

St. John's Episcopal Parish Day School



Family Handbook 2018 – 2019

Primary School
1002 S. Rome Avenue
Tampa, Florida 33606
813-849-6200
813-454-5048 (ASP)
813-600-4070 (Fax)

Lower School
906 S. Orleans Avenue
Tampa, Florida 33606
813-849-5200
813-766-6164 (ASP)
813-258-2548 (Fax)

Middle School
240 Plant Avenue
Tampa, Florida 33606
813-849-4200
813-507-9237 (ASP)
813-250-0769 (Fax)

www.stjohnseagles.org • www.facebook.com/EaglesSJE

This Family Handbook has, by extension, the full force of the School’s enrollment contract. The School may find it necessary to make occasional changes or amendments to provisions of this Family Handbook, in response to unanticipated issues, unprecedented situations, or serious problems. Such changes or amendments will be published and sent to all School families with immediate effect.

Campus	Doors Open	Doors Close	School Starts	Pick-Up Begins
Primary (1002 S. Rome Avenue)	7:30am	8:00am	8:00am	(2:45pm walk-up) 2:50pm
Lower (906 S. Orleans Avenue)	7:30am	7:55am	7:55am	2:50pm
Middle (240 S. Plant Avenue)	7:30am	7:50am	7:55am	3:05pm

Students should not be dropped off before door opening at each campus. School office hours are 7:45am to 4:00pm.

GENERAL INFORMATION

Board of Trustees

Jeff Hunt	Chair
Dr. Greg Gaar	Vice-Chair
David Malizia	Treasurer
Carren Rieger-Friess	Secretary
Stuart Work	Interim Head of School (Ex Officio)
The Rev. Charles Connelly	Rector
Dr. John Marston	Senior Warden
Greg Hearing, Vestry/BOT Liaison	Vestry/BOT Liaison

Sacha Dyson	Cindy Hadlow	Don Jennewein
Lee Peterson	Jeanie Poley	Maria Soledad Lucas
Hampton Stephens	Sarah Watkins	Eric Williams

Dads’ Club Board

David Witte, President	Mark Campbell, Vice President
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Parents’ Club Board

Cari Saldin	President
Shelli Milazzo	President-Elect
Barbara Picca	Past President
Lisa Jones	Treasurer
Demelza Genest	Treasurer-Elect
Leslie Stephens	Secretary
Forrest Thompson	Secretary-Elect
Jennifer Stein	Primary School Chair
Amy Corcell	Lower School Chair
Susan Ward	Middle School Chair
Holly Clifford Coral	Communications Chair
Mary Ellen Collins	Communications Chair-Elect
Courtney Cox	Director of Development & Communications

School Administration

Stuart Work	Interim Head of School
Lisa Strauch	Assoc. Head of School for Curriculum & Technology
The Rev. Dr. Robert Baker	Chaplain to the School

Michael Matthews
Cindy Fenlon
Courtney Cox
Mark Shiflett
Ana Ibanez
Justin Smith

Chief Financial Officer / Chief Operations Officer
Director of Admissions
Director of Development & Communications
Director of Maintenance
Primary & Lower School Principal (Forms I-VI)
Middle School Principal (Forms VII-X)

ACCREDITATION AND MEMBERSHIPS

St. John's Episcopal Parish Day School maintains accreditation by the Florida Council of Independent Schools (FCIS) and Florida Kindergarten Council (FKC), and memberships in the National Association of Episcopal Schools (NAES), Mid-Atlantic Independent School Business Organization (MISBO), National Association of Independent Schools (NAIS), Bay Area Association of Independent Schools (BAAIS), Educational Records Bureau (ERB), Association for Supervision and Curriculum Development (ASCD), Council for Support and Advancement of Education (CASE), Association for Middle Level Education (AMLE), Independent School Management (ISM), National Association of Secondary School Principals (NASSP), National Association of Student Councils (NASC), National Junior Honor Society (NJHS), National Junior Classical League (NJCL), and the Florida West Coast Athletic League (FWCL).

CAMPUSES

St. John's has three campuses: the Primary School K(4) and K(5) at 1002 S. Rome Avenue; the Lower School (Grades 1-4) at 906 S. Orleans Avenue; and the Middle School (Grades 5-8) at 240 S. Plant Avenue. The Lower School campus is adjacent to St. John's Episcopal Church, where students worship daily. The Middle School campus includes Price Memorial Chapel, affording older students the same worship opportunities as Lower School students each day.

HISTORY OF ST. JOHN'S EPISCOPAL SCHOOL

The School was founded in September 1951 by Father C. W. Brickman, then Rector of St. John's Parish, making St. John's the oldest Episcopal school in Central Florida and the second oldest in the state. In 1954, Father George Burchill became the School's first full time Headmaster. He retired in December 1992, after 38 years of service. During the long Burchill tenure, the School became widely known for its academic rigor. School facilities at the Orleans Avenue campus were expanded and enrollment increased accordingly. In the mid-1970s, a small campus on Rome Avenue was purchased and remodeled, providing a separate place for four and five year old kindergarten students.

