



ST. JOHN'S EPISCOPAL  
School and Child Development Program

# St. John's Episcopal School Parent-Student Handbook 2011-2012

Dear Parent or Guardian,

St. John's Episcopal School has prepared this handbook as a guide to our policies and expectations to establish an orderly learning environment. Although every question can not be anticipated, we hope that this handbook will provide the most pertinent information.

It is important that parents, guardians and students be aware of the contents of the handbook. Therefore, we are asking that both parents/guardians and student(s) sign the statement at the bottom of this page and return it to the homeroom teacher.

Warmly,  
Joe Norton  
Head of School

We have read and agree to abide by the policies and expectations as stated in this handbook.

Parent/Guardian  
Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
Date \_\_\_\_\_

(Please Print)

Student Signature \_\_\_\_\_  
Grade \_\_\_\_\_



ST. JOHN'S EPISCOPAL  
School and Child Development Program

## MISSION AND GOALS

The mission of St. John's School is to provide an excellent, well-rounded education, set in the Episcopal tradition, that instills a lifelong love of learning and achievement with a lasting habit of caring and contribution to the community.

The administration and faculty of St. John's School are dedicated to providing a stimulating day for your child filled, with intellectual, spiritual and physical activities.

As an Episcopal School, our children are guided in chapel throughout the year by the Chaplain teaching Old and New Testament stories, as well as seasons of the church year, including Advent, Christmas, Lent, and Easter.

As a Christian School, we bring the love of Christ to our children through our actions in the classroom, playground and chapel, encouraging a positive self concept.

As a school committed to excellence, we as a faculty are degreed and certified in education, keeping abreast of the current methods and blending the best from all aspects of education to offer a developmentally appropriate curriculum for children.

St. John's School fosters an education that seeks to not only develop each student academically, but more importantly, to prepare each child as an individual to live a creative, humane, and compassionate life worthy of a child of God.

In order to succeed, we need the full cooperation of both parents and students. Specific information and regulations can be found in this handbook, and we urge you and your child to become familiar with its' contents. Subjects are not listed in priority. For your convenience, they are listed in alphabetical order. Any revisions, additions or deletions to these guidelines will be published in the school newsletter or in a note/letter to parents. Please feel free to ask questions of either faculty or staff.

## HISTORY OF THE SCHOOL

St. John's Episcopal School was founded in 1951 by the members of St. John's Episcopal Church as an outreach to the community. Led by its first headmistress, Dorothy Anderson, whose basic premise was that St. John's should establish and maintain a first class elementary school through the third grade, the school opened its doors at the church's old location on Classen Boulevard.

The school quickly outgrew its available space, so in 1965, the church, under the leadership of Father Herbert Conley, elected to move to our present location in order to build a facility that would accommodate a larger population and program. The school was separately incorporated in 1988. Working together, the church and school community built the new church, parlor, and computer lab, and renovated Wade-Dalton Hall in 1998.

## **ST. JOHN'S PARISH COMMUNITY**

As an outreach of St. John's Episcopal Church, the school is ultimately responsible to the parish and its governing body, the Vestry, and Rector. The Vestry is the elected, policy-making body of the church and assists the rector in carrying on the work of the church.

## **BOARD OF TRUSTEES**

The By-laws of St. John's Episcopal School provide for a School Board to make policy, work to insure a healthy future for the school, and hire and direct the head of school to carry out its decisions. The Board is made up of representatives from the parent-teacher association, the parish, and other interested Episcopalians and community leaders. The standing committees of the School Board are the Finance Committee and the Executive Committee. As needed, ad-hoc committees are formed to address particular needs of the school. Membership on these committees is not limited to the School Board trustees. Anyone who feels that he or she can help the school by his or her service on one of these committees is invited to contact the School Board's Nominating Committee, the school Head or the School Board president to volunteer.

## **PARENT-TEACHER ORGANIZATION**

### **“PTO”**

The PTO supports and encourages all aspects of the School's growth. The PTO arranges a number of events throughout the year for fun and fellowship as well as raises funds for enrichment of the St. John's program. With the assistance of willing and supportive parents, many special activities are provided for our children such as special assemblies, Halloween Carnival, Book Fair, Santa's Secret Shoppe, Career Awareness Speakers, and Track and Field Day. Major fund-raisers are held to provide extra materials and opportunities for our students and faculty. Officers for the PTO Board are elected in the spring of each year. We encourage all parents to bring their talents, energy, and imagination to this worthwhile support group via the many committees and special interest groups involved in the PTO.

## **GENERAL INFORMATION**

For your convenience, we have listed the following topics in alphabetic order, not by order of importance. If you can not find the information you seek, please contact the school office at 943-8583 for assistance.

## **ACTIVITIES**

The School sponsors various authorized extra-curricular activities as interest and participation permit. Among these options are sports programs consisting of soccer, and track; dramatic and musical productions, band (for 4th/8th grade students), scouting, and school-sponsored social activities. Middle school students may also participate in the feeder schools' football program. Specific dates of special events will be announced, along with other details, in the course of the school year. Many of these events are coordinated through the efforts of the Parent Teacher Organization and the Athletic Director, while others are sponsored by the St. John's Student Council.

An adult sponsor must be present with any student group meeting at the school. The adult is responsible for making sure that students follow the school's rules of conduct and that all students have been picked up by their parent, person designated by the parent, or checked back into BAC after the activity.

Homeroom parents customarily help the teachers coordinate field trips, class parties and special events. All plans for special holiday parties must be approved by the homeroom teacher. The administration reserves the right to modify any plans.

## **ADMISSIONS**

Admission is granted to qualified students, and financial assistance is awarded, without regard to race, gender, color, nationality, or religious affiliation. Decisions regarding acceptance of new students are addressed by the School's admissions committee after the re-admission process closes each year.

Prospective patrons will be asked to fill out an application form, teacher recommendation, transcript release, and parent statement. Beginning in the early spring semester, enrollment forms for the school year that begins the following August will be accepted. Applicants will be notified of acceptance as soon as the readmission process for current students has ended (usually late March). The school reserves the right to request whatever testing or evaluation is deemed necessary for appropriate placement.

In determining whether a student will be admitted to St. John's, the admissions committee will consider age eligibility, academic and developmental progress, the school's ability to meet the student's needs, the potential for positive school participation, and the expressed commitment of the family to provide positive and purposeful support for the mission, policies, and goals of St. John's Episcopal School. Parents will also be notified in the event that the admissions committee feels that there is limited chance of a successful outcome in the match between school and student.

## **ARRIVAL AND DISMISSAL PROCEDURE**

For the safety of students, all drivers must adhere to the following rules. If someone other than you will be driving, please inform him/her of these guidelines.

Each family is assigned a "carpool number" and provided signs -enough for each person listed on the Authorization for Pick-Up Form (completed during enrollment). For security, the placard is to be displayed in the windshield of the vehicle picking up during carpool times. If someone other than the usual driver is to pick up your child from school, it is helpful to let the office know. Please be aware that without the authorization of the custodial parent, students will not be released to individuals who do not display in their windshield or present to the office a proper "carpool sign". For security purposes, such persons can expect to be required to present a driver's license, which will be photocopied and the copy kept in the child's file. Also, it is essential that substitute drivers be made aware of the traffic rules.

The School can not assume responsibility for daily transportation of students to and from the campus. It is vital that car pool drivers be on time and observe traffic rules. On occasion, the office staff can help patrons locate others in a given neighborhood, so that carpools may be shared.

## Morning Drop Off

Prior to 8:00 a.m., students must enter the building through the main (front) Church doors and report immediately to BAC. Please do not park and leave your car along the curb at any time. Students and Parents are not allowed in the hallways before the 8:15 bell rings. All students who are not dropped off at carpool must be escorted into the building. Students are allowed down the hallway at 8:15 am, but we ask that parents of 3<sup>rd</sup> through 8<sup>th</sup> grade please refrain from walking their children to class. This allows the teachers to get started on their day in a timely manner.

