



# **Lower School Family Handbook 2020-2021**

## **Mission Statement**

Westminster seeks to glorify God by providing an excellent education that equips students to live extraordinary lives for Jesus Christ.

In effort to protect the safety and well-being of its students, Westminster Schools of Augusta retains the right to amend this handbook and/or these handbook policies during the school year.

August 2020

Dear Westminster Families,

On behalf of the Lower School faculty and staff at Westminster Schools of Augusta, welcome to the 2020-2021 school year! We are very excited that you have chosen Westminster and the Lower School to be your home and look forward to serving you this year. The pages that follow are our Lower School Family Handbook. This handbook contains important information regarding the policies and procedures that we follow and uphold as a community of learners seeking to grow and develop mentally, socially, physically, and spiritually.

We ask that you take time as a family to read and review this handbook as it will help as we partner in the education of all students at Westminster.

Thank you for your support.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Megan Perry'.

Megan Perry  
Lower School Principal

*Westminster Schools of Augusta admits students of any race, color, religion (creed), gender, age, national origin (ancestry) or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, disability, sex or national origin in administration of educational policies, admissions policies, scholarship and loan programs, tuition assistance awards, and athletic and other school-administered programs.*

## TABLE OF CONTENTS

WSA Mission Statement.....	4
WSA Core Values.....	4
WSA Portrait of a Graduate.....	5
WSA LS Pledges .....	6
Academic Expectations .....	7
Academic Support .....	8
Arrival and Dismissal .....	8
Athletics .....	9
Attendance .....	9
Behavior Expectations/Discipline .....	10
Chapel.....	12
Classroom Placement & Lists.....	12
Communication.....	12
Conflict Resolution.....	13
Divorced/Separated Parent Involvement .....	14
Dress Code.....	15
Field Trips.....	17
Health Policies .....	17
Inclement Weather.....	20
Lost & Found.....	20
Lunch.....	21
Media Center (Library/Computer Lab) .....	21
Phones.....	21
Recess .....	21
Report Cards/Transcripts.....	21
Safety & Security.....	21
School Pictures .....	22
Student Birthdays.....	22
Summer Reading .....	22
Supplies.....	22
Technology .....	23
Visitors/Parents in Pamplin Hall .....	25
XD – Extended Day.....	25
COVID .....	26

## **MISSION STATEMENT**

Westminster seeks to glorify God by providing an excellent education that equips students to live extraordinary lives for Jesus Christ.

## **CORE VALUES**

### **Jesus Christ**

We endeavor to place Jesus Christ at the center of everything we do. Therefore:

- We strive to have love and grace permeate and influence all relationships.
- We seek to integrate Christian thought, faith and practice into every Westminster experience.
- We prepare students to understand and lead lives from a biblical perspective.
- We desire that students know and enjoy Jesus Christ as their personal Lord and Savior and grow in relationship with Him.

### **Made in God's Image**

We believe that every person is created in God's image. Therefore:

- We seek to know, love and serve all students as individuals, recognizing and developing their unique gifts and abilities, that they may accomplish God's purpose for their lives.
- We acknowledge, appreciate and adjust to the various ways that students learn.
- We develop well-rounded students in academics, arts and athletics.
- We strive to be a school community that reflects the racial and ethnic diversity in the body of Christ.

### **Christ-Like Character**

We develop students of integrity and honor who embrace and emulate Christ-like character.

Therefore:

- We prepare students to have knowledge, skills, courage and leadership to engage the challenges of today's world.
- We develop students who find joy in serving others before self.
- We strive to be a school community known for love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
- We instill in our students love and respect for our country, which provides us religious freedom to live out our faith.

### **Excellence**

We strive toward excellence in academics, arts, athletics and all areas of school life for God's glory. Therefore:

- We set high academic standards and expectations for our students and challenge them to do their very best.
- We prepare students for extraordinary success in college and life.

### **Education for Influence**

We positively influence our school, local community and the world. Therefore:

- We challenge students to take action with their Christian faith.
- We steward our school's resources to serve others.

## **PORTRAIT OF A GRADUATE**

**Westminster graduates understand the times and know what they should do.**

They seek Jesus Christ and follow His lead. With Christian minds they critically think about the world in which they live and work. They serve and influence their community and the world.

**Westminster graduates move from the classroom to the athletic field and fine arts center with ease.**

They enjoy life, are not afraid to work hard and others seek their company. They listen carefully and communicate effectively. They appreciate the beauty and the complexity of God's creation.

**Westminster graduates work well with others but are unafraid to chart their own course.**

They value the insights and gifts of others and contribute to the strength of a team. Their relationships are marked by grace and mercy. They are willing to take risks because they are confident in God's calling and purposes.

**Westminster graduates do the right thing even when no one is looking and even at personal cost.**

They live with integrity, act responsibly and respect others and God's gift of creation. In light of eternity, they pursue justice with wisdom and humility.

**Westminster graduates, knowing they have not yet arrived, always seek improvement and strive to finish well.**

They are inspired lifelong learners who find solutions by asking good questions. They diligently hone their skills and effectively manage time. In all things, they pursue excellence for God's glory.

## **WSA LS PLEDGES**

### **Faculty/Parent Pledges:**

As faculty and staff we promise to:

- Provide a high quality Christ centered education from a biblical world and life view.
- Offer a safe and disciplined learning environment to support students' development.
- Treat all students and parents with respect and support.
- Communicate in a clear and timely fashion following the example of Matthew 18 in dealing with conflict.
- Be a positive representative and advocate of Christ, my family, and WSA in the community.
- Be mindful of our calling to serve Christ, families, and the community in keeping with our Mission and Core Values in all of our policies, procedures, and actions.

As parents we promise to:

- Make sure our student is on time and prepared for school and their extracurricular activities daily.
- Provide a home environment that is supportive of our student's development and achievement.
- Make sure our student understands and follows the school's rules and procedures as outlined in the Family Handbook, and support the school's disciplinary procedures.
- Treat all school personnel with respect and support.
- Communicate in a clear and timely fashion following the example of Matthew 18 in dealing with conflict.
- Support WSA to the best of our ability through such means as volunteering, attending school functions, meeting financial commitments, and giving to the annual fund and capital campaigns.
- Be a positive representative and advocate of our family and WSA in the community.

### **Student Pledges:**

Students PK3– 2<sup>nd</sup> Grades

I promise to:

- Work hard and do my very best at school.
- Help others and treat them kindly.
- Take care of my school buildings and play areas.
- Help others see that it is great to be a Wildcat.

Students 3<sup>rd</sup>-5<sup>th</sup> Grades

I promise to:

- Work hard and do my best in all of my responsibilities.
- Treat others with respect and support.
- Be a good steward of our resources and facilities.
- Live as a positive representative of my school and family in the community.

## ACADEMIC EXPECTATIONS

**Homework** is an integral part of the academic program and is a valuable tool that helps students become responsible and resourceful.

The successful completion of homework encourages students to develop good study habits, reinforces classroom learning, and provides an opportunity to apply learned skills. Homework should be completed by the student, unassisted by the parents. Parents can greatly encourage the children in this process by providing a quiet place for study and by establishing a regular homework routine.