In 1999, when it was determined that expanding the existing main campus on Orleans Avenue would be difficult at that time, the St. John's Parish Vestry purchased a substantial land parcel on Plant Avenue with two buildings in order to create a separate Middle School campus. A successful capital campaign brought in over \$4 million, enough for the land purchase and nearly all the expenses of reconstructing the existing buildings, as well as adding a new gymnasium and classroom annex. The remodeled buildings, including a new chapel, were opened to 5th through 8th grades (Forms VII through X) in August 2001. The gymnasium and classroom annex, including a science laboratory, were opened in the fall of 2002. During the summer of 2004, the Primary School was completely refurbished and doubled in size to accommodate an additional class in pre-kindergarten and kindergarten.

Early in 2000, steps were taken to create the School's first Board of Trustees and to establish a separate non-profit corporation for the School. Corporate ownership of the campuses and facilities was settled on the members of the Parish Vestry. The new Board of Trustees began its service in July 2000. Gordon R. Rode was appointed Headmaster on July 1, 2005. During the 2008-2009 school year, the Board of Trustees developed a

plan which increased enrollment from 400 to 600 students. In September 2012, the Board of Trustees revised the Mission and Philosophy of the School and, over the 2013-2014 school year, updated the Strategic Plan to consider academic program, extra-curricular, technology, and facilities needs for the next five years and beyond. Robert S. Stephens was appointed the School's eighth Head of School, in January 2014. During the 2017-2018 school year, the Strategic Plan was updated by a ten person committee consisting of students, teachers, administrators, parents, and trustees, and the Strategic Plan was approved by the Board of Trustees in March 2018. The newly adopted Strategic Plan included a statement about the school's Episcopal Identity, Core Values, the Mission Statement and Vision Statement, and Strategic Plan Goals & Strategies. Additionally, in March 2018, the Board of Trustees appointed Hugh Jebson as the School's next Head of School beginning on July 1, 2019, and Stuart Work was appointed the School's Interim Head of School for the 2018-2019 school year.

CORE VALUES

Academic Excellence: St. John's proudly prioritizes academic excellence, an evolving concept in today's dynamic world. Never static, the St. John's curriculum not only prepares its students for future academic success, but also builds a platform for students to confidently and creatively explore an ever-changing world of opportunities.

Citizenship: We are committed to our internal St. John's family and our surrounding community. This commitment means we are servants to each other in the true meaning of Christianity, and we recognize that the blessings we enjoy provide us with opportunity and the obligation to give back.

Diligence: St. John's fosters an environment in which the simple pursuit of our goals defines success. Initiative, effort and personal responsibility, once instilled, help the St. John's student overcome any perceived obstacle, building resilience and empowering the individual to define their own path.

Inclusiveness: Situated just outside the heart of downtown Tampa, St. John's reflects our city's diverse communities. As an Episcopal school, we embrace the philosophy of open hearts and open minds, and understand the power of cultural and spiritual inclusion in our increasingly global environment.

Integrity: We honor the high ethical standards we set for ourselves and each other, and we lead by example in our lives both inside and outside St. John's.

EPISCOPAL IDENTITY

St. John's is an Episcopal Parish Day School, and as such has a foundation in the Christian faith. We seek to integrate religious and spiritual formation into the overall curriculum and life of our school community. In doing so, however, we celebrate the inclusiveness that is the Mission of Episcopal schools. We invite all who attend and work at St. John's - Episcopalians and non-Episcopalians, Christians and non-Christians, people of no faith tradition—both to seek clarity about their own beliefs and religions and to honor those traditions more fully and faithfully in their own lives. Above all, we exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.

MISSION STATEMENT

St. John's Episcopal Parish Day School prepares each of its students for lifelong intellectual and spiritual growth by providing a superior educational experience within a nurturing Christian environment.

PHILOSOPHY

St. John's is an Episcopal Parish Day School serving nearly 600 boys and girls in grades K(4) through 8. Grounded by a commitment to spiritual and ethical values, a love of learning, and the development of strong character, our students build the foundation to grow into caring and successful adults in an ever-changing world.

VISION STATEMENT

The vision of St. John's Episcopal Parish Day School is to be Tampa Bay's school of choice, teaching a dynamic K(4)-8 curriculum in a state-of-the-art urban facility. Our diverse students achieve high levels of personal and spiritual growth fostered by committed professionals and supported by a united Church and School. Graduates leave empowered to innovate and lead in an evolving world.

TRUSTEES' ROLES AND RESPONSIBILITIES

Membership

The Board of Trustees consists of 18 voting members, including the Rector of St. John's Parish, the Senior Warden of St. John's Church, Vestry/Board Liaison, and 15 others, five of whom shall be elected each year by the Corporation, which consists of the Wardens, Vestry, and Priest of St. John's Parish. Trustees may serve two consecutive three-year terms, after which at least one year must pass before a Trustee is eligible for another three-year or unexpired term.