After 8:00 a.m., please drive to the after school pick up point at the west side of the Wade-Dalton Hall to drop off your child. A staff member and/or a parent volunteer will be on hand to help your child out of the car and into the building. Please have your student ready to exit the vehicle quickly to prevent a build-up of cars. Then proceed to make the "U" in the parking lot and exit east to Brookline. Please drive slowly and be watchful of folks in the crosswalks. If you wish to park your car and walk your child in after 8:00 a.m., please park in the southwest lot across from the Wade-Dalton Hall and use the crosswalk.

1. Students of any age who will be arriving earlier than 8:00 a.m. are to be enrolled in the Before and After Care Program (B.A.C.) and are to go directly to that area. They must be under the supervision of the B.A.C. teacher and may not be in their classrooms, in the hallways, or wandering on the grounds. Any student arriving early will be sent to B.A.C. and the parent will be charged a drop-in fee. The teachers need this time to adequately prepare for the day's activities. It is vital that this time be free of the duties of student supervision.
2. Preschool – 8th grade students arriving between 8:00 a.m. and 8:15 a.m. may go to Parish Hall where they will be supervised until they are released to go to their classroom.
3. 4th – 8th grade students will begin class at 8:15 a.m. They will be released at 8:10 a.m.
4. All students arriving after the school day begins must be accompanied by a parent to the office to be checked in. Middle school students arriving late must have a pass issued in the office before they will be admitted to class.

## Afternoon Pick Up

1. All students remain in their classrooms after school unless the class has been given another designated place to await the calling of carpool numbers. No students will be dismissed before the scheduled dismissal time unless signed out through the school office.
2. Drivers arriving to pick up one or more of our preschool students at 3:15 are asked to come inside to pick up your preschooler. Students not picked up during this time may wait to go with an older sibling during regular carpool or may go to BAC at the end of carpool.
3. Dismissal for elementary and middle school students will begin at 3:30. Parents are to drive to the end of the street which runs in front of the school and church building, and line up along the curb in the west parking lot to await the students. **Carpool numbers need to be prominently displayed in the front windshield.** The teacher or staff member on duty will call the number into the school office where it will be relayed to the students in their classrooms. When the student hears his or her number, he or she will check out with the teacher and proceed quickly to the pick-up point. Another staff member will be outside to assist children as they load into the appropriate cars.

4. After picking up your child, make the "U" turn in the parking lot, turn on the access road, and proceed east to Brookline. It is extremely important to go at a very slow speed, as there may be people in the crosswalks or backing out of parking places. For efficiency and consistency, we ask that all children exit through the carpool system and not be checked out of school through the office during carpool time (3:30 -3:45). If it is necessary for a child to check out early for an appointment, please do so before 3:25 p.m. If you have an appointment with a teacher or administrator after school, please park in the southwest parking lot and then sign in at the school office.

5. If a student is not quickly available to exit the school building for carpool, the person on duty outside at the cars will ask the driver to pull forward out of the lane and wait, to allow other drivers to pick up their children.

6. Students going to BAC will be sent to BAC by the teacher after carpool has been called. Please make us aware of any change in plans regarding afternoon BAC. It really holds things up if we must search for a child for carpool who has been sent to BAC.

7. All students must check out with their teacher unless they have been signed out early by a parent through the office. This includes students going to soccer, play practice, or any other after-school activity. It is our goal to have all students accounted for after the school day ends.

Parents or car pool drivers for those students enrolled in Preschool 3 or 4 who attend classes for a half-day, should plan to arrive at school by 11:25 a.m. Students may be enrolled in the extended day program from 11:30-3:30 on a full or part-time basis. The class day normally ends at 3:30 p.m. for all of our extended-day preschoolers and for elementary and middle school students. Parents must pick up their children not enrolled in After Care (B.A.C.) between 3:30 and 3:45 p.m. Please make your after-school arrangements clear to your child and the school office. It delays the carpool line if we have to search in B.A.C. for a student who should not have been sent there. It can also be very frightening for a child to be left when everyone else has been picked up.

Students of any age needing to stay later than 3:30 are to be enrolled in the After School Program (B.A.C.). They must be under the supervision of the B.A.C. staff member and may not be in their classrooms, in the hallways, or wandering on the grounds. Any student not picked up by 3:45 p.m. will be sent to B.A.C. and the parents will be expected to pay for such services. (\$10/per day per student).

Your cooperation makes the traffic plan work safely and efficiently. We appreciate your patience and assistance in this matter.

#### **ASBESTOS NOTIFICATION**

The U. S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed in the school office during normal working hours. St. John's is in compliance with all management codes.

## **ATHLETIC ACTIVITIES**

St. John's is proud to have a parent-directed extra-curricular athletic program for our students. It is supported by student playing fees. Parents are encouraged to take part in the program through volunteer coaching and attendance at athletic events. For more information, please contact the office.

## **ATHLETIC POLICY**

The mission of athletics at St. John's Episcopal School is to provide a well-rounded physical fitness athletic program adjunct to our academic program. Our goals are to teach students the importance of maintaining good physical fitness, teamwork, discipline, and fair play. We aim to promote healthy competition and build self-esteem through the student's achievement of goals in a positive environment.

### **Organization of the Athletic Committee**

It shall be the responsibility of a school representative to attend the Catholic Grade School Athletic Association (CGSAA) monthly meetings and report back to the Head of School and the respective sports coordinators. When possible, the coordinator for the sport currently being played is encouraged to attend the CGSAA meeting as well.

### **Coaches and Assistant Coaches**

All coaches must fill out a criminal history record information request. These forms are available in the school office.

All coaches and assistant coaches will attend a minimum of two hours training in first aid and blood-borne pathogens procedures. It is further recommended that coaches take advantage of opportunities offered by CGSAA and other sports organizations to obtain additional training in the sport coached and obtain membership in a coaching organization. Coaches shall coordinate the scheduling of practices through the school office. If a regularly scheduled practice is canceled, it is the coach's responsibility to notify the school as soon as possible and to see that the players are also notified. A canceled practice may be rescheduled as long as it does not conflict with any other regularly scheduled practice.

The Athletic Committee is appreciative of individuals willing to give generously of their time and energy to work with our young people. Perhaps more than any other groups, coaches influence the attitudes of the players and their parents toward the sports program.

The conduct of the coach and that of his/her team members must be sportsmanlike at all times. The coach should set an example for the students both on and off the field. The children's best interest must always be considered first. Each coach should strive to teach competitive play while simultaneously building the player's self-esteem and continued interest in the game.

Coaches shall not use loud or abusive language or display unsportsmanlike conduct toward anyone at any time during athletic activities. This includes but is not limited to, language toward any player, referee, school official, score table personnel, fan or other coach.

Coaches shall comply with rules regarding game participation as outlined in the CGSAA regulations or regulations of any other appropriate governing body.

The Athletic Director will oversee the collection of fees and coordinate dispersal of team uniforms and equipment.

No coach shall make arrangements for use of a facility for practice purposes, nor commit any St. John's Athletic Fund monies, without approval of the Head and the Athletic Director.

### **Team Formation and Play**

Sign up forms for each sport will be distributed to students. Completed forms are to be returned to the school office. The Athletic Director or Sport Coordinator will form teams by dividing players with respect to grade and gender when not a co-ed sport. Team rosters must be on file in the school office prior to the start of the season. Students will participate at their present grade level; i.e. a 4th grader participates on the 4th grade team, as long as he/she is age eligible according to CGSSA. In the event that teams must be combined, the birth date of the student will determine with which team level the student will participate. Determination of the division of the group will be made by listing all participants' birth dates and dividing by the number of teams. The younger players will play on the lower grade team and the older players will play up. If there is an uneven number, the higher number of participants will be in the lower group.