While the total amount of time spent on homework will vary from child to child, depending on the work speed and learning style of the individual, parents should generally expect the amount of homework to increase each year as the child progresses through school. It should also be understood that at various times during the year, special projects might require time in addition to the regular workload.

### *Guidelines for Homework*

Grade 1: 10 minutes and reading

Grade 2: 20 minutes and reading

Grade 3: 30 minutes and reading

Grade 4: 40 minutes and reading

Grade 5: 50 minutes and reading

Kindergarten introduces homework during the last quarter of the school year.

**Promotion and Retention:** The promotion of students to the next grade level is dependent upon successful completion of the year's academic work and a demonstrated readiness for the challenges of the next grade level.

**Report Cards:** Students in the Lower School receive quarterly evaluations. Parents review the report card, sign and return it to the classroom teacher.

### **Grading Scales:**

#### **Grading scale for PK3, PK4, TK, and Kindergarten:**

\*S = Satisfactory

P = Progress Observed

N = Needs Improvement

#### **Grading scale for Grades 1-5:**

ACHIEVEMENT	WORK HABITS/CONDUCT
A = 90 – 100	E = Excellent
B = 80 – 89	S = Satisfactory
C = 70 – 79	N = Making progress but needs improvement
D = 67 – 69	U = Unsatisfactory
F = Below 67	

**Standardized Testing:** In the spring, students in grades 3-5 take the ERB's Comprehensive Testing Program 5 (CTP5). The purpose of these tests is to evaluate our school's progress toward academic excellence, as compared to other schools nationally. The results are used to make school-wide decisions on curriculum choices and instruction methods. The school sends home individual student results to parents.

## **ACADEMIC SUPPORT**

The goal of the Academic Support program is to produce successful students who are independent learners. Our desire is to nurture and encourage the academic potential in every student.

Students in grades K-5 are evaluated at their teacher's request. Priority is given to students whose school records include documentation of accommodations needed for learning.

We recognize that children have different learning abilities and learning styles that may require various levels of support, and we work to create a plan tailored to fit each student individually. Early intervention is stressed, and students may receive support beginning in Kindergarten. An annual program fee is charged for Kindergarten students. Support services for grades 1-5 are charged according to individual circumstances. Additional information about academic support can be found on our website or by contacting the Academic Support Coordinator.

## **ARRIVAL AND DISMISSAL**

We believe the orderly arrival and dismissal of students is essential for student safety. Morning supervision for all students begins at 7:30 a.m. **Please inform all drivers (babysitters, aunts, uncles, grandparents, and friends) of these guidelines.**

### **Arrival**

**Grades PK3-5:** Parents should stay in the right-hand lane and pull up to the next available cone. Students in grade 4 will open the car door for your child to exit the car. Please do not allow students to exit the vehicle until the car is stopped at a cone. Students are to exit the car on the passenger side of the car—the side closest to the sidewalk. Students are supervised until 7:45 when they are dismissed to the classroom.

### **Dismissal**

**PK3 and PK4 Half Day dismiss at 12:00:** Parents should pull up to the covered walkway in the right lane. The teachers will bring the students outside and help them into the car.

### **PK3 and PK4 Full Day, TK and K dismiss at 2:15**

- Parents enter in the right lane and pull up to the cones at the covered walkway.
- Teachers load students into the car. Students may only enter the car on the passenger side of the car—the side closest to the sidewalk. (Please make any necessary arrangements in your car to allow students to enter from that side.)
- Parents exit the campus at the back gate; the left lane to turn left onto Wheeler Road and the right lane to turn right onto Wheeler Road.

### **Grades 1-5 dismiss at 2:40-3:00**

- **Please be aware of the 2:15 dismissal.**
- Parents may pull into either lane for the 2:40 car line but please pull into the left lane if you arrive before 2:25.
- The back gate is exit only; both lanes are exiting. Cars may not enter through the back gate.
- Please pull up as close as possible to the car in front of you. Do not leave a gap.

- Hold the car line number outside the car window up high to enable the teacher to read it.
- Pull up to assigned cone. Stop with the cone next to the door the student will enter. Students may only enter the car on the passenger side of the car—the side closest to the sidewalk. (Please make any necessary arrangements in your car to allow students to enter from that side.)
- Please exit slowly and carefully through the back gate when your car is loaded, and the car in front of you begins to move. **DO NOT** pull out of line and around the car in front of you.
- If your child does not hear their number and does not go to their assigned spot or they have left the gym with the XD group, parents will be asked to pull around and park until their child is retrieved from the building.
- **We encourage all parents/drivers without an US/MS student to take a left out of the back gate to keep the traffic to the right flowing.**
- Students not picked up in car line will be sent to Extended Day (XD) at 3:00. Please be aware that upon occasion the MS/US car line may block the LS drive. Please plan accordingly to avoid having your child sent to XD. An XD fee will be charged to your SMART account after the second late pick-up.
- Students are not allowed to sit in the foyer to wait for pick-up.
- If your child has forgotten an item in the classroom, please pull around to the front of the building and enter through the front doors. Teachers should be back in their classrooms by 3:00.

### **Early Dismissal Days**

Unless otherwise noted in the classroom newsletter, pick up time for early release days is 11:15 for PK3-K and 11:40 for grades 1-5.

### **ATHLETICS**

Upon occasion, there is a need for students in grade 5 to participate on a Middle School team. If this occurs, following approval by the Lower School principal, communication will be sent home from the athletic director. In order to participate, a student must have a “C” average or above in all subjects. Students are responsible for obtaining missed work, and completing all work without extensions if an early dismissal is required.

### **ATTENDANCE**

As an elementary school we believe parents have the responsibility of determining what constitutes a valid reason for their child to miss school. Regular, punctual attendance is essential to the success of a student’s school experience and is expected of every student. Please refer to the COVID procedures section for further clarification on attendance and illness related questions.

**Appointments:** A spirit of respect and cooperation should exist between school families and administration regarding appointments off campus. When at all possible, parents should schedule appointments outside of regular school hours. If an appointment must be scheduled during the school day, please inform the teacher by email before the day of the scheduled appointment. Parents should come to the foyer to sign their child out; the front desk will call into the classroom for the student.

**Illness:** Sick students should abide by the health policies listed under Health Policies in this handbook.

**Missed Work:** Missed classwork and homework assignments due to illness are available for pick up in the lobby at the end of the school day. Please email the teacher to request missed work. Assignments are available for pick up after 3:00.

When returning to school from an illness, the student has two days for every day absent to complete the assignments. For example, a child who is absent on Friday must turn in Friday's class assignments by Wednesday morning. Other assignments that were due on the day of the child's absence, such as tests, homework, special projects, etc., would be due on the day they return to school. Special arrangements can be made for a child with an extended illness.

**Planned Absences:** We ask that trips or planned absences occur during a WSA break. However, if a planned absence occurs while school is in session, please email the teacher a week before the planned absence so missed work materials can be gathered. **Missed work and assignments are due the morning the student returns to school from a planned absence. Missed tests/quizzes as well as scheduled tests will be taken the day students return to school.**

**Excessive Absences:** The school will counsel parents when attendance patterns interfere with a student's learning. Excessive absences may require repeating the current grade level.