In addition, the Interim Head of School and a Vestry Representative serve as *ex-officio* Trustees. The Interim Head of School is a non-voting member. At least 50% of the elected, voting Trustees shall be parishioners in good standing of St. John's Church. At least two of the elected Trustees shall be parents of children enrolled at the School.

The Committee on Trustees acts as the Nominating Committee for new Trustees and makes recommendations to the full Board of Trustees of new member candidates. The Committee on Trustees takes into consideration the talents and skills needed on the Board in areas such as accounting and finance, education, human resources, law, marketing, executive management, and the like. Nominations once approved by the Board are submitted to the Corporation for approval.

Purpose

The Trustees of St. John's Episcopal Parish Day School, Inc. ("St. John's") act collectively as one body and are responsible for actively and conscientiously helping to fulfill and advance St. John's mission, providing financial support, protecting and furthering assets, and ensuring ethical conduct in all endeavors consistent with St. John's Articles of Incorporation and Bylaws.

Responsibilities

1. A Trustee recognizes that his/her primary work and focus are long-range and strategic. A Trustee actively promotes St. John's mission, vision, strategic goals, and policy positions consistent with this statement.
2. A Trustee has an understanding and appreciation of St. John's Episcopal Church and its history and traditions. This support ensures its viability and Episcopal identity for generations to come.
3. A Trustee supports St. John's through the financial development programs of St. John's, including strategic planning for development, financial support, and meaningful and active involvement in annual and capital giving.
4. A Trustee sets policy, focuses on long-range and strategic plans, and helps develop annual goals related to the plans.

5. A Trustee attends a new member orientation and an annual Board retreat and stays fully informed about current operations and issues by attending meetings regularly, coming well-prepared, and participating fully in all matters.
6. A Trustee works to ensure all Trustees are actively involved in the work of the Board and its committees.
7. A Trustee reviews and maintains appropriate Bylaws that conform to legal requirements, including duties of loyalty, obedience, and care.
8. A Trustee keeps full and accurate records of meetings, committees, and policies and keeps deliberations confidential.
9. A Trustee does not become involved directly in specific management, personnel, or curricular issues.
10. Authority is vested in the Board as a whole. A Trustee who learns of an issue of importance to St. John's has the obligation to bring it to the Head of School, or to the Board Chair, and must refrain from responding to the situation individually.
11. A Trustee accepts and supports Board decisions and those of the Head of School and demonstrates that support within the community. Once a decision has been made, all Trustees speak as one voice.
12. A Trustee guards against conflicts of interest, whether personal or business related, and annually signs a conflict of interest statement.
13. Trustee composition reflects the strategic expertise, resources, and perspectives (past, present, future) needed to achieve the mission and strategic objectives of St. John's.
14. A Trustee helps to identify potential Trustees and to develop the slate of potential nominees for Board approval.
15. A Trustee is committed to a program of professional development that includes new Trustee orientation, ongoing Trustee education and evaluation, and Board leadership succession planning.
16. Each Trustee, not just the Treasurer and Finance Committee Members, has fiduciary responsibility to St. John's for sound financial management.

ADMISSIONS, ENROLLMENT, AND FINANCIAL INFORMATION

Admissions

Applications are sent to the Director of Admissions. An application fee of \$100 is required. The Admissions Office will schedule an assessment date and time for the child. Three priority wait list categories include siblings of current students in good standing, children of active parishioners, and alumni legacies. Since the regular list includes all other applicants, early application is encouraged. Students entering Form I must be four years old on or before September 1st of the year of entry, and students entering Form II must be five years old on or before September 1st. All children must be toilet trained. Diapers, pull-ups, or the equivalent are not permitted.

Students applying for Forms I and II are given developmental readiness and group interaction assessments before admission. Admissions decisions are communicated to the parents at the end of the active admissions season. Students applying for Forms III - X are assessed in reading comprehension, writing skills, and mathematics. They are also interviewed by administrators and faculty. Students applying for Forms II - X must also supply school letters of recommendation and transcripts as applicable. Final decisions are made by the campus Principals and Interim Head of School. A letter responding to the student's application for admission is subsequently mailed to the parents. Students who do well on their assessment and evaluation are placed on the wait list if a Form is already full. All students admitted to St. John's School are held to the same standards of achievement, and they must be self supporting in all aspects of the curriculum and classroom activities. The School provides a financial aid budget which makes grants available to families with demonstrated need.

Annual Fund

Annual Fund, the School's primary yearly fundraising campaign, is a vital source of revenue for enhancing each student's education. These gifts are tax-deductible.

Enrollment

Enrollment is bound for the entire school year by contract which makes the parent(s) jointly and) fully responsible for the full year's tuition, Legacy Fee, and all other expenses incurred by the student. Written withdrawal of contract on or before the specified last day to drop date without financial obligations beyond the non-refundable tuition deposit is permitted. Withdrawal of a student at any later time requires full payment of the entire tuition for the contracted year.