Teams using the St. John's Episcopal School name, logo, etc. must adhere to St. John's Athletic Policy. The team must make an announcement that a team will be formed and invite any student who would be eligible to play on the team to have the opportunity to sign up. A student may be excluded from the team for failure to observe a certain sign up date or if the league rules provide a limit to the number of players on a team. In this case, the roster will be filled in the order of sign up.

Teams that do not adhere to these sign-up rules will not be considered a St. John's team and will be prohibited from using the St. John's name, logo, facilities, or equipment.

Teams will first be filled by students of St. John's School. If a team falls short a few athletes, then the team may allow athletes from other schools to participate according to league rules.

As soon as the games are scheduled, a copy of the team's schedule needs to be submitted to the school office. Any changes in the game schedule need to be reported immediately to the school office.

### **Student Eligibility**

Good sportsmanship is the standard for all St. John's student athletes. Athletes representing St. John's School shall abide by all school policies regarding student conduct and discipline during school hours, at practices and at athletic events. The use of offensive or abusive language will not be tolerated. Violation of these rules may result in the player being ineligible to participate.

Players who are absent from school due to illness are not eligible to participate in any game or practice session that same day.

## **Uniforms and Equipment**

All uniforms must comply with current league rules. It is strongly recommended that the purchase of all sport uniforms be coordinated through the Athletic Director. St. John's Episcopal School will provide a jersey for each student where available for teams in the 4th through 8th grade soccer program. All uniforms purchased with Athletic Committee funds remain the property of St. John's Episcopal School and must be returned in good condition at the end of the season. Failure to return a uniform or return of a uniform in unsatisfactory condition will result in a replacement fee charge.

Any equipment purchased with athletic funds for use by a St. John's team must be checked out through the school office and must be returned in satisfactory condition subject to the terms of use as established by the Athletic Committee. Requests for new equipment and uniforms must be submitted in writing to the Athletic Committee for consideration. Anyone purchasing equipment or uniforms for a St. John's team without prior approval of the Athletic Committee does so with the understanding that the property is then personally owned or may be donated to the athletic program.

## **Amendment Process**

This policy may be changed upon recommendation of the Athletic Committee and approval by a quorum of the School Board members present at an official School Board meeting.

This policy supersedes and nullifies all previous by-laws, rules or verbal agreements and has been approved by the School Board of St. John's Episcopal School to govern any athletic program or team in which any St. John's student may participate that claims affiliation with St. John's Episcopal School. It is the intent of the School Board by way of the Head to strictly enforce this policy in all pre-season, regular season, post-season, and tournament competition.

## **ATTENDANCE: ABSENCES and TARDIES**

### **Absences**

Parents are required to phone the office before 9:00 a.m. to report a student absent. Excused absences include: illness or injury; doctor or dental appointments; bereavement; serious illness or emergency in immediate family; legal; religious; or suspension. It is the responsibility of the student or the student's parent/guardian to ask teachers for any work missed due to an absence. Missed tests must be up within five (5) school days of the absence. Failure to make up the work with the teacher within the allotted five (5) days will result in the student receiving "NG" (no grade). Ten (10) unexcused absences during the school year will result in a failure grade (F). Five (5) unexcused absences during the semester will result in a failure grade. Any student with an unexcused absence for the day will not be allowed to make up any of that day's work, labs or tests. A student will have an unexcused absence if a parent does not call the school with the reason for the student's failure to be on campus. Excessive excused absences during the school year may result in a student repeating a grade. Field trips taken by classes are considered a part of the school day and are not optional. Attendance on a field trip is mandatory unless ill, funerals, etc. and communication must be made with the office.

2. Students who have a fever should be kept at home. A recovering child should not be sent back to school until at least 24 hours after his/her fever has subsided without the aid of fever-reducing medication, such as Tylenol, Children's Advil, Motrin, etc. Faithful observance of this rule will help to avoid relapses and the spread of illness among other children. Students absent with an illness for more than three days must bring a statement from a doctor upon returning to school.

3. If a child leaves school earlier than the normal end of his/ her school day, the parent or guardian must sign the child out through the office. Any request for a brief absence, for reasons other than medical or dental must be brought to the Head of School's attention. Homework missed for such an absence must be turned in the next day upon the student's return, unless prior arrangements have been made. When calling to report a student's absence, a parent may also request class work and /or homework assignments for the day(s) missed. It is the responsibility of the parent and child to see that all work missed during an excused absence is made up within the time frame established by the teacher; normally one school day per day missed is the allowed time to make up work. Please call early in the day to request your child's homework, and it will be available after 3:30.

4. Parents are asked to make every effort to schedule medical and dental appointments for their children before or after school hours, or at a time of day when core academic work is not in progress (for example, at lunch time). Parents should notify the teacher ahead of time if the student will be excused from class for a medical appointment.

5. When planning an extended absence, a student's grade and attendance record must be taken into consideration. If possible, plans for such an absence should be brought to the attention of the Head of School and the child's teacher(s) at least two weeks prior to the beginning of the absence. It is the responsibility of the parent and child to see that all homework for missed days be turned in by the date agreed upon with the child's teacher(s).

6. Any student who has an excused absence from class for 24 days (12 per semester) or more during a normal school year, must maintain a C average or better in all courses for the year in order to be promoted to the next higher grade. Students who fail to meet these standards may be required to undergo summer instruction, or to re-enter the grade level they have just completed. Preschooler or kindergarten students who miss more than 30 days per year (15 per semester) may not make full developmental progress. If major developmental deficiencies are noted, retention may be necessary. In the case of extended absences, a conference must be held with the family, teachers, and Head of School.

7. Students should arrive ready for the school day. If a student is tired, hungry, ill, or exhausted, he/she will not be able to perform well and may be sent home to recover.

### **Tardy Students/Absence Count**

Students are required to be in class on time. Students who enter the classroom after the last bell rings are tardy. Five tardies will count as one unexcused absence. A student who is one hour or later in the morning will be counted absent for a half day. A student must be present at least two hours in the afternoon to be counted present for the day.

## **B.A.C. (BEFORE AND AFTER SCHOOL CARE)**

To meet the needs of our students and their families, St. John's has a child care program that we call B.A.C. All employees are trained in child development and safety measures. They seek to provide a safe and comfortable before-and after-school experience for our children. A variety of indoor and outdoor play and study experiences, as well as an after school snack are made available to the students. The normal school rules still apply and are enforced by the staff and director. Any student who can not abide by the rules and procedures of the program may be asked to withdraw from the child care program. There are separate fees for the morning and afternoon child care.

B.A.C.- Extended Day (BAC-ED): This DHS-licensed day care option is available to students who are enrolled in our preschool programs. As these programs are half-day, many parents need child care for the remainder of the school day. A student staying for the Extended Day portion will receive a hot lunch which is included in the cost of the service. There is also a rest period provided in the extended day program. The hours and fees for the extended day program are listed in a brochure available in the school office.

## **BIRTHDAYS**

Special recognition is given to students by their classroom teacher. While there are no birthday parties, students may bring a special snack to share with their class. Please consult your child's teacher about bringing things in and scheduling a time in advance. Birthday invitations may only be distributed at school if the entire class or all boys/all girls are given an invitation. Please be respectful of other children's birthdays when scheduling party dates and times. A directory with names and addresses will be printed for all parents. This information can be used for mailing invitations.

## **BOOKS AND SUPPLIES**

All initial textbook usage costs are included in the Tuition and Registration Fee. The cost of lost books or unduly worn, torn, or defaced books will be reimbursed to the office before a report card will be released. A supply list will be sent before school begins with items needed to begin the year. In some cases, a supply list may be sent home for the 2nd semester. Throughout the year, notes will be sent home as a student's supplies are depleted or as additional items are needed.