**School Hours:** The half day PK3 and PK4 school day is 8:00-12:00. The full day PK3, PK4, TK and Kindergarten is 8:00-2:15. The school day for grades 1-5 is 8:00-2:40. The school calendar notes school holidays and early dismissal days at [wsa.net/events](http://wsa.net/events).

**Tardy Students:** Please make every effort to be on time. Occasionally tardiness is unavoidable; however, tardiness to class is always disruptive. Students arriving after 8:00 a.m. should be escorted into the lobby by the parent to obtain a tardy slip from the front desk.

## **BEHAVIOR EXPECTATIONS/DISCIPLINE**

Discipline is the foundation upon which orderly society rests. A biblical view of discipline within a Christian school rests on two fundamental truths. Children are created in the image of God to glorify, enjoy, and serve Him, and second, they are fallen and by nature, rebel against God and seek independence from Him. As image bearers, we see children as possessing inestimable worth who are to be treated with great dignity. As fallen, we see children as needy ultimately of redemption, but also of instruction, guidance, and correction that calls the child back to the restoration of God's image through Jesus Christ. We established a system of discipline that recognizes and protects a child's dignity, provides accountability for and restrains sin, and ultimately calls the student to repentance and faith in Christ and promotes growth in Godliness.

The Lower School faculty and staff will partner with parents to develop appropriate school behavior in each child. Students in the Lower School are learning appropriate school behavior and self-control. They are beginning to deal with these concepts on a developmental level

equivalent to their age. They learn by practicing the correct behaviors and actions, but also through correction and reminders. Learning appropriate behavior is a time-consuming process but one to which we are committed. Please review the following student behavior expectations with your children.

**Behavior expectations:** Westminster students are expected to do the following:

- Speak, listen, and act respectfully to teachers, staff, and other students
- Keep hands, feet, and objects to themselves
- Follow directions promptly
- Respect and care for property

### **Basic Restrictions**

- Hitting and/or any physical action taken toward another individual is unacceptable.
- Profanity, coarse and/or hateful language is unacceptable.
- Violent or crude drawings are not acceptable.
- Weapons, firecrackers, matches, knives or any item that may be construed as dangerous are strictly prohibited.
- Toys and athletic equipment should not be brought to school.

### **Specific Rules**

- Disrespectful conduct or attitude, disruption in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed. Respect for authority is expected of each student for any staff member at any time in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action from the staff member involved or the principal.
- Each student has a right to his/her own dignity and individuality. Any student found assaulting, harassing or demeaning another student will be disciplined. Such activity may result in suspension or expulsion.
- Dishonesty in the form of lying, cheating, or stealing will not be tolerated.
- Bullying is not allowed. Bullying is unwanted, aggressive behavior in person or through technology that seeks to harm or single out others and involves a power imbalance. The behavior is repeated or has the potential to be repeated, over time.
- The defacing or damaging of school property which is malicious or careless in nature and which results in destruction or damage to any school property will result in the replacement of such property by the student and/or his parents or legal guardians and appropriate disciplinary action.
- WSA reserves the right to SEARCH any book bags and personal belongings on campus on a random basis or on suspicion of possession of restricted substances.

**Discipline Procedure:** The goal of discipline is correction. Most disciplinary problems involve minor infractions of school rules and are handled by the classroom teacher. Minor infractions include: running in the halls, pushing ahead in line, bumping into others on the playground, talking at inappropriate times, interrupting, or other similar breaches of school etiquette. An email or note home may be used to notify parent of minor behavior issues. Should these infractions develop into a pattern of misbehavior, the teacher will consult with the principal to develop an age-appropriate behavior plan.

Major infractions such as disrespect, disruption, altercation, defiance, physical or verbal abuse, or other actions deemed inappropriate will necessitate the removal of the student from the class and potentially from school. This type of misbehavior will involve the principal and may involve school suspension and potentially expulsion.

School suspension may occur for a day or longer depending on the offense. As a result of the suspension, the student may be placed on behavioral probation. The teacher and principal will meet with the parents to determine appropriate behavioral modification methods or other interventions. Should these steps fail, the student may be counseled to pursue another school environment better suited to his/her needs.

### **CHAPEL**

Chapel is scheduled weekly on Fridays and is a time for students and faculty to worship together. It includes singing, prayer, and a short message from God's word. Chapel is led by a variety of outside speakers, as well as Westminster faculty and staff. All-school chapels are held at the beginning and end of the school year (convocations), Veterans Day, and Thanksgiving.

### **CLASSROOM PLACEMENT & LISTS**

Determining class placement for each student is a very important decision and one taken very seriously. Many variables are considered, including academics, behaviors, personality, learning styles and needs. Each placement is examined from both an individual and group level to determine the ideal learning environment. For this reason, we do not accept requests for specific teachers as changing one student actually means changing the entire grade. However, we do accept relevant information about student needs. (This information should be sent to the principal by May 1.) We appreciate your understanding and support of this policy.

### **COMMUNICATION**

Westminster is committed to effective communication between home and school. Research shows that students are more successful in school when the parents and school communicate well and when the parents are involved in the school. The teachers will communicate regularly with parents about their students through class newsletters, email, and phone calls.

**Carpool Changes:** Please send in a note or email the teacher early in the day with any carpool changes. If a change occurs after noon, please email Tara Boname at [tboname@wsa.net](mailto:tboname@wsa.net). She will ensure that the teacher receives the message.

**Change of Address:** Please notify the office and teacher promptly of any change of address or telephone number (home, cell, work, physician, etc.), place of employment, or family status.

**Class Directories:** Class lists and school directories can be accessed through Parent PlusPortal from the parents tab on the Westminster home page or [wsa.net/parents](http://wsa.net/parents). If you do not already have access to this password protected site, check your spam folder before contacting [support@wsa.net](mailto:support@wsa.net).

**Email:** The most efficient way to communicate with Westminster's faculty and staff is via email. Every faculty and staff member has an email address. Faculty and staff email addresses are comprised of the individual's first initial and last name, followed by "@wsa.net." (Example: Jane Doe – [jdoe@wsa.net](mailto:jdoe@wsa.net)) You should anticipate an answer to your email within 24 hours unless it is a weekend or a holiday, at which point it will be answered by the afternoon of the first day back at school. Please be reminded that the teachers' primary responsibility during the school day is to teach your students. Responses to emails most often will occur at the end of the day.

**Literature Distribution:** The school distributes Westminster information through the student folders. Occasionally, community-wide educational material will be sent home through the student folders also.

**Parent-Teacher Conferences:** Parent-Teacher Conferences are opportunities to further extend our partnership. Conferences are scheduled at the beginning of the second quarter with an optional conference in March. Information about dates and times are sent home in the student folders. Parents may request a conference at other times during the year if needs arise.

**Phone Calls:** Teachers do not have telephones in their classrooms. The most effective way to communicate with teachers is by email.

**Social Media:** Westminster has accounts on Facebook, Instagram, YouTube, Flickr, and Twitter. Visit [wsa.net](http://wsa.net) to find links to all of our social media accounts.

**Website:** [www.wsa.net](http://www.wsa.net): Our website contains information about our school and is a valuable resource for Westminster parents.