A positive and constructive working relationship between the School and a student's parents/guardian is essential to the accomplishment of the School's mission. The School accordingly reserves the right to terminate or not renew a student's enrollment contract if the School reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible, are a breach of any of the policies contained within this document, or otherwise seriously interfere with the School's accomplishment of its purposes. Continued enrollment also depends on timely satisfaction of all financial responsibilities to the School throughout the year.

Financial Assistance

Financial assistance at St. John's Episcopal Parish Day is an outright grant against tuition. Need is defined as the difference between the School's educational expenses and a family's ability to pay those expenses. St. John's believes that the family has primary responsibility for financing their children's education to the extent they can. However, a limited amount of financial assistance is available to help families who would otherwise find enrollment impossible for pre-kindergarten through grade eight. FACTS Grant and Aid Assessment (FACTS) is used by St. John's to help assess a family's ability to pay school costs. Parents are to go on-line at <https://online.factsmtg.com> and complete an application. All applications may be submitted beginning December 15th and must be submitted on-line on or before March 15th. FACTS analyzes the application information to estimate the family's ability to pay and reports its findings to the School. Parents submit a copy of their signed IRS 1040 tax return with all schedules, and copies of all W-2s and 1099 forms, for the immediately preceding calendar year as part of the FACTS process. All information is confidential. The Financial Assistance Committee uses the FACTS results, the tax information, and other pertinent information as part of its final financial assistance award decision. These awards do not affect any other fees or charges incurred. Failure to meet the full monthly portion of the family's financial obligation to the School may result in the termination of financial assistance, unless fully satisfactory arrangements are made and documented.

Legacy Growth Fee

A one time, once per family Legacy Growth Fee of \$750 per year for four years for a total of \$3,000 will be assessed to all parents or guardians enrolling a first new child in the School in Grades PK-4. A Legacy Growth Fee of \$500 per year for each year a child is enrolled in the Middle School will be assessed to all parents or guardians enrolling a first new child in the School in Grades 5-8.

Payment Information

The Board of Trustees sets the tuition and fees each year. Those amounts and payment schedules are announced in the re-enrollment contracts which are issued in February.

1. Full payment on or before July 1st of the school year, or
2. Ten monthly installments, July–April, paid through automatic withdrawal (ACH) or credit card.
3. Payment received 7 days after of the monthly due date is delinquent and will incur a \$25 late fee.
4. If payment is not received by the 15th of the next month, an additional \$25 late fee will be added.
5. If payment is still not received by the third month, an additional \$25 late fee will be incurred.
6. Students whose accounts are not up-to-date by the Christmas holidays may not be permitted to return to school for the next semester.
7. If past due balance is not paid by May 31st, the student's registration for the next school year may be cancelled.

8. A student will not be allowed to return for a new school year if there is a past due balance from the previous school year, unless special arrangements have been made with the Interim Head of School. All past due balances must be paid by July 1st of the new school year.
9. School records, transcripts, on-line report cards, and/or references will not be sent to the parents or any outside agency for a student whose account is not current.
10. If repeated attempts to arrange payment fail, a collection agency and/or attorney will be engaged.

Student Expenses

Tuition and fees include all expenses except the following: lost or damaged text books, iPads, or library books, calculator or flash drive replacement, lunch purchase plan, snacks, After School Program costs (as defined in Family Handbook of the School), uniforms, and overnight field trips (herein after collectively “other costs”). We agree to pay all these other costs within thirty (30) days upon receipt of invoice. We will be responsible for the Student’s school uniforms and physical education uniforms. We will be responsible for the replacement of any consumed, lost, or damaged school supplies. Any field trip involving significant travel, including any overnight field trips will be the responsibility of the parents. A late fee of \$25 will be applied to each tuition charge that is 7 days past the due date.

ACADEMIC INFORMATION

Curriculum

The curriculum is designed to develop the academic and intellectual habits and skills required for success in secondary school, college, and throughout life. During the year, aspects of the curriculum may be modified or amended to meet the best academic interests of the students.

Homework

Homework is the practice of a learned skill. Homework assignments are designed for the purpose of extending the learning of the school day, acquiring mastery through practice, and teaching students how to be independent learners. By the time a child is in Form III, homework is assigned on a regular basis. We strongly encourage parents to let children do their own work. When a student has no homework, the full study time should be used for review or reading. It is extremely important that parents be aware of their child’s time on task. In general, teachers strive to accomplish the following: no homework over long vacations and no homework over weekends with the exception of reading and study review. In the Middle School, if a student misses five homework assignments in a quarter, the administration will call the parents. If a student misses ten homework assignments in a quarter, the student will receive lunch detention. If a student misses fifteen homework assignments in a quarter, a parent conference will be required.

Summer Reading

Summer reading lists are provided at the end of the school year. Parents are encouraged to read aloud to children often and regularly. Students entering Forms IV - X are required to read books from the list as they will be discussed or assessed at the start of school in the fall.