## **CHAPEL**

Attendance in Chapel is required, and quiet, courteous attention is expected upon entering the Chapel. Preschool and Kindergarten Chapel is held once a week. Students in 1st through 8th grade will have Chapel on Wednesdays. Chapel time consists of music, prayer and a Bible story or reading. It is based on the office of Morning Prayer from the Episcopal Book of Common Prayer and is basic in its use of Psalms, Bible readings, and prayers, including the Lord's Prayer. Once a month, generally the last Wednesday of the month, the 1st-8th grade students, teachers and staff celebrate the Eucharist, the principle order of worship of the Episcopal Church. It is similar to the Mass, Lord's Supper, or communion services of other denominations. A child who is baptized in the Christian faith, and has received instruction or who would receive communion in his/ her denomination, may receive from our altar. It is at the discretion of parent and child. You may indicate your wishes in this regard on the Student Permission Slip included in the enrollment packet. Parents are always welcome and encouraged to participate at any of our services.

## **CLASS CHANGES**

Students who change classes will have five minutes between classes. Any student arriving in class after five minutes may be listed as tardy and sent to the office for a class admission slip. If a student is tardy three times within a nine week period, the office will be notified. The student will be required to make up any missed work during school hours and parents will be notified of action taken by the school.

## **COMMUNICATIONS**

Good communication between school and home is essential to best work as partners in our students' education. To that end, St. John's has implemented the "Wednesday Envelope" system and teacher e-mail. The "Wednesday Envelope" is a Tyvek letter-size envelope which is sent home with each student on selected Wednesdays and is to be returned the next day. It contains a newsletter (unless transmitted via e-mail) from the school office and other communications from the office, teachers, or PTO. In the elementary grades, teachers may often send home completed papers or tests to be viewed and occasionally signed. Middle school students have access to an online grading & report system, located on our website, in order to check a student's progress. When returning the envelope, parents may send notes to the teacher or school office, lunch order forms, etc.

Do not call teachers at home. Each teacher has his or her own voice-mailbox and email address (located on the website). Parents wishing to leave a message for the teacher may dial the main school number--943-8583--and request to be transferred to voice-mail. A directory of voice-mail numbers is given by the auto-attendant and is printed in the Student Directory. Teachers welcome you to schedule conferences as needed.

## **CONFERENCES**

Fall conferences for all parents (preschool-eighth) are scheduled after the first nine weeks of school. The spring parent/ teacher conferences are held after the third quarter. Progress reports are mailed mid-term every quarter if students are not working to their potential. Other conferences will be scheduled as needed. If at any time, parents feel that a student is experiencing difficulty, they should make an appointment with the teacher.

## **CONTRIBUTIONS**

St. John's Episcopal School meets the definition of non-profit organizations set forth in article 501 (c) (3) of the I.R.S. code. There are a variety of contribution options that benefit our students, present and future.

During our Annual Fund, Drive or any time during the year, your tax-exempt donations may be made to the Enrichment Fund which is available for use in the current year. These funds are used for the immediate needs of the teachers and children. The St. John's School Memorial Fund is an excellent designation for a remembrance to honor a friend or loved one, so that their passing will be remembered in the celebration of life and as a gift to the future.

The school is also a Designated Fund agency of the Oklahoma City Community Foundation. Gifts may be made at any time to OCCF in the name of the St. John's Endowment Fund; all such gifts are also tax-deductible. The Endowment Fund is for long-range funding and will be an income source for the future of our school. By stipulation of the original donor, John E. Kirkpatrick, all income from this endowment must be used to support our operating budget. We generally use these earnings for financial aid to qualified students. Also, held by OCCF are three named funds, earnings from which are designated exclusively for financial assistance to students. These are the Edward Wade-Dalton Fund, and the Calvin and Peola Battle Scholarship Fund. Contributions in honor of or in memory of these members of our St. John's family may also be made to the Oklahoma City Community Foundation.

We encourage your donations, large or small, to any of these funds as this enables us to keep our tuition at the absolute minimum and to eliminate other additional fees, while maintaining the highest quality program for your child. Many people choose to make donations once or twice a year, while others prefer to simply make an addition to their monthly check, noting it as a donation. Contributions in any amount are always cheerfully accepted and greatly appreciated.

## **CREDENTIALS**

St. John's Episcopal School is fully accredited by the Southwestern Association of Episcopal Schools and the State of Oklahoma and is represented on the Oklahoma Commission of Episcopal Schools. In addition, the Child Development Program is licensed by the Department of Human Services of the State of Oklahoma.

## **DRESS CODE**

### Preschool and Kindergarten

Children in preschool and kindergarten are encouraged to wear fun, comfortable, seasonally appropriate clothing in which they can be free to move their bodies, paint, play, color, glue, etc. For the children's safety in climbing on playground equipment, athletic shoes must be worn. Sandals, flip-flops, slip-ons, heels, crocks, clogs, and cowboy boots are not permitted. The children go outside for a few minutes every day if possible: please send them with appropriate outerwear. Realizing that with our young friends, accidents can frequently happen, you are asked to send a spare set of clothes for their cubby.

### Grades 1 -8

Boys and girls in 1st through 8th grade are required to wear uniforms as described below. They are purchased directly from Parker Uniform Company, Target, Wal-Mart, or J. C. Penney's. (Please remember to mark all uniform items clearly with your child's name!)

All 5th through 8th grade boys are required to wear a belt with their trousers or shorts. Belts should also follow dress code and be leather or canvas material and neutral colors. Any student (girl or boy) who wears a belt must adhere to this dress code. Shirts for both girls and boys must be tucked in at all times during the day. After recess, shirts should be tucked in upon reentering the building.

1st through 8th grade students must wear athletic shoes or sneakers with their school uniforms. No boots, sandals, high heels, or flip-flops are to be worn to school. All students must wear visible, complimentary color socks or hose with their shoes. Young ladies may wear tights or hose. Cleats are not acceptable at any time of the school day.

The required uniform for girls in 1st through 4th grade is: a regulation jumper, (Parker Uniform) white broadcloth blouse with red piping on cuffs and peter-pan collar, middy blouse or a plain, round-collared white blouse, long or short-sleeved. Girls are to wear hemmed shorts of like color under their jumpers.

The required uniform for girls in 5th through 8th grade is: regulation plaid skirt, and white, bright red, or hunter green polo shirts. Girls are to wear hemmed shorts of like colors under their skirts. Parker provides a very nice cotton-poly knit short for this purpose.

Skirts must be no shorter than a dollar bill's width above the knee (approximately 2½"). Shorts must be long enough to allow the student's finger tips to touch the bottom of the shorts without bending. Shorts worn under skirts should be the same length or shorter than the skirt.

The options for all girls are regulation plaid shorts, navy shorts, skorts (or khaki tan shorts or skort for middle school girls), and regulation navy (or khaki tan for middle school girls) twill slacks. Optional shirts are the white, red, or dark green knit long or short-sleeved collared polo shirt or a turtleneck of the same colors (must be worn under the sweatshirt or jumper). The dark green shirts must be purchased from Parker. Girls may also wear the navy cardigan sweater, or St. John's sweatshirts and hoodies in cold weather.

Girls may also wear the long navy pants (or khaki pants for middle school girls), with the blouse and the sweatshirt as an outfit. Tights or leggings that are to be worn throughout the day under jumpers, skirts or shorts must be solid colors and complementary to the uniform, i.e., white, red, navy, green, or black, and should be ankle length. No long underwear or undershirts may be visible, and sweatpants or leggings that show the upper thigh should not be worn at all.

The required uniform for boys is navy blue twill pants and a long or short sleeved white, bright red, or hunter green knit polo shirt (available at Parker or J. C. Penney's). The options available for boys are blue twill walking shorts and white, red, or green knit long or short-sleeved collared polo shirts or a white, red, or green turtleneck (must be worn under the sweatshirt). No cargo pants or cargo shorts are allowed. Middle school boys may wear a navy blue polo shirt.