**Wildcat Scratch:** Wildcat Scratch, our weekly e-newsletter, is emailed to all parents, faculty and other subscribers every Friday during the school year. Scratch, in combination with our website and teacher communication, is the most up-to-date guide and source of information during the school year.

## **CONFLICT RESOLUTION**

Concerns or problems will naturally arise as we strive to live together in community. As a school we believe all conflicts should be resolved at the lowest level possible. If there is a classroom concern or problem, it is essential that communication begins with that teacher. Even if the issue is uncomfortable for a parent to address, it is important to speak first with the teacher.

An administrator's first question when approached with a conflict concerning a staff member will normally be to ask what discussion concerning the conflict has already taken place. If the above process has not been initiated, the parent will be encouraged to approach the teacher with the problem. If resolution does not occur, the parent should approach the LS Principal.

At all stages, it is the hope of the faculty, staff, and administration that the entire process be undertaken in a spirit of reconciliation. All involved are expected to treat the complaint with confidentiality, involving only those directly involved in the process.

## **DIVORCED/SEPARATED PARENT INVOLVEMENT**

The administration at Westminster recognizes that while the parents of some students may be divorced or estranged, both have the right to be informed of, and involved in, their child's educational process. Both parents are welcome and encouraged to participate in the child's education, to the extent appropriate/legally permitted.

**Participation in Parent-Teacher Conferences:** Both parents are welcome and encouraged to participate in parent-teacher conferences, discipline meetings, academic support meetings, and any other conference called by school personnel regarding the student's education. If parents are separated or divorced, the custodial parent is asked to share scheduling information with the non-custodial parent. The school will provide scheduling information to the non-custodial parents only if it receives a written request to do so.

**Release of Student to Someone Other than Custodial Parent:** Only the custodial parent has the right to authorize removal of the child from school property during school hours. If the custodial parent desires that another individual picks up the student from school, he/she must inform the school in writing that such party is authorized to pick up the student. Such authorization shall be assumed to be generally applicable, unless the custodial parent specifies that it is limited to a specific date and time.

**Report Cards & Student Records:** Both parents have the right to receive report cards and review student records of their minor children. If the parents are separated or divorced, report cards will be sent home via book bags to the custodial parent and mailed to the non-custodial parent (if the school has been provided with the current contact information). It is the parent's responsibility to keep the school informed of any changes in their contact information in a timely manner.

**Visitation with Student During School Hours:** Generally, both parents have the right to attend school programs open to parents and patrons, volunteer in their child's classroom, or eat lunch with the student. The parent's right is not negated solely by the fact that he/she is the non-custodial parent. Such visitation will be limited only if the school has received a copy of a court order specifically restricting the parent's visitation with the child by 1) denying the parent's visitation rights or 2) requiring supervision of the parent's visitation with the child. The school does not have the responsibility to supervise visitation between a parent and his/her child and, thus, will not allow parent access in the school setting.

When visiting the school, all parents are expected and required to comply with all the school policies and not take any actions which disrupt the educational process. All parents visiting the school must sign in at the front office and wear a visitor badge before proceeding to a classroom or other area of the school. If a parent takes any action that the administration deems to be inappropriate or disruptive to the educational process, he/she may be requested to leave and prohibited from returning.

## DRESS CODE

**Please label all masks, coats, sweaters, jackets, etc. with the student's name.**

The goal for Lower School students is to dress in a manner that is appropriate for optimal classroom learning. Student attire should reflect modesty and good taste and should not cause distractions or disruptions. We ask that parents monitor attire before students leave home. Masks should follow age appropriate dress code guidelines.

**Boys in Grades PK3-2** may wear shirts with or without collars. Shirts may have a small logo (no larger than 2"x2" in size) or an age appropriate picture. Shirts with writing or logos (larger than 2"x2") are not acceptable.

### Acceptable



### Not acceptable



**Boys in Grades PK3-2** may wear dress shorts, pants (such as chino or khaki style), or jeans. No athletic shorts or pants are allowed. All garments should be well kept (without holes or fraying).

**Girls in Grades PK3-2** may wear short-sleeved, long-sleeved, or sleeveless shirts with or without collars. Shirts must be modest and cover the torso at all times. Shirts may have a small logo (no larger than 2"x2" in size) or an age appropriate picture. Spaghetti-strap tops and halter shirts or dresses are not allowed unless they are worn over a shirt described above.

### Acceptable



### Not acceptable



**Girls in Grades PK3-2** may wear shorts, skirts, pants, or jeans. Skirts, shorts, and dresses must be modest in style and must be no more than 4 inches above the crease in the back of the knee. No athletic shorts or pants are allowed. All garments must be neat and without holes and/or fraying. Writing is not allowed on the back of pants. Tight, form fitting, leggings are not allowed unless worn under a dress, skirt or shirt that falls to 4 inches above the knee.

**Boys in Grades 3-5** may wear short or long sleeved collared shirts that are tucked in. No writing or pictures may appear on shirts, with the exception of a small logo (no larger than 2"x2" in size). T-shirts are not permitted.

### Acceptable



### Not acceptable



**Boys in Grades 3-5** may wear dress shorts, pants (such as chino or khaki-style), or jeans. No athletic shorts or pants are allowed. All garments should be well kept (without holes or fraying). **Boys should wear a belt with all shorts/pants that have belt loops.**

**Girls in Grades 3-5** may wear short-sleeved, long-sleeved or sleeveless tops with or without collars. No copyrighted graphics are allowed on shirts. Small logos (no larger than 2"x2" in size) or designs are acceptable. Shirts must be modest and cover the torso at all times. Sheer type shirts must be worn over a shirt. Sleeveless shirts, or any shirt with straps, must be two inches wide at the shoulder, this includes "cold shoulder" tops. Tank tops, spaghetti-strap tops, halter tops, camisoles, and T-shirts are not permitted.



**Girls in Grades 3-5** may wear shorts, skirts, pants, or jeans. Skirts, shorts, tunics, and dresses must be modest in style and must be no more than 4 inches above the crease in the back of the knee. Tight, form-fitting leggings are not allowed unless worn under a dress, skirt or shirt that falls to 4 inches above the knee. No athletic shorts or pants are allowed. All garments must be neat and without holes and/or fraying. Writing is not allowed on the back of pants.

#### **Additional Dress Code Information**

**Field Trips:** Students wear the current Westminster spirit shirt on field trips. This is for safety purposes and allows the teacher to quickly identify all Westminster students.

**Friday Dress Code:** Students may wear any Westminster shirt on Fridays. This includes Sports Academy, Spirit, Homecoming, etc. The Westminster shirts must be neat, without holes, and of appropriate length. Boys in grades 2-5 must wear the shirts tucked in.

**Hair:** Haircuts and styles should not be a distraction in the classroom. Boy's hair must be neatly trimmed, not touching his collar and above the eye. Extreme haircuts, such as Mohawks, are not allowed.

**Hats:** Students may not wear hats except on special occasions. Students may not wear hats on field trips.

**Jewelry:** Any jewelry that creates a distraction should not be worn to school. Girls may wear earrings in the ear only (one earring per ear). Boys may not wear earrings during school or at school events.