Tutoring

When a teacher notices that a child seems to be putting forth the appropriate effort, but is not seeing the expected results, he/she will notify the campus Principal. The campus Principal may call for a conference with the child’s parents and the teacher(s). Testing by an educational child psychologist may be recommended. The School will then, in consultation with the parents, determine which, if any, of these recommendations and strategies they are able to implement. Tutoring by a St. John’s teacher is likely to be the best solution, given his/her familiarity with the curriculum and standards of the School. No teacher may tutor one of his/her own classroom students.

ACADEMIC POLICIES

Academic Probation and Retention

If a student receives two D grades, or one F grade or more at the end of any marking period, his or her long term enrollment is in jeopardy. When met, the student will be removed from probation. If a Student Council member goes on Academic Probation, he or she will be placed on inactive status with Council. No student may be elected to the Student Council while on Academic Probation. If a recommendation is made for a student to repeat a grade the following year, the parents will be contacted and at least three conferences will be held. Criteria used in evaluating the need for retention include the following: the student is more than one level behind the expected St. John's reading level for that grade; the student has a failing average in language arts or math; the student has not demonstrated mastery of skills for that grade after remediation; the student demonstrates a maturation and developmental rate slower than others at that grade level; it is felt that the student will benefit from the retention. If there is a question as to whether a student will qualify to return to St. John's for the following year, his or her enrollment contract deadline may be extended. If a Form X student has a failing grade average in any graded course by the end of the school year, his/her transcript will state that the student did not complete the full academic requirements for graduation from St. John's School, and must satisfactorily complete a remediation plan created by the School in order to receive a St. John's diploma.

Attendance

All students are expected to attend school each school day. Parents should call or email the appropriate campus office to report a child's absence each day.

Make-Up Work

If students are too ill to do homework, they are expected to obtain their assignments daily and make every effort to complete them. It is the responsibility of the student or parent to request missed assignments or makeup work. A student has the same number of days he or she was absent to complete assignments. Determination of whether or not an absence is excused is made by the campus Principal. When a family makes a choice to be out ahead of time, they may inquire if such an absence may be excused. If excused, all work can be made up within a time frame of the number of days missed. If unexcused, only tests may be made up. All other grades are recorded as zeros. Form X students are allowed to shadow at their potential high school options. These are excused absences and all work can be made up. Parents are discouraged from bringing forgotten books, iPads, homework, projects or PE uniforms for their children after school begins. If appropriate, consequences will be enforced.

ACADEMIC RESOURCES

Acceptable Use

St. John's aims to maintain a child-safe informational environment. Network filters help to keep out unseemly material but are not one hundred percent effective. Our faculty supervises student computer use at a high degree of vigilance. The School places a shared burden of responsibility on our students. Students may not access inappropriate material of any kind on any school device. Agreement to enroll at St. John's implies that the student and his or her parent(s) and/or guardian(s), having read this statement, understand and accept the burden of responsibility it places upon the user of advanced technology provided by the School. Students enjoy both the right and the privilege to use School equipment. With these rights and privileges come responsibilities. No use statement can be final or absolutely comprehensive. However, this policy statement will remain in effect until the School announces a change through normal means of communication with members of the School community.

Computers may not be used to lie, cheat, steal, plagiarize, or in any other way violate School policy. Electronic passwords, mailboxes, and files are forms of personal property; accessing, using or tampering with them without explicit permission is considered a breach of School policy. All electronic messages and files that

reside on School equipment are subject to examination and deletion by School officials. Deliberately changing the software configuration of the network or of any individual workstation will be treated as vandalism. Any additional charges incurred by the School in correcting these changes will be billed to the family. Deliberately changing the physical configuration of computers is prohibited and will be treated as vandalism. Equipment that is not functioning should be reported to the School's IT staff for proper diagnosis. No user is permitted to download, possess, load, or run executable files onto the School's computing equipment, or otherwise to use at our School any software not provided by the School, without the express, informed, and written consent of the administration.

Media Centers

Students in Lower School attend weekly classes in the media center where they are exposed to a variety of printed materials and are taught basic library skills. When a book is overdue, parents are notified. Replacement cost will be entered on the parent's bill at the end of the semester. This includes damaged books. If you object to the presence of a particular book in the library, please complete a Request for Reconsideration of a Work.

SIRS Discoverer®, an award-winning, general reference database for young researchers makes learning fun and intuitive. SIRS Discoverer helps students in Forms I-X develop their research, writing, language and computer skills. Current events, maps of the world, spotlight of the month, a thesaurus and other special features are available on the online version of SIRS Discoverer. The URL is as follows: <http://www.proquestk12.com>, username: FL10442H, password: eagles.