Middle School boys may also have the option of khaki tan walking shorts or pants (Parker or J. C. Penney's). Middle school boys must wear an appropriate belt with either shorts or long pants. Middle School girls and boys may wear a navy blue polo shirt.

All clothing must be of proper fit. Sagging pants and oversized sweatshirt do not meet the standard of our school's uniform dress code. All undershirts worn need to be solid white and should not extend beyond the length of the shirt sleeve or hem. No wallet chains are allowed.

All students may purchase from the school, and wear as part of the uniform, the designated St. John's sweatshirt or spirit wear hoodie. Boys and girls in 1st through 4th grade wear navy sweatshirts and hoodies and students in 5th through 8th may wear either the navy or hunter green. Sweatshirts will be for sale in September at the school on a cash and carry basis. In addition, there are usually some recycled sweatshirts available for sale in the uniform closet. Sweatshirts must be worn with a shirt, turtleneck, or blouse under them. The spirit wear hoodies are sold once a year by order only. All shirts and blouses except the middie blouse for girls must be worn tucked in.

We understand your desire to possibly save money by purchasing some items of the uniform from sources other than the uniform company. Your safest choice is to purchase only through one of the uniform companies. Some items such as the plaid skirts, jumpers, and shorts and the green knit shirts are only available through Parker and substitutes will not be acceptable. However, there are several items that you might find elsewhere. These will only be acceptable if they conform to the standards of style and fabric of the regulation uniform. There may be no insignia on shirts or pants; no patch pockets or jean-type pants. Shorts must be walking length; no jogging, tennis or jam style shorts will be allowed. Caps and scarves may be worn to school, but must be removed upon entering the building. Hoods on hoodies may not be worn while in the building.

Any child not in regulation uniform will be asked to call home for proper attire. Please measure your child and order early. If there are any questions concerning the correct sizing, the clerks at Parker are trained to help you on your order, including how much to allow for growing room. It is recommended that you have 2-3 uniforms per student.

The PTO sponsors a Uniform Exchange as well as a Uniform Closet. Parents wishing to donate clothing to the Uniform Closet may do so. The Uniform Closet is located in the hallway near the office. A key to the Uniform Closet may be obtained in the school office.

PLEASE mark your child's name in every piece of his/her clothing, especially their uniform. When a lost and found item is clearly marked, we will make every attempt to return it to the student.

There is no requirement regarding a uniform for P. E. at this time. However, all students must have athletic shoes for P. E.

Proper grooming for both boys and girls is expected. Although fashions and styles change with the times, the appearance of all students will be a credit to the school community, reflect a work environment and be non-distracting to the rest of the student body. A student's attire must be clean and not tattered. The student's appearance should demonstrate that he or she has a sense of personal dignity and modesty (moderate hair styles & color; conservative make-up and jewelry). The Head of School reserves the right to make the final determination as to the appropriateness of a student's appearance and may request that the student return home to make any changes necessary to achieve such status.

Out of Uniform: Occasionally, we will have a designated Out-of-Uniform Day. Sometimes these relate to a particular theme, such as Valentine's Day, etc., and if so, this information will be publicized through the newsletter and the information line. Also, an out-of-uniform coupon may be offered as an incentive for participation or achievement in a school activity such as the Harvest Food Drive. Acceptable out-of-uniform dress is casual clothing which is in good condition, properly fitting, and does not have any slogans or advertising which would be considered offensive or inappropriate. This includes any t-shirt which advertises tobacco or alcohol products, uses or mimics profanity, gang activity, or sexually suggestive material. Tank tops, short shorts, mini-skirts, biking shorts, mesh shirts, midriff shirts, jeans with holes in them, and hip-huggers are also prohibited. Midriff skin (front or back) should not show at any time and no layered shirts. For safety, students are to wear athletic shoes; sandals and flip flops are not acceptable. Even on casual days, we seek to maintain an atmosphere of respect and decorum. The out-of-uniform standards established for the school day also apply to clothing worn in the BAC program.

Every third Tuesday of the month is Spirit Day. Students may come dressed in the St. John's Spirit Wear or any St. John's sportswear or t-shirt. Spirit Wear shorts or sweatpants, or jeans that are clean, hemmed, and fit properly may be worn with the spirit or team shirts. Students not choosing to wear school spirit items must wear the school uniform on Spirit Days.

## **FIELD TRIPS**

Field trips are an opportunity for children to learn outside the classroom and work in small groups with an adult, who may not be their teacher or parent, in a closely supervised learning environment, and are considered part of the school day. This arrangement helps students develop a sense of responsibility and independence. Students are considered to be in school and must adhere to school rules. Frequently, additional supervision is needed and we welcome the help of parents. The appropriate ratio of adults to students will vary with the nature of the trip.

### **Permission Slips**

Each student's file must contain a signed permission slip for all trips taken off campus. A standard form will be in your enrollment packet or may be obtained in the Office. One signed slip will be sufficient for the entire year, although the teacher may ask for specific permission to attend an extraordinary event. Parents will receive detailed information regarding any field trip the class has planned.

### **Transportation, Drivers and Chaperones**

Students may travel to and from a field trip destination in passenger cars as long as the vehicle does not transport more than ten people. The car must have a functioning seat belt for each passenger and it must be used at all times when the car is in motion. Drivers must be over 21 years of age and must leave a copy of proof of insurance in the school office prior to departure.

For most every trip, chaperones are needed to drive and stay with the group at all times. Occasionally additional drivers are needed. A chaperone's full attention must be directed toward monitoring student behavior and safety. To that end we ask that younger siblings not accompany parents volunteering to chaperone. If a younger sibling must accompany you, your help as a driver will be greatly appreciated.

### **Procedures for organizing drivers on field trips**

1. Parents will be informed by the classroom teacher of the purpose of a field trip, the number of seats with seatbelts that will be needed, and how many chaperones and/or drivers will be needed.
2. If more people offer to chaperone or drive than are needed, names will be drawn out of a hat. On the next field trip, these parents will not be asked to chaperon or drive, unless they are needed.
3. All vehicles should go straight from school to the field trip and return directly. There will be no stops along the way for snacks, unless it is a planned part of the trip for the whole class.
4. Children will stay with their designated field trip chaperones and be supervised by them, under the direction of their teacher.
5. Other parents who are driving may leave or may stay and observe at an appropriate distance so that they do not distract from the learning process.
6. At all times the teacher is in control of the field trip activities.

## **FINANCIAL ASSISTANCE**

Financial assistance is funded by gifts and endowment income and is awarded to qualified students solely on the basis of demonstrated need, without regard to race, gender, nationality, or religious affiliation. Any patron desiring financial assistance is requested to apply at the time of enrollment. Applications are available in the school office. Only fully completed applications will be considered. The financial assistance can only cover the tuition portion of the fees; the registration fee must be paid by the parent prior to consideration by the committee. It will be refunded in the event that there is insufficient assistance available. Financial assistance applications are processed monthly, April through June. Please have the complete application, copies of tax forms and any other attachments in the office by the 15th of the month. Although the committee can meet after June 15th, those applications received prior to that date will receive priority consideration.

## **GRIEVANCE PROCEDURE**

Sometimes, no matter how hard everyone tries, misunderstandings occur regarding students, policy, or personnel and professional practice. In such an event, the School Board provides the following procedures to clarify the resolution process. We feel that most conflicts, grievances, issues or concerns will be dealt with in steps one through three. But if not, we offer additional measures to insure that everyone gets the best representation and assistance in the resolution process. As always, the primary goal is to provide the best for those most important beneficiaries, your child(ren) and our student(s).