**Shoes:** Students must wear shoes with backs, including sandal-type shoes. No flip-flops or open back shoes are allowed. Girls may not wear heels over 1" tall.

**Outerwear:** In the classroom, students may wear sweaters or sweatshirts that follow the shirt guidelines--*No writing or pictures may appear on shirts, with the exception of a small logo.* Hooded sweatshirts (Westminster or non-Westminster) of any type are not allowed in the classroom Monday through Thursday. Hooded sweatshirts may only be worn in the classroom on Fridays.

**Dress Code for Physical Education (P.E.)**

Proper athletic shoes are required for P.E. class. Girls are encouraged to wear shorts under skirts or dresses. Dangling jewelry should be removed for PE class.

**MS Sports Teams:** 5<sup>th</sup> grade students participating on a MS sports team are allowed to wear their team shirts on days of competition.

**Dress Code Violations:** The teacher will respond to dress code violations depending on the age of the student. It may involve calling the parent or speaking privately to the student.

**FIELD TRIPS**

Parents/guardians who drive on school-sponsored field trips must possess a current driver's license, proof of insurance for the vehicle, and proper registration of that vehicle. In today's society, these items are necessary for adults to transport children in their cars. This information must be on file in the school office prior to transporting students. Most often, chaperones are not charged an entrance fee. However, upon occasion, a fee is required.

Our students must abide by the GA state car seat law. If your child needs a car seat and you are not driving, please drop off the car or booster seat at morning car line. Please write your name on your car seat to ensure its safe return.

Field trips are for students only. Siblings, family members, friends, and out-of-town guests may NOT attend the field trip. The safety of our students requires attention and care that is difficult to give if the parent is also supervising other siblings.

On field trip days, the current spirit day t-shirt should be worn.

All students are expected to abide by our behavior expectations while on field trips. Consequences to inappropriate behavior may include exclusion from future field trips.

**HEALTH POLICIES**

Westminster employs a full-time, registered nurse (Kelly Hitchcock) to meet the needs of ill or injured students and to dispense medication. Please contact her should you have any concerns regarding health related issues. She can be reached at [khitchcock@wsa.net](mailto:khitchcock@wsa.net).

**Communicable Diseases**

It can be difficult to make an early morning decision as to whether to send your child to school or not. Minor physical symptoms may be indicative of allergies, contagious illness, or even school avoidance. Please abide by the following procedures when deciding whether or not to send your child to school.

**Conjunctivitis:** Pinkeye can be extremely contagious, and is common among young children. Please seek the advice of your child's pediatrician when you notice red, weepy eyes. Many children will develop these symptoms as a result of allergies, though others may need treatment for bacterial conjunctivitis. Generally, children who awaken with yellow crust or discharge from their reddened eyes will require a pediatrician's intervention. If antibiotic drops or ointment is required, your child should remain home for a 24-hour period after treatment is initiated.

**Coughs:** Frequent or productive coughs can be a significant physical symptom. It can indicate the worsening of a cold or allergy, or it could be a sign of secondary infection. If your child's cough is worse than you might expect with a common cold, you need to consult the pediatrician. A severe cough can distract your child and other students in the classroom setting.

**COVID 19:** Please refer to the COVID section of this handbook on page 26.

**Diarrhea:** A single episode of watery diarrhea DOES warrant exclusion from school. It would be uncomfortable and embarrassing for your child to have another episode while at school, and there are infection control issues to consider as well. If diarrhea is persistent or accompanied by fever, rash, or general weakness, consult your child's pediatrician and keep your child out of school until the illness passes.

**Fever:** A temperature greater than 100 degrees is an important symptom that should not be overlooked. **Children should not attend school with a temperature of 100.0 or greater and MUST BE WITHOUT FEVER FOR AT LEAST 24 HOURS**, without the aid of fever-reducing medications (acetaminophen, ibuprofen) before returning to school.

**Head Lice:** Head lice are common among school-aged children. They are not a health hazard or a sign of being dirty and are not responsible for the spread of any disease. The most common symptom is itching. Lice do not jump or fly. Most often they are passed through head-to-head contact as a result of sharing of personal items (combs, brushes, hats, pillows, etc.). Parents are asked to notify the school if their child becomes infected with lice.

If lice are found on a student during the school day, the school nurse will notify the parents. It is best to consult with your child's pediatrician or pharmacist for treatment instructions. Your child should not return to school until treatment is completed.

**Sore Throat:** Many children will experience a sore throat from allergies, a cold, or sinus drainage. This is not a reason to keep your child home. Unfortunately, it is often difficult to discern a minor symptom from a serious strep infection. Strep is highly contagious and often makes its presence known with a sudden complaint of sore throat, fever, and many times a stomachache, and/or headache. A child with these symptoms should see the pediatrician for diagnosis and treatment, and should not return to school until he is without fever and has been on antibiotics (if necessary) for 24 hours.

**Vomiting:** A single episode of vomiting, in the absence of other symptoms, may not be reason to exclude a child from school. If you elect to send your child to school, please make sure that you

leave a number where you can be reached should symptoms recur.

### **Accidents or Illness at School**

**Bathroom Accidents:** The expectation for all students upon enrolling is that they independently can care for all of their toileting needs. We realize on occasion younger children have bathroom accidents at school. Our desire is to provide a safe and clean learning environment for all students. If a child is unable to meet this expectation a parent will be called in to help and the child may need to take a break from school to give them time to master this needed skill.

**Injury Accidents:** In the event of an injury requiring immediate medical attention, an ambulance will be called. Parents will be notified immediately. If parents cannot be reached immediately, the school will attempt to reach the physician listed on the child's health form. Other minor injuries or accidents will be treated appropriately by the nurse.

**Illness:** Students who become ill during the day will be taken to the school nurse who will determine if the child should go home. If the student has vomiting or diarrhea, a temperature of 100-degrees or higher, or an injury requiring medical attention, parents will be contacted to pick up the child. We encourage parents to pick up sick children within 30 minutes to make your child comfortable and to prevent the spread of illness. If we are unable to reach a parent, we will begin calling persons listed on your emergency contact form.

Students returning after an illness may not return to school until his or her temperature has been normal for 72 hours without the aid of medication or until 72 hours after any vomiting or diarrhea has stopped. If the student is being given antibiotics, please do not send him/her to school until at least 72 hours after the first dose. Sick children are not permitted in XD.

**Medication During School Hours:** If a student is to receive any type of medication at school, the medicine is to be brought to the nurse, by a parent, and the following information is required:

- The "Permission to Administer Medication" form completed by a parent (available on the website, under Community and then Forms & Lists).
- If a medication is to be administered for longer than two weeks, written authorization from the prescribing physician must also be provided.

All medication must be provided in the original prescription bottle with the following information on the bottle:

- Name of Student
- Name of Medication
- Dosage
- Expiration Date

Any medication that is classified as a controlled substance, and/or an ADHD medicine, will only be administered by the school nurse when accompanied by a prescription. Medication should not be kept in a student's backpack or pocket during the school day.

A health form is available for you to complete which documents your permission to administer some "over-the-counter" type items such as Tylenol, Motrin, antacids and topical creams, on an

as-needed basis. In the absence of the nurse, these items will be administered by a classroom teacher or staff member.