AFTER SCHOOL PROGRAM

The ASP program begins immediately after dismissal. Any family using ASP must pay a \$25 registration fee per child. The monthly fee is \$200.00. In the event of an unplanned visit, a \$20 drop-in fee per child will be billed to parents. The registration fee of \$25 will also be charged on the first drop-in bill, if not paid previously. To pick up your child at ASP, please call the 454-5048 (Primary School), 766-6164 (Lower School), 507-9237 (Middle School). ASP provides safe, appropriate supervision and care. Parents needing daily supervision for children should enroll them on a full-time basis. Others who only need this service periodically should enroll their children as drop-in students. Children who have not been picked up from school within the standard allowed pick-up time for their campus will be logged into ASP as "drop-ins," and they will be charged the daily rate regardless of how long they stay. ASP ends promptly at 6:00pm on all campuses. Parents picking up children late from ASP will be charged \$1 per minute, per child, for each minute late. Habitual offenders may be dropped from the program. Payment of all fees to ASP is due the first of the month and is delinquent after the 15th. Delinquent accounts are charged a late fee of \$25, and if payment is not received by the first of the following month, ASP privileges will be revoked. Thirty days' written notice from a parent is required in order to remove a monthly ASP student from the program.

AWARDS

Students in Forms III – X who demonstrate exemplary citizenship throughout the year may be selected for the Soaring Eagle Award, to be announced at the year-end Awards Ceremony. Also at the year-end Awards Ceremony, the School makes an annual award in each section of Forms IV - X to the student who, in the opinion of the faculty, has consistently demonstrated the greatest academic diligence throughout the school year. Diligence Awards continue to be the highest honor bestowed at St. John's School

BIRTHDAYS AND PARTY INVITATIONS

Parents are welcome to send treats for children who are having a birthday. Treats must be store-bought. In Forms III – X, the birthday child will share these treats with their homeroom at lunchtime. Pre-cut or individual

treats may be delivered to the teacher for Forms I - II and to the lunchroom before school for Forms III - X. Party invitations or thank you notes distributed at School must include the entire class.

CHAPEL

Episcopal worship holds a central place in the School's life and sense of community. All students attend chapel daily and parents are invited to attend. Attendees at chapel may not bring food or beverages, must turn off all cell phones and pagers, remove hats or caps, and should dress appropriately and modestly for the occasion. No flash photography is allowed in the Church or Chapel during religious/sacred services.

COMMUNICATION

Parents' appointments with teachers, the campus Principals, or the Interim Head of School are welcomed and can be scheduled through the School offices. All parents and visitors should report directly to the School office upon arrival on campus, where they will sign in and non-parent visitors receive a visitor badge, which they should wear at all times while on campus. At no time should parents or visitors go directly to classrooms, study halls, offices, the deck, or other student areas. Parents and visitors should return to the School office to sign out and return their visitor badge.

Whenever school personnel need to communicate with parents they will email, call, or arrange a conference. When parents need to communicate with the school personnel they should email the teacher and/or arrange for a conference through the appropriate School office. Parents' first contact should always be with the child's teacher. If, after communication with the teacher, further discussion is needed, the appropriate campus Principal will be available. If questions remain, parents may then make an appointment to see the Head of School. If a parent remains dissatisfied after conversation with Interim Head of School and the matter is deemed serious enough, the parent should then provide a written complaint to the Chair of Board of Trustees. All School personnel will strive to reply to all parental communications within a 24 hour period unless a weekend or vacation intervenes.

St. John's strives to ensure that our families are always informed of all School activities in a timely fashion. This is done primarily through the School's website, weekly *On Eagles' Wings* publication and Facebook. It is ultimately parents' responsibility to be fully aware of all School activities. Parents should not use the SJE email list for the solicitation of any business outside what relates to the matters and priorities of the School community. Use of the official St. John's logo on a personal post is prohibited.

All media must be directed to the office of the Director of Development and Communications, Courtney Cox. It is a breach of our Mission and Philosophy, as well as of the enrollment contract, to reach out proactively to the media unless coordinated through the Director of Development and Communications. If a parent or staff member is contacted by a member of the media who asks them for an interview, the person should explain that all media requests are referred to the Director of Development and Communications so that the best person for the interview can be made available.

Student cell phones should be turned off and in a backpack at all times during the school day. If a phone is out in the open during the school day, the teacher will turn it into the office and the parents will be required to come to school to retrieve it.

CONFERENCE DAY

Conference day is held in September. This is an opportunity for brief parent-teacher conferences.

DADS' CLUB

The St. John's Dads' Club holds a golf tournament, collects needed items for the disadvantaged at Thanksgiving and Christmas, and organizes a School wide service day annually. Dads are asked to pay a nominal dues fee to help support their activities.

EARLY CHECKOUT PROCEDURE

A student may leave early only if signed out by his/her parent in person. Parents should come to the office to sign out the student. The administrative assistant will contact the child's teacher, and the student will go or be brought to the office. When the student is returned to school, the parent must go to the office and sign the child back into school.