1. Talk over your concerns with your child's primary teacher first.
2. If the situation has not resolved after this initial contact, meet with the administrator to present your problem and the history of your attempts so far to get it resolved. This should be accomplished no later than 10 days after step 1.
3. The parent or administrator may request a joint conference with the parent(s), teacher and administrator present. This should be requested no later than 10 days after step 2.
4. After a reasonable period of time, if the problem is still present, parents may request a hearing with the personnel and administrative committee of the school board, through the administrator. This committee will meet with the requesting parents to present the issue of concern. This committee will deliver a finding within 10 days of the hearing unless the committee decides to refer the matter to the school board. We offer this process in the best spirit of cooperation and good will.

## **GUM POLICY**

Gum chewing by students is not allowed at any time including while on field trips or in BAC.

## **ILLNESS AND MEDICATION**

It is the policy of St. John's School that no drug or medication of any kind shall be in a student's possession. All medications, whether they are internal, external, prescription, or over the counter must be turned into the school's office. When a physician or parent requests that a child be given medication at school, an Authorization to Dispense Medication form must be filled out completely. The parent or guardian must bring the Authorization form to the Health Coordinator or School Secretary. Students are not allowed to bring medications into school themselves. A NEW form must be completed for each new medication or change in directions.

Medication must be brought to school in a container properly labeled with the child's name, name of medication, and dosage, and placed in a baggie or zip-lock bag or it will not be given. We suggest you ask the pharmacist to label an additional small container for use at school so your child will not need to bring a large, expensive bottle of medicine to school. Sample medications from a physician must be accompanied by a note from the doctor stating dosage directions. Over the counter medication such as cough medicine, sports creams, or headache medicine must be in its original container and the Authorization Form must be completed.

All medications must be brought to the Health Coordinator or School Secretary, along with the signed form when the child arrives at school and the medication will be kept locked in the school office.

Exception: Middle School students who use asthma inhalers need a signed form on file in the Health Coordinator's office, but may carry an inhaler on their person if this has been agreed upon by the parent and the Health Coordinator. Inhalers for Preschool through 5th grade students will be kept in the school office.

### **DISPENSING OF MEDICINE:**

Medicine of any kind is not to be provided for students by the school. **NO MEDICINE MAY BE ADMINISTERED TO A STUDENT BY ANY SCHOOL EMPLOYEE**, including the school nurse, without a written directive from the student's doctor. This ruling, made by the Oklahoma Attorney General on February 16, 1984, specifically includes aspirin.

1. No prescription medication may be given to a student without two (2) of the following:
  - a. the prescription vial/bottle/container "which correctly states the name of the patient, the name of the prescribing (doctor), and directions for the administration of said drug," (the date should also be current) OR
  - b. the parent form filled out requesting the school to administer the medication at the times the prescription indicates.
  - c. As a general rule, medication is to be taken before or after school, or be administered by the parent or guardian during the school day.
2. All medicines, such as aspirin or asthma medicine, must be kept in the school office. This allows for monitoring for overuse and/or keeps it out of the hands of people who should not have it.
3. If a child is too ill to remain at school, or if he/she has been injured, the parents will be contacted. This means we must know at all times where you can be reached. Please report change of telephone numbers or address promptly to the school. Please keep emergency numbers on the back of the enrollment card accurate and up-to-date.

No student should return to school until she or he has been free from fever/vomiting/diarrhea for 24 hours without the aid of pain or fever-reducing medications.

CHICKEN POX: If your child has Chicken Pox, he/she should not be back in school for seven (7) days from the time they are COMPLETELY broken out. This is the least amount of time. (The scabs should be completely crusted over and have no oozing or sign of infection.)

HEAD LICE: Head lice are a part of schools in this region of the United States. It has nothing to do with cleanliness and it knows no economic boundaries. Anyone can get head lice from a seat in a movie theater. It does not pose a health hazard; rather, it is a nuisance and an embarrassment, and it should not be.

Our policy is that a child with head lice will be sent home to be treated with the appropriate shampoo. To re-enter school, they must bring the empty shampoo bottle and have NO nits left in the hair. This means a great deal of time must be taken by the parent to comb and pick out the nits.

## **IMMUNIZATIONS**

The Health Department of the State of Oklahoma requires that before entering school, every child shall a) be up to date with the immunizations required for that age, and b) have proof of same on file with the school office before the child can attend classes. A current copy of each student's immunization record and a copy of his/her birth certificate must accompany the student application form at the time of his/her enrollment. Any additional immunizations received after enrolling must be updated to the student's file. A list of required immunizations is available from the school office.

## **IMPORTANT TELEPHONE NUMBERS**

School Office Phone	943-8583	School Fax Machine	943-8584
Church Office Phone	943-8548	Child Care Extension	(40)

Web Site: <http://www.stjohnsokc.com>

E-Mail address: [info@stjohnsokc.com](mailto:info@stjohnsokc.com)

## **LIBRARY**

Elementary students have a scheduled class library time once a week and are encouraged to take advantage of the library services.

Books may be checked out for a one-week period. Fines will be assessed after one free week and lost books must be paid for or replaced. Report cards will be held if books are more than four weeks overdue. If a book is overdue or lost, no other books may be borrowed until it is returned or paid for.

We encourage you to donate a book to the Library in commemoration of a child's birthday. The school welcomes all such gifts.

## **LUNCH**

We are pleased to offer a hot lunch program which is catered four days per week. Meals consist of a main dish, two vegetables or a vegetable and a fruit, bread, dessert, and milk. The meals can be ordered on a weekly or monthly basis. While the student is not required to order every meal in the week or month, orders must be turned in by the due date on the order form, usually 10 days to 2 weeks prior to the week of service. We cannot guarantee that there will be enough food to provide meals for students who have not pre-ordered. There is also a Chef Salad option on Monday through Thursday if preferred.

**STUDENTS ARE NOT ALLOWED TO USE THE SCHOOL'S MICROWAVES FOR LUNCHES BROUGHT FROM HOME.**

Every Friday is Pizza Day. Two slices of pepperoni, sausage and/or cheese pizza, a fruit, dessert, and milk are available. This is ordered on the same form and at the same time as the other lunches. Students may also bring their lunches from home. Soda pop is not allowed except on Pizza Days.

Two percent white milk or low-fat chocolate milk can be purchased at a modest price through our milk program or students may bring a juice drink from home. We also ask that any snacks sent be nutritious and reflective of our concern for our students' health and physical development. For the safety of our students, we do not allow any glass containers.

Preschool students eat with their kindergarten friends in the Parish Hall. Eating in the classrooms is discouraged during lunch time. All students eat in scheduled lunch shifts.

Parent volunteers are welcome at all lunch shifts to help serve and monitor the students. Lunch volunteers are coordinated through the school office. Anyone wishing to volunteer to help during lunch time may call the school office for more information.

## **OUT OF UNIFORM PASSES**

Out-of-Uniform passes will be given based on student performance, such as leadership and exemplary conduct. Grades are not a basis for a pass. Teachers will submit a request for an out-of-uniform pass to the Head of School for approval. Passes will have an expiration date and may not be used after that date. A student using an out-of-uniform pass must present that pass to the homeroom teacher at the start of the school day.

## **PARENT ATTENDANCE AT SCHOOL PROGRAMS**

We welcome and encourage our parents to attend the various school functions and PTO meetings. Standing on the furniture or moving about the room to take videos and/or photos is not permitted. Please keep young children seated and out of the aisles at all times. Your safety while in school and church facilities is a major concern for the school. Please be courteous during the performance and remain until the end of the event.

## **PERSONAL PROPERTY-LOST AND FOUND**

1. The school discourages the wearing of expensive jewelry to school. Toys and electronic equipment, such as radios, cameras, tape recorders, players, tapes, CD players, MP3 players, pagers, or laser pointers are not allowed at school. Cell phones should be kept in lockers or backpacks while in school or BAC, unless authorized by the teacher for use in a classroom activity.

Please do not send a child to school with more than three dollars in his or her possession. If it is imperative that a child have additional cash or a cell phone on hand for an after-school event, it should be brought to the office upon arrival for safe keeping until after school.