**PE Excused Absence:** A doctor's note or a note from a parent must be written for a student to be excused from a P.E. class.

**Dietary Needs:** If your child has a physician-documented medical condition requiring a special diet, please contact the school nurse, Kelly Hitchcock, at khitchcock@wsa.net. The nurse will work with the parent to create an appropriate meal plan for your child, which may include bringing some food from home.

**Smoke-Free Campus:** Westminster Schools of Augusta, which includes the Lower School, is a smoke-free environment; this includes e-cigarettes.

**Immunization Policy:** In compliance with the state of Georgia Health Department, all students must have a Georgia Certificate of Immunization Form #3231 on file with the student's other health records by the beginning of the school year. Students who have a valid religious reason for not receiving immunizations may attend school with a signed and notarized religious exemption form. This form is available from the health department and does not need annual renewal.

Students who have valid medical reasons for not receiving immunizations may attend school with a letter written by a physician explaining the medical reason. This letter must be signed, notarized, and renewed annually prior to the start of school.

### **INCLEMENT WEATHER**

In the event of inclement weather, the school will activate the automated contact system which will notify you by text, email and/or phone, using the most recent information that you have provided to Westminster. In addition, information may be found by listening to WGAC 580 AM and WAFJ 88.3 FM or by watching the local ABC (6), CBS (12) or NBC (26) television stations. We will make every effort to have specific information regarding Westminster on the air by 6:30 a.m. and posted on the home page of wsa.net.

Please know that our decision may not be in accord with other local public or private schools. Since inclement weather and travel conditions can be highly localized at times, parents are responsible for making the final decision as to whether or not their children should travel to school. The administration will support parent decisions accordingly. In cases of early dismissal, parents are expected to pick up their students at the designated time, which will be communicated by the school offices in a timely manner.

### **LOST & FOUND**

**Please label your child's coats, jackets, sweaters, winter hats, etc. so they can be easily identified and returned to the owner.** Unlabeled clothes and items left on the playground or around the school will be placed in the lost and found. Lost items will be displayed in December and May. Those not claimed will be donated to charity.

## **LUNCH**

Flik Independent School Dining is the dining service provider for the 2020-21 school year. Lunch information, along with the menu, can be found at [wsa.net/lunch](http://wsa.net/lunch). If you have any questions about lunch, please contact Chef Keith Boring at [kboring@wsa.net](mailto:kboring@wsa.net).

## **MEDIA CENTER**

Our Media Center, located on the top floor of Pamplin Hall, includes a library of books and magazines and is used for student learning. It also serves as the computer lab. Library and computer classes are held daily in the Media Center.

All students may check out books from the library. Students in PK3, PK4, and TK will begin checking out books in the 3<sup>rd</sup> quarter. All books are due back two weeks after check out. Books may be kept longer if they are brought back to the library and renewed in the library computer system. Notices of late books will be sent home after a book is three weeks overdue. Students may not check out additional books until the overdue book has been returned or the reimbursement paid. Books that are damaged while checked out to a student must be replaced or reimbursed.

“Challenged materials” refers to any resource owned and/or used by the school that a member of the school community may consider controversial or offensive. If there is a concern, parents can request a CM form from the librarian or the LS office.

## **PHONES**

Cell phones and smart watches may not be used during the school day and should be turned off and stored in book bags during the day. Phones are no longer available for use in the Lower School. If your student needs to contact you, the school will call or email you.

## **RECESS**

Outdoor recess provides students with time to be physically active and to socialize with peers. We are fortunate to live in an area that allows outside recess the majority of the school year. Only on rainy and/or extremely hot or cold days will indoor recess be held.

Recess during the months of August and September can be very hot and humid. The school will follow the Richmond County guidelines and make recess decisions throughout the day based on the heat index. In the winter months, temperature and wind chill will be evaluated. The school nurse will make decisions daily, and sometimes hourly, on outdoor recess. Children should come to school prepared for outside recess during the winter months. Generally, if a student is healthy enough to attend school, he/she is healthy enough to go outside for recess.

## **REPORT CARDS/TRANSCRIPTS**

Report Cards and transcripts will be released with appropriate authorization, provided that current obligations (financial and otherwise) to Westminster have been satisfied.

## **SAFETY & SECURITY**

The safety of your children is of great concern to us. All doors to the Lower School building are locked throughout the day. During a visit to the school, please enter the building through the

main foyer area. The double doors on the gym side are unlocked for morning arrival but are re-locked after students enter the building.

**Pets on Campus:** No pets are permitted inside or outside the Lower School buildings. Please keep animals inside the car during car line.

**Playground:** Students are not allowed on the playground unsupervised.

**Safety Drills – Fire, Tornado & Lock-Down:** Fire drills are conducted once a month. Tornado drills will be held twice a year, in November and February. Lockdown drills will take place periodically throughout the year. At the beginning of school, teachers will review all procedures with students.

**Supervision of Students:** The teacher or the teacher’s assistant escorts students to lunch, recess, and co-curricular classes. Within the building, at times, students are allowed to walk unaccompanied to the library, nurse, office, and other classrooms.

## **SCHOOL PICTURES**

Individual student and class pictures are taken during the school year. Photo information will be sent home in the student folders.

## **STUDENT BIRTHDAYS**

Birthdays are special days for our students. A special treat may be sent in for the class if advance arrangements are made with the teacher. A child with a summer birthday may celebrate their birthday with a special treat at a time mutually decided upon between the teacher and parent.

Flowers, balloon bouquets and other gifts for children will not be delivered to school or classroom as it creates a distraction to the learning environment.

Please be sensitive to the other students if you are planning and hosting a birthday party but not able to invite all the students in the class. In this instance, invitations must be mailed or delivered outside of school. This will help avoid hurt feelings and encourage unity.

Birthday party invitations may be passed out at school only when all students or all students of the same sex in the classroom are included. Thank you notes should be mailed from home. Also, if your child is attending a private party after school, please do not send the gift to school.

## **SUMMER READING**

All students should read during the summer. Summer reading information is posted toward the end of each school year at [wsa.net](http://wsa.net).

## **SUPPLIES**

**Assignment Notebooks:** Students in grades 3-5 will receive a school-issued assignment notebook. There is a \$10 fee for replacement notebooks.

**Books:** Textbooks and workbooks are provided for all students.

**Book Care:** Textbooks are the property of the school and must be handled appropriately. School textbooks should be covered at the beginning of the school year and recovered at any time it becomes necessary. Hardback books must be covered but not with self-adhesive materials. The students will be responsible for any damage to the textbooks and library books. Fines will be assessed at the end of the year, according to the following fee schedule and are due by June 1:

- Damaged cover - \$10 for a hardback
- Lost or damaged book - replacement cost
- Missing pages - replacement cost
- Pen markings or torn pages - \$1 for each occurrence

**School Supplies/Supply Kits:** The school supply list can be found at [wsa.net](http://wsa.net). All students should have a book bag. For safety reasons, students should not use rolling book bags. Supply kits are available to order for the following academic year in May.