FACILITY USE

Oftentimes there will be a request for a School group or volunteer organization to use the school facility for a particular activity. The specific facility in question must be requested by email. For Primary School facilities requests should be sent to Jennie Fenley (jfenley@stjohnseagles.org). For Lower School facilities requests should be sent to Jennifer English (jenglish@stjohnseagles.org). For Middle School facilities requests should be sent to Linda Cormier (lcormier@stjohnseagles.org). Requests must be made a minimum of two weeks in advance. No reservation will be accepted unless accompanied with a specific description of the set-up, custodial, and A/V needs, as detailed on the Event Request Form. Event Request Forms are located at each campus office.

FIELD TRIPS

In consideration of the privilege of the student's participation on any School-sponsored trip and/or the privilege of the student being provided time to foster independent reading, the parent or guardian understands and agrees, on behalf of his or her child or ward, to all of these terms, and further agrees to fully release and hold harmless St. John's Episcopal Parish Day School Inc. and St. John's Parish Inc., and its employees, administrators, vestry members, Trustees, affiliates and insurers (the "released individuals") from any and all injuries, damages, or losses of any kind to his or her child or ward, or to the property of the child or ward, arising out of or related to the use of any electronic device on campus or during a school-sponsored trip. The parent or guardian fully understands and agrees that this agreement operates to waive all rights to pursue relief for injuries, damages or losses against the released individuals in any forum and under any theory, including theories of contract, invasion of privacy, property damage or tort, related to the use or exposure of his or her child or ward to electronic devices or to the use of electronic devices by other students on campus or during a school-sponsored trip. The School retains the sole discretion to send a student home from a school trip.

FLORIDA STATE CHILD AND ABUSE HOTLINE

Legislation requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline. Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families, while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately electronically transferred to the appropriate local law enforcement agency where the child lives. Suspecting a child is being abused but failing to report it is a felony. If you suspect or know of any child who is being harmed, call the Florida Abuse Hotline at 1-800-962-2873 (TDD 1-800-453-5145). If you see a child in immediate danger, call 911.

FOOD ALLERGY POLICY

Although St. John's Episcopal Parish Day School does not declare itself a nut/peanut free school, we do make reasonable accommodations in an effort to keep all our children safe. At the parents' annual written request, accommodations can be offered. Please contact the campus Principal to discuss these options

GRADING AND TESTING

Grading and Examinations

Teachers grade all quizzes, tests, and compositions. Reports are conveyed electronically.

Grading Structure and System

All graded work, tests, and examinations will be evaluated with letter grades (A, B, C, D, and F). These grades are described in qualitative terms and provided with numerical range equivalents (on a 100% scale). Plus and minus signs will be used to indicate high and low ranges for each letter grade.

Excellent Work	A+	98-100	Satisfactory Work	C+	78-79
	A	93-97		C	73-77
	A-	90-92		C-	70-72
Good Work	B+	88-89	Inadequate Work	D+	68-69
	B	83-87		D	63-67
	B-	80-82		D-	60-62

E, S, U Graded Courses

Art, Technology Innovation, Divinity, Music, Physical Education, SRA, Spanish, and Science (Forms III & IV) are graded E, S+, S, S-, and U.

Examinations and Cumulative Grades

For Forms VI - X, semester grades will include the two quarter grades and the examination grade, according to the following formulae: (Form VI) the two quarter grades equally; examination grades are shown but not incorporated, (Forms VII-X) the two quarter grades (40% each); the semester examinations (20%). Final grades for Forms VIII-X are calculated 20-20-10-20-20-10.

Standardized Testing

St. John's students, beginning in Form V, take the ERB standardized achievement test in the spring. Parents will receive their children's ERB test scores from the Educational Records Bureau.

LUNCH PROGRAM AND SNACKS

The lunch program offers several lunch choices every day, with a focus on providing quality food that our students will enjoy. Lunches must be pre-ordered ahead of time at www.wtcafe.com, an outside food service vendor. Parents are not permitted to bring soft drinks, coffee drinks, or fast food to students.

MEDICAL

If parents are concerned about an illness enough that they wish to send a note about the child's condition that day to school, they are requested to keep the child at home. A child must be without fever (>100) or vomiting for 24 hours before returning to school. Students are asked to stay home if they have runny noses with yellow or green mucus, or are coughing uncontrollably. A telephone call is made by the School to the parents of a child who becomes ill at school. The child remains in the School office until a parent arrives. If the parents cannot be reached, the child remains at school until a designated person can be contacted. In cases of illness or

accident requiring a doctor, the School will notify the parent. If the parent or person designated to be called in an emergency cannot be reached, the student will be referred to the family doctor indicated in the child's records. If the School is unable to contact that physician, the School will contact another physician at its discretion. If necessary, the child will be taken to a hospital emergency room, and the child will be accompanied by a School employee until a parent can arrive.

Children found to have head lice will not be permitted in school until their heads are free of both lice and nits. Treatment for head lice usually takes at least one hour using a special shampoo; all nits must be removed by hand.