2. Parents are requested to see that their children do not bring matches, lighters, fireworks, or weapon-like toys of any kind to school. Such items will be kept by the teacher or the administrator until such time as he/she can return them to the parents. If a student brings dangerous implements or weapons to school, the administrator will confiscate them, schedule a conference with the parents, teacher, and student, and the consequences will be discussed, among them the probability of expulsion.

3. Please mark your child's clothing; especially all uniform items. The school will return lost and found items that are clearly marked or labeled with the student's name.

4. Unlabeled clothing will be kept in the office for two weeks. If not claimed by that time, it will be given to a worthwhile organization. Uniform pieces will be recycled to the uniform closet.

5. This is a drug-free environment. If a student possesses drugs or alcohol on the school grounds, the administrator will confiscate them, schedule a conference with parents, teacher, and student, and consequences will be discussed, among them the probability of expulsion.

## **PHYSICAL EDUCATION**

All students are required to participate in physical education unless excused by the Administration. A letter to the school from a physician is required if a student is to be excused from P.E. for a week or more. A note from a parent is required for non-participation for one or two class sessions. The student will be given an alternative assignment to complete in lieu of taking part in physical activity.

P.E. activities will take place outside whenever possible. Students need to have seasonally appropriate outer wear.

## **PLACEMENT**

For all incoming students applying for first grade or above, St. John's will determine admission and placement based on our program's ability to meet the needs of a student, as well as by a child's age and development. For students entering second through eighth grade, we will determine placement based on the findings of either the Stanford Achievement Test or the results of a student's previous testing. While input from parents is appreciated, in order to preserve the school's integrity and to offer the child the best educational experience possible, the final decision regarding the student's grade placement will be made by the Head of School with advice from the grade level teachers.

## **REPORT CARDS, EVALUATIONS, AND PROGRESS REPORTS**

In spite of the fact that we do not issue a typical report card or letter grades for our preschool or kindergarten students, our detailed evaluations of these children are just as important as report cards in the elementary grades. Parent/Teacher conferences are held in the fall and spring, and written evaluations of the student's developmental progress are mailed at the end of each semester.

Report cards are sent home each nine weeks for students in 1st through 8th grade. Grades are an indication of a student's academic achievement. Effort, attitude, and grades are considered significant factors in a student's overall evaluation. Students in preschool, kindergarten, first, second, and third grade have their own report forms that assess progress on identified skills. Beginning in fourth grade, students receive subject grades. Students in fourth through eighth grade receive number grades that may convert to the following letter grade correspondence:

A= 100-90; B= 89-80; C=79-70; D= 69-60; and F= below 60.

The grading scale for the enrichment classes for the lower grades is:

E= Excellent; S= Satisfactory, N= Needs Improvement.

A child's participation in scheduled musical performances will be included in calculating his/her grade.

Conduct evaluation grades for middle school of E-Excellent, S-Satisfactory, and U-Unsatisfactory will also be given for each class. Report cards and/or preschool and kindergarten evaluations will not be released if:

- a. the school tuition and/or B.A.C. payments are in arrears;
- b. there is a significant fine for an overdue or lost library book, lost or damaged text book, or
- c. a birth certificate, immunization record or other vital information is not furnished for the child's permanent record.

Progress reports will be sent home each nine weeks for middle school students. Elementary students may receive progress reports as needed to indicate academic achievement.

## **REPORTING TO THE OFFICE – VISITORS**

**All visitors, this includes parents and grandparents coming to drop something off, must check in at the school office first.** This policy is for the safety of all who work and study on these premises. Parents wishing to talk with the teachers should make an appointment to do so through the office.

## **SCHOOL CLOSINGS**

Weather emergency information about class cancellations or delays will be announced on major radio and TV stations in the city and listed on our website under News Announcements and Weather Alerts. If we open school, and you feel it is too dangerous to drive, please feel free to keep your child at home. Also, if the weather deteriorates during the day and you wish to pick up your child early, that is your prerogative.

## **SCHOOL HOURS**

½ Day Preschool 3 & 4	Monday-Friday	8:30 a.m. - 11:15 a.m.
All Day Pre-K & KDG	Monday-Friday	8:30 a.m. - 3:30 p.m.
1st – 3rd Grade	Monday-Friday	8:30 a.m. - 3:30 p.m.
4th – 8th Grade	Monday-Friday	8:15 a.m. - 3:30 p.m.

For preschoolers extended hours are available (for an additional charge) on a weekly or part-time basis. Further information regarding this program (BAC-ED) is available from the office.

Before and after school care (BAC) (7:15-8:00 a.m. and/or 3:45-6:00 p.m.) is provided on-site. Information regarding the cost of BAC is available from the school office.

## **SEXUAL MISCONDUCT POLICY**

Sexual misconduct in the parish or school setting is a violation of trust, an inappropriate use of power, and a breach of professional ethics. The Vestry and School Board believe that the spiritual growth and well-being of all persons at St. John's Episcopal Church and School are best offered only in an environment where there is mutual respect and freedom from sexual misconduct. St. John's Episcopal Church and School are committed to providing a positive environment that is safe and nurturing for all students, staff, and parish members.

Sexual misconduct in any form (abuse, harassment, and exploitation) is not tolerated in the parish or school by any member of the clergy, staff, faculty, students, volunteers, or parish members. All allegations of sexual misconduct are taken seriously and immediately investigated, and appropriate action is taken to prevent any further misconduct. If anyone feels that he or she has been the victim of sexual misconduct or has observed an incident that may need to be investigated, he or she is urged to contact a member of the Response Team. The Response Team consists of the Head of School, the Rector, and the school chaplain. If the complainant wishes to file a formal complaint, it will be promptly investigated by the Response Team. For a complete copy of the Sexual Misconduct Policy and Procedures, please come by the school office. We will be happy to provide you with that information.

## **STANDARDS FOR ADVANCEMENT TO THE NEXT GRADE AND ACADEMIC DISCIPLINARY POLICY**

A student making passing grades in all core subjects, who has not been absent more than twenty days (ten per semester) during the school year, will be advanced to the next grade. In the event of serious health issues, exceptions may be approved by the administration. (See Attendance and Absences No. 5)

A student with a failing mark for the year in more than one of the core (math, science, language arts, history, literature, or Spanish) subjects may be asked to repeat the same grade level in the succeeding year. If a student has a failing mark in only one of the core subjects he/she will be asked to undergo tutoring or other special instruction in that subject. The Head of School reserves the right to vary these standards for some cases in which the age of the student or the subject involved might render tutoring or replacement inappropriate.

At a minimum, teachers will issue a progress report at/or before the midpoint of each marking period for any student who is experiencing academic problems. Parent-teacher conferences will be held to jointly develop a planned course of action.

For middle school students, when there is clear academic failure at the midpoint of any semester, the student and his or her parent or guardian will be notified that the student is on academic probation. The school will investigate various measures to help the student achieve academic success. Some possible courses of action are required, attendance at after-school study sessions, and/or carrying a "drag sheet" to help the student and parent be aware of daily achievement and upcoming assignments. The student and his or her parent or guardian will be required to meet with a qualified counselor (at parent's expense) for assessment purposes, with the recommendations of the counselor to be provided to the Head of School. The student will then have the requirements for continuing at St. John's outlined and these requirements must then be met, or the student may be asked to leave at the end of the semester.

## **STUDENT BEHAVIOR AND DISCIPLINE**

At St. John's the purposes of discipline are to establish an orderly environment in which individuals can learn; to prepare each student for effective participation in an organized society; and to develop and guide the growth of each student in the areas of respect for authority, respect for personal dignity, and respect for the rights of others.

Student and teacher behavior will allow for:

- a. the student to learn from his/her problems;
- b. the student to establish ownership of the problems;
- c. the student to solve the problem so that it doesn't make a problem for others;
- d. the student and the situation to be dealt with on an individual basis; and
- e. the student's respect and self-esteem to remain intact.