## **TECHNOLOGY**

**Technology Policy:** We believe that Internet access and the use of technology will help the students develop skills that are an essential part of learning. The school's information technology resources, including email and Internet access, are provided for educational purposes. These opportunities also pose challenges to ensure that precautions are taken to limit access to inaccurate, potentially offensive or controversial material. The school takes precautions to restrict access to material through the use of filters/safeguards/blocks; however, it is impossible to control all such material. The most important way to safeguard children while using technology is to monitor their use at school and at home. This is a joint responsibility shared by all members of the Westminster community: faculty/staff, parents, and students.

The Acceptable Use of Computer and Information Technology Resources Policy will be presented and discussed during the student's regularly scheduled computer class; a copy of the policy is posted in the Media Center. Adherence to this policy is necessary for continued access to the school's technological resources.

Students using school computers are expected to exhibit appropriate behavior and will be held responsible for their behavior. The school's computers are to be used only for school-related purposes. General school rules for behavior and communications apply.

### **Guidelines & Expectations**

**Code of Conduct:** Students are not to intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are offensive, threatening, rude, discriminatory or meant to harass).

**Communication:** Students should only communicate in ways that are kind and respectful.

**Destruction of Property:** Students are not to destroy physical property such as computer equipment or electronic property such as student work, projects or files.

**Email Accounts:** Students with email accounts are not to send spam, chain letters or other mass unsolicited mailings to other students. School email accounts should not be used to sign-up for accounts on other websites.

**Inappropriate Material:** In cases where a student inadvertently accesses or discovers inappropriate, offensive, threatening, or controversial material, the student should notify the attending teacher immediately and should not share with other students.

**Logging Out:** When students are finished using a computer, they are to log out.

**Plagiarism:** Students are not to violate copyright laws and copy information directly from a website or other source without proper citation.

**Private Information:** Students are not to distribute private information about others or themselves. Some websites request that forms be completed before accessing their page. Students should never fill out an Internet form with personal information unless the teacher instructs them to do so.

**Supervision & Monitoring:** Teachers and network administrators monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or another person, or to protect property.

**Violation consequences:** Violations of the above rules may result in disciplinary action including, but not limited to, the loss of a student's privileges to use the school's computers and information technology resources. The use of the computers is a privilege.

**Use of eReaders:** With parental knowledge and permission from your child's teacher, students in fourth and 5<sup>th</sup> grade may use electronic reading devices for reading purposes only during specified reading periods inside. These devices must have books downloaded before bringing them to school as mobile devices may not connect to the school's Wi-Fi. eReaders may not be used during outdoor recess or shared with other students. Children in grades other than fourth and fifth are not permitted to bring eReaders to school.

**Use of Other Personal Electronic Devices:** Use of personal electronic devices, such as iPads (even if only used for reading), hand-held video games, and laptop computers, are not permitted in the Lower School. Please keep these devices at home.

**General Guidelines:** If a student does bring a cell phone (in the book bag) or eReader to school, the parents will assume responsibility for those devices. There is an inherent risk that personal electronic devices could be lost, damaged, or stolen while at school, and the students will take full responsibility for their own device. WSA is not responsible for storing, charging, vandalism, theft, or fixing any device. Devices must be labeled with student's name prior to usage in school. Students may not connect to the school network at any time with any mobile device.

## **VISITORS/PARENTS IN PAMPLIN HALL**

We appreciate our parents and volunteers and ask that all visitors enter through the front doors of Pamplin Hall, sign in and obtain a visitors' badge. Unannounced or excessive visits to the classroom disrupt classroom learning and are not allowed. Visitors are not allowed on the playground during the school day or XD hours.

If a child needs to be picked up early from school, please enter the front doors and ask the receptionist for help. She will notify the teacher to dismiss your child to the foyer.

**At this time, due to COVID restrictions, visitors are not allowed on campus for chapel or other special events.**

## **XD – EXTENDED DAY**

The Westminster Lower School Extended Day (XD) is a safe, fun-filled enrichment option for current Westminster families with children in grades PK3-5 that provides age-appropriate activities after the regular school day. Activities, called Xplorations, include but are not limited to art, dance, choir, foreign language, STEM, coding, sports, and much more! The program begins after school is dismissed for the day, and concludes at 6:00 p.m. More information about XD, including fees, can be found on the website at [wsa.net/westminsterxd](http://wsa.net/westminsterxd).

**At this time, due to COVID restrictions, we are not offering Xplorations. We will have an after care option for those who need it. Please contact Kaitlyn West at [kwest@wsa.net](mailto:kwest@wsa.net) for more information.**



# RE-ENTRY PROTOCOLS

2020-2021 School Year

## GOAL

Westminster seeks to glorify God by providing an excellent education that equips students to live extraordinary lives for Jesus Christ. Our goal is to maintain on campus learning as long as possible while prioritizing the health and wellness of our students, faculty and staff.

Westminster Schools of Augusta will follow guidelines set forth by the Center for Disease Control, Department of Public Health, and American Academy of Pediatrics for our health and wellness information.

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## COVID-19 HEALTH & WELLNESS POLICIES

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### Temperature

- All students will have their temperature checked upon arrival to school. Any student or faculty member with a temperature over 100.0 F will not be allowed to stay at school. If a student presents a fever they will be immediately isolated with a mask on and the parent/guardian will be called to pick them up.
- To return back to school the student must be fever free without the aid of medication for 72 hours. A doctor's note that states it is safe for them to return to school may be required.

### Mask

- Every mask should cover your nose and mouth. Your mask may have a pattern, Westminster logo, college logo, or be a solid color. Masks should follow school dress code guidelines which includes no large graphics or logos. If your student forgets his/her mask at home a paper one will be provided for them. For further clarification please see your division handbook, all mask policies will follow the student/s grade level dress code guidelines.
- LS: All Lower School students will be wearing a mask while outside of their classroom, in the hallway, and in the carline. LS students should arrive and leave in a mask. Students in grades 3-5 will wear a mask in their designated classroom.
- MS/US: Due to our limitations on socially distancing, we are asking all Middle and Upper School students to wear a mask at all times unless they are eating lunch or participating in outdoor activities where social distancing is possible.
- Teachers: All teachers will be wearing a mask unless they are socially distanced from students teaching at the front of the classroom. All teachers will have access to clear masks for when they are working one on one with students.

### Cleaning

- Extra measures have been implemented to clean and disinfect daily. There will be disinfecting wipes and spray located in every classroom for use during the day. All buildings, classrooms and bathrooms will be thoroughly cleaned by maintenance and housekeeping daily.
- We will also be eliminating the use of all water fountains. Please have your student bring his/her water bottle everyday, and they will have the opportunity to refill them throughout the day.

### Symptoms to monitor (from the Center of Disease Control & The Department of Health)

- |   |                              |
|---|------------------------------|
| • Fever over 100.0 F                          | • Headache                   |
| • Chills                                      | • New loss of taste or smell |
| • Cough                                       | • Sore throat                |
| • Shortness of breath or difficulty breathing | • Congestion or runny nose   |
| • Fatigue                                     | • Nausea or vomiting         |
| • Muscle or body aches                        | • Diarrhea                   |



## COVID-19 SYMPTOMS, TESTING & EXPOSURE

### *Someone in your immediate family tests positive*

- If someone in your immediate family tests positive, please report this to your division principal and Westminster Schools of Augusta Nurse, Kelly Hitchcock, RN at [khitchcock@wsa.net](mailto:khitchcock@wsa.net).
- The student/s must be quarantined at home and not return to school for 14 days from the last potential exposure of the positive family member.