Parents are encouraged to schedule students' medicine taking at times other than school hours. If, however, there is an exceptional reason for administering medication at School, the School office personnel will do so if the medicine is sent to the School office with the child's name and dosage properly labeled and if a completed Parental Authorization for the Administration of Medicine form has been submitted. All medicine, including over-the-counter medications, must be taken to the School office at the beginning of the day and must be in its original packaging.

Due to the serious nature of head injuries, it is important that the school have a policy dictating the actions taken after a head injury. Even a mild head injury needs to be taken seriously as it can result in a concussion. According to the Center for Disease Control and Prevention, "A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious." Using the Center for Disease Control and Prevention guidelines, the school has established the following policies for head injuries in school. Any student that is sent to the office due to a head injury, no matter how minor, will be evaluated for signs and symptoms of a concussion. If signs and symptoms of a concussion are present, the student's parents/guardians will be contacted for immediate follow up with a physician, urgent care or the Emergency Room. If signs and symptoms of concussion are NOT present, the student is okay to return to class. A "Minor Head Injury Note" will be sent home to the parents/guardians advising of the head injury. The note contains a list of signs and symptoms to look out for over the next few days, as it can take up to 4 days post-injury for a concussion to develop. If any of these signs or symptoms develop, the family should follow up with a physician, urgent care or Emergency Room immediately. In the case of a severe head injury, Emergency Services will be contacted. Parents/guardians will be contacted after 911 is activated.

NON-DISCRIMINATION POLICY

St. John's Episcopal Parish Day School admits students of any race, color, and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

PARENTS' CLUB

The purpose of the Parents' Club is to support the mission of the School through volunteer activities and by supplementing the Annual Fund. All parents and guardians with children enrolled at the School are members of the Parents' Club and are encouraged to participate. Volunteer opportunities are an important part of the St. John's experience. The Parents' Club provides an effective framework to organize volunteer activities. The Parents' Club, through its many volunteers, provides assistance with school-wide events, coordinates the annual *Celebratio* fundraiser, as well as other fundraising activities, and generally strives to enhance the St. John's community. A full listing of volunteer opportunities with the Parents' Club is available through the School.

We strongly encourage all in the St. John's community to join us in our celebration of the School by supporting Celebratio.

PARENTS' NIGHT

A Parents' Night is held early in the fall each year. The aim is to enable our teachers to explain their specific courses and activities. We look forward to this opportunity to meet with all of our parents and strongly encourage full attendance. This night is for the parents only.

SCHOOL SAFETY

The school's Crisis Management Guide, of which copies are kept in every School office and every classroom (in a binder), includes contingency plans for weather, accidents, medical emergencies, and crises. This document has detailed guidelines regarding communication, chain of command in urgent situations, and security protocols. Fire extinguishers are located strategically throughout the buildings. Faculty and staff members have specific instructions to follow if a fire is even suspected. Fire escape routes are posted in each classroom. Unscheduled fire drills are carried out at least once a month. Routine inspections are made by the Fire Marshal. There are security cameras on all three campuses. There are AEDs in all campus offices and in the gymnasium.

SERVICE ANIMALS

In accordance with the Americans with Disabilities Act ("ADA"), St. John's is committed to making reasonable modifications in its policies, practices, and procedures to permit the use of service animals by persons with disabilities.

Service animals include any dog that is trained to perform tasks for individuals with disabilities, including a physical, sensory, psychiatric, intellectual, or other mental disability. The task a dog has been trained to provide must be directly related to the person's disability. A service animal is **not** a pet. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

When it is not obvious whether an animal meets the definition of a service animal or what service an animal provides, only two questions are permitted: *Is the dog a service animal required because of a disability? What work or task has the dog been trained to perform?*

An individual seeking to gain access to campus accompanied by a service animal may not be asked questions about his or her disability. In addition, such individuals will not be required to show a license, certification, or special ID card as proof of their animal's training.

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. The animal should respond to voice or hand commands at all times, and be under the full control of the handler. The cost of care, arrangements and the responsibility for the well-being of a service animal are the sole responsibility of the individual with a disability at all times. Cleaning up after the animal is the sole responsibility of the individual with a disability.

Faculty, staff, students, visitors and members of the general public should avoid the following: petting a service animal, as it may distract them from the task at hand; feeding the service animal; deliberately startling a service animal; separating or attempting to separate a handler from his/her service animal.

Service animals may be excluded if the dog is out of control and the handler does not take effective action to control it, or if the dog is not housebroken. If the individual's use of the service dog poses a direct threat to the

health and safety of others, the school may direct the individual with a disability to remove the dog.

UNIFORM AND DRESS CODE

To purchase new uniforms, Lands' End is St. John's Uniform source. Go to landsend.com/school and create or sign in to your account. Include your child(ren) and school information in My Account (or find your School using the Preferred School Number Search: 900025305). Lands' End contact information is 800-469-2222.

All Forms

All students are permitted to wear the St. John's logo sweatpants when the weather forecast calls for temperatures below 45 degrees at