Each teacher will develop, with his/her students, a few rules which may include:

- a. follow directions the first time they are given.
- b. raise your hand to talk.
- c. keep your hands and feet to yourself.
- d. say kind things to and about each other.
- e. walk appropriately at all times.

## General School Rules and Expectations

1. Act in a responsible and cooperative manner.
2. Treat all students and adults with courtesy and respect.
3. Respect and care for school property and the property of others.
4. Walk in a quiet and orderly manner in the hallways and restrooms.
5. Follow the safety procedures. Upon dismissal, wait in designated areas for friends and relatives. Do not climb trees, walls, or fences.
6. Obtain permission from the office staff before leaving campus during the day.
7. Keep toys, candy, gum, electronics, and sports equipment at home, unless requested by a teacher for educational purposes. Students are not to bring toys, animals, knives or weapons of any kind, matches, lighters, toothpicks, radios including CDs or CD players, pagers, laser pointers, MP3 players, large sums of money, or other extraneous items to school, unless they have permission from a teacher to do so. If such items appear at school, they will be confiscated and returned only to a parent or guardian at the school office.
8. Demonstrate responsible behavior in the lunch room.
  - a. walk in a quiet and orderly manner.
  - b. remain seated at assigned tables.
  - c. talk quietly and be courteous; use good table manners.
  - d. clean the table and floor area before being dismissed.
  - e. remain quiet when an adult is giving instructions.
  - f. raise hand and wait to be dismissed by an adult.
  - g. throwing food or other items will not be tolerated.
  - h. all food will be eaten in the lunchroom.
9. Students who refuse to complete assignments may be suspended for the rest of the school day.

## Playground Rules

Students are expected to use good judgment and sportsmanship on the playground. They are also expected to follow the directions of the adults in charge.

1. Use COMMON SENSE.
2. No rough-play on the playground: this includes all forms of contact games and above all NO FIGHTING. We will not accept the excuse, "We were only kidding."
3. Pupils may bring balls (other than baseballs) for use at recess with the permission of the teacher. The school, however, maintains no liability for their loss or destruction and retains the right to confiscate any property if used improperly.
4. No throwing stones, rocks, dirt, or any other object other than a ball.
5. The students should line up and enter the building in an orderly manner when instructed by the supervisor. Students should not run to get in line.
6. Inappropriate language is not acceptable.
7. Children are expected to stay in designated playground areas away from all parking areas.
8. Students should go to an adult playground supervisor for assistance if a student begins to bully them.
9. St. John's is a bullying-free, zero tolerance environment. Students can be suspended or expelled for certain forms of bullying.

## Disciplinary Action

Discipline within the classroom is the responsibility of the teacher. Any action taken by the teacher will be documented and include the reason for the action and witnesses to the action. When a student is sent to the administrative office due to disciplinary action, the parent/guardian will be notified immediately. When a student is sent to the administrative office a second time, the parent/guardian will be contacted to pick up the student from school. When a student is not picked up from school, the student will remain home from school the following day. When a student is sent to the administrative office a third time, the parent/guardian will be contacted and the student will be suspended from school for a time to be determined by the Head of School. Upon a student being sent to office for a fourth time, the Head of School may take action to expel the student from school.

Parents/guardians should first contact the teacher to arrange a conference to address any school related concerns they may have for their child. If this is not satisfactory, the parent/guardian should contract the administrative office to arrange a meeting with the teacher and Head of School. **At no time should the parent/guardian address student concerns to the teacher during a class, times between classes, or in the hallways of the school.**

## **Procedures**

The discipline plan is generally as follows:

1. First time student breaks a rule: teacher warning.
2. Second time student breaks a rule: Classroom consequence (such as time out, "think and walk," or written assignment or recess time out).
3. If a student continues to break a rule: Parent Teacher conference by phone or in person.
4. If a student continues to misbehave, he or she will be referred to the Head of School's office. Parents will be contacted by phone. A notice will be sent home with the student for the parent to read and sign. The notice must be returned to the School Office before the student may return to class.
5. Immediate suspension will be invoked for any fighting, possession of drugs, cigarettes, alcohol, weapons, or pornographic material. The student will not be permitted to return to class until a required parent conference is held.

Students may be referred to the office at the teacher's discretion for serious acts of misconduct at any time.

When a student has committed a serious offense, or when a warning about a chronic disciplinary problem has ceased to be effective, suspension or expulsion from school may be necessary. The administrators reserve the right to summon a parent or guardian to remove a child temporarily to be home schooled. The Head of School, with the full knowledge of the Rector, has the authority to suspend or expel students.

Because all students are individuals, and St. John's is committed to their individual integrity, the school reserves the right to treat each disciplinary case on its individual merits, with the Head of School and the Rector being the final authorities.

## **TELEPHONE**

Students are not called from classes to receive incoming telephone calls. Emergency messages will be delivered to our students. All after-school activities must be arranged outside of school.

Students will be allowed to place outgoing calls only for serious problems or to solve emergency transportation needs. There is one phone available in the office for such calls and they must receive permission from their teacher to come to the office prior to calling. The parish kitchen or any classroom telephones are off limits to all students.

## **TRANSFERS**

Our school office will request school records for new students from the school previously attended. If transfers are being made to another public or private school, records will be sent upon the request of the receiving school. Students leaving St. John's School must make a formal withdrawal at the school office. All financial matters with the school must be in good standing before records will be sent to another school.

## **TUITION AND FEES**

1. The non-refundable registration fee is \$300.00 and includes field trip fees, activities, lab fees, a school t-shirt, and a copy of the school yearbook and literary magazine. It is payable upon the enrollment of your child to secure his/her place in class.

The registration fee will be refunded under only two circumstances:

1. (a) in the event agreement cannot be reached regarding the proper placement of the child; or (b) in the event the scholarship committee is unable to meet your request and, because of that, you choose to enroll elsewhere. Under all other circumstances, the registration fee is non-refundable.

2. The tuition is payable by various payment plans: (a) in full, (b) by the semester, or (c) in 10 or 12 monthly installments. Payments made in full or by the semester are made directly to the school. Visa & Master Card will be accepted through the FACTS tuition program.

Monthly installment payments are to be paid to the FACTS Tuition Management Company beginning in June (12 month contract) or July (10 month contract). A form indicating the payment plan and method desired must be completed at the time of enrollment.

A 10% discount is offered on second and subsequent younger children in a family.

Under the terms of the contract, tuition is due in full even if, through no fault of the parent, student, or school, the student fails to complete the academic year.

3. Penalty for late payment: A late charge of \$25.00 will be assessed to your account by FACTS Tuition if any payment is not received within 10 days of the payment due date.

4. The School reserves the right to withhold report cards and or preschool evaluations and transcripts until tuition, fees, library books, textbooks, and/or all other outstanding obligations and debts have been covered by the patron.

5. A student account which is in arrears two months or more may result in the expulsion of that student. All such accounts will come to the attention of the School's legal counsel.

Without prior written special arrangements with the Head of School and legal counsel, if all amounts owed by a patron are not paid in full before the commencement of the next semester, the patron's child(ren) will not be allowed to continue attending St. John's School. If necessary, a collection agency may be retained to collect tuition in arrears as well as all fees involved in the collection process.

6. Academic records will not be forwarded to other schools until all amounts owed to the school are paid in full.

7. A parent who has had two (2) checks returned from the bank during any school year will pay by cash, money order or cashier's check only. No further personal checks will be accepted.

## **TUTORING**

1. Upon initial admission, a student may be deficient in certain academic areas and will be required to receive additional tutoring after school or at hours of mutual convenience.
2. A student whose test scores and/or class work indicates deficiencies in certain academic areas may be asked to receive tutoring during the summer months. This tutoring may be required as a condition for promotion to the next grade.