### *Your student/s tests positive*

- If your student/s tests positive for Covid-19, please report this to your division principal and Westminster Schools of Augusta Nurse, Kelly Hitchcock, RN at [khitchcock@wsa.net](mailto:khitchcock@wsa.net).
- Westminster Schools of Augusta's policy states that to return to school you must be 10 days from the start of symptoms arriving and 72 hours being symptom and fever free without the aid of medication. We also may require a doctor's note giving your child clearance to return back to school.

### *Your student/s or someone in your family may have been exposed to COVID-19*

- If you think a family member or your student/s has been exposed to COVID-19, he/she should wear a mask, and you should monitor symptoms on a more regular basis.
- If COVID-19 symptoms appear, your student should stay home from school as well as consult your physician in order to get clearance to continue at school.

### *If your student/s presents symptoms*

Please keep your student home if he/she is feeling sick or presenting symptoms.

- We know that COVID-19 testing is not always easily available for those under the age of 16. If your student/s presents COVID-19 like symptoms then he/she must consult his/her doctor to receive clearance to return to school.
- If a LS student/s presents COVID-19 symptoms at school, he/she will put on a mask and remain in our LS clinic and isolated from others until safely transported home or to a healthcare facility.
- If a MS student/s presents COVID-19 symptoms at school, he/she will remain in the Middle School office clinic with a mask and isolated from others until safely transported home or to a healthcare facility.
- If a US student/s presents COVID-19 symptoms at school, he/she will remain in the Upper School office clinic with a mask and isolated from others until safely transported home or to a healthcare facility.
- Please note that if a student leaves school with a fever or develops a fever at home, they must be fever free for 72 hours without the aid of medication in order to return to school. A doctor's note may also be required.

### *Faculty, staff and students are not required to get tested for COVID-19*

- We are not requiring any students, staff or faculty members to get tested. We are encouraging all community members to continue to monitor their health and wellness.

### *Faculty and Staff members will have daily temperature and symptom checks*

- All faculty and staff members are required to keep a log of their temperatures and any symptoms before they arrive to campus.
- If an employee is uncomfortable with the phase that the school is in, he/she should speak to his/her division head.

### *As a Westminster community member, you are expected to inform Westminster Schools of Augusta if your student or a member of your household has tested positive for COVID-19*

- If your student/s tests positive, please report this to your division principal and Westminster Schools of Augusta Nurse, Kelly Hitchcock, RN at [khitchcock@wsa.net](mailto:khitchcock@wsa.net). We will be keeping track of all COVID-19 in the Westminster community. We will maintain confidentiality of each student and family. A positive case of COVID-19 will be communicated via email to the parents of the classroom and division affected.

### *Steps taken when a teacher tests positive for COVID-19*

- We will notify the parents who have students in that classroom or division. The teacher will be quarantined for 14 days away from the community and will not return back to school until fever and symptom free for 72 hours and cleared by a doctor.

*In addition to the aforementioned requirements, anyone who is required to be off-campus due to a COVID-19-related concern must consult and receive clearance from the school nurse before being allowed back on campus. Please email Kelly Hitchcock at [khitchcock@wsa.net](mailto:khitchcock@wsa.net).*



## ON CAMPUS PROCEDURES

### Visitors

- Although we love seeing our parents and community members on campus, for the health and safety of the Westminster Community we will be limiting the visitors on campus this year. As of now, there will be no visitors in classrooms, lunch or chapel. We will be allowing speakers on campus, with the purpose of lecturing or teaching.
- Parents who need to dismiss a student early in the Lower School may enter into the main entrance of Pamplin Hall with a mask on and wait for the student.
- Parents who need to pick up a MS/US student will contact the division office and wait in the car for the student to come to you.
  - MS: 706.731.5260 x-2346
  - US: 706.731.5260 x-2301

### Communication

- We will be evaluating the number of cases each week and do our best to continually communicate with parents through the Wildcat Scratch, released every Monday. To sign-up for the weekly Wildcat Scratch Newsletter click [here](#). If you have any issues with the newsletter please contact [publications@wsa.net](mailto:publications@wsa.net).
- Parents may check our COVID-19 response page [wsa.net/coronavirus](http://wsa.net/coronavirus) for current updates.

### Student Phone Policies

- MS: Students will still turn in cell phones everyday before school to the Middle School office. They will not be allowed to check it throughout the day unless it is a message from a parent to help limit the number of students in the office at one time.
- US: Students will not turn in their cell phones to the Upper School office. Phones must remain out of sight throughout the day. Students may only be on their phones during lunch and open study hall (for juniors and seniors).

### Co-curricular and Chapel

- We are following local health professional recommendations and we will not have 50 or more people in one meeting space indoors.
- MS/US Chorus: Students will sing outside or in the gym with social distancing and masks.
- MS/US Physical Education: P.E. classes will be held outdoors when possible or held in the U.S. gym and students will participate in low impact activities.
- MS/US Band: Students will social distance, work in small groups, and meet outside (weather permitting). Two teachers will be available so that students can spread out to other locations.
- MS/US Chapel: Chapel will be held outside or indoors with live streaming.
- LS Chapel: Chapel will be virtual and periodically outside.
- LS Curriculars: Art, Music and Technology will all be visiting the students in their classrooms to continue with the bubble effect.
- LS Physical Education: P.E. will be in the classroom or outside with possible social distancing activities.

### Lunch Program

- LS: All students will be eating in their classroom. Teachers Assistants will pick up lunches from the cafeteria and bring it to the classroom.
- MS/US: Students will be spaced out with 3-4 students per table and spread out by grade level. Pre-packaged hot food meals, salads and sandwiches will be available through Flik Dining service.
- Westminster is not allowing visitors for lunch at this time.

### Drop Off/Pick Up

- Please note that all students should arrive and leave in a mask.
- PK-TK: Students will go straight to their rooms after they get their temperature checked.
- K-Grade 1: Students will wait around the breezeway and get their temperatures checked.
- Grade 2-5: Students will be spaced out in their grade bubbles while they get their temperature checked.
- With parent approval, grade 4-5 students may continue to help with the carline as long as each student wears a mask.
- MS: All students will get their temperatures taken upon arrival to campus, but there is no change in drop off/pick up.
- US: All students will get their temperatures taken in the US parking lot upon arrival to campus. Students are not allowed to hang out in the parking lot, and they cannot get into another student's car at any time.
- If a student/s leaves campus for any reason, he/she must report back to the office upon return to school to have their temperature taken again.
- Seniors: As long as students are wearing masks and in their own vehicle, senior off campus privileges may continue. Seniors should not share rides when leaving campus during the day or bring food for others back to campus. Students must report back to the office upon return to school to have their temperature taken again.

### Westminster Extended Day Activities

- LS: XD will not be offering Xplorations at this time. XD will consist of homework time, snack, and socially distanced activities. All PK3 - grade 5 students remaining in XD will be required to wear a mask.