries.htm>). Parents and guardians are welcome to use these web sources. Handouts and passwords for remote access may be obtained from library staff.

### ***Lower School Library Hours***

The Lower School Library is open 7:45 a.m. – 3:30 p.m. Monday through Friday during the academic year. Lower School students who visit the library before or after school must be accompanied by an adult.

### ***Circulation of Materials for Students***

Lower School Library books are checked out for one week and Middle/Upper School Library books for two weeks. Lower School students are not charged overdue fines, but will be charged the replacement cost for lost or damaged books. Because the library purchases library-bound books and incurs extra costs associated with replacing a book, a copy of the book cannot be accepted in lieu of the replacement fee. All lost/damaged book fees are due prior to receipt of report cards.

### ***Circulation of Materials for Parents***

A collection of resources is available in the Middle/Upper School Library for parents. Please see one of the librarians if you would like to have a parent account set up.

### ***Library Instruction***

Lower School students come to the library each week for library class. During this time, students enjoy reading enrichment activities, learn library skills, and have an opportunity to check out library material. Additional times are scheduled during the day to give students as-needed access to the library. The librarian works in collaboration with classroom and enrichment teachers to integrate research and information literacy skills into the curriculum. This ensures a resource-based approach, making learning more meaningful and relevant – and fun!

### ***Accelerated Reader***

Accelerated Reader, a guided, independent reading program, is one of the tools used by St. David's kindergarten through fourth grade teachers to evaluate students' reading comprehension and to track growth in their reading skills. The library provides thousands of AR books and quizzes. The quiz lists are available in the library and on the library page of the school website at <http://www.sdsd.org/academics/facilities-tours-libraries.htm>.

### ***Copyright Policy and Ethical Use of Information***

St. David's School respects the intellectual property of authors, composers, and other copyright owners, and obeys federal copyright laws. Students are instructed in the ethical use of information, whether it be in print form or available via the Internet.

### ***Library Programs***

A number of special programs are sponsored by St. David's School Library. The summer reading lists provide suggestions to encourage reading over the summer months, and a celebration of summer reading takes place in the fall. Book Lovers' Week in February and the book fair in the spring are favorite annual events. Author visits, book clubs, and other special programs promote the love of reading in our school community. Through the Birthday Book Club and Gift Book Program, the school community may donate books in honor or memory of a special teacher, student, or loved one. The Friends' Library Committee of St. David's is an active and vital part of the library program. Volunteers are welcome!

### ***Non-Discrimination Policy***

St. David's School does not discriminate on the basis of race, color, religion, sex, and national or ethnic origin in the administration of its admission policies.

### ***Tuition Payments***

For your convenience, St. David's has three tuition plans, each offering payment options beginning in the month of June prior to the start of the coming school year:

- One payment due on June 1 or upon enrollment
- Two payments due on June 1 and September 1
- Ten payments due each month – June 1 through March 1

Your prompt and timely payment of tuition is greatly appreciated and necessary as tuition is the operating capital the school uses to fund all programs and expenses. Accordingly, any tuition paid after the tenth of the month is subject to a late fee of 18% APR on any outstanding balance. Tuition insurance is mandatory on the two and ten-month payment plans. In addition, please make note of the following:

- In order for a student to be eligible to return in January after Christmas break, all accounts must be current and in good standing.

# ST. DAVID'S SCHOOL



## Lower School Handbook Agreement

*Please detach, sign and return to the K-4 Assistant by August 1, 2011.*

My parents and I have read, discussed and agreed to follow the St. David's Lower School handbook for the 2011-2012 school year.

Please complete the following:

Student's Signature \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Additional Student's Signature \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Additional Student's Signature \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Signature \_\_\_\_\_



**ST. DAVID'S SCHOOL**  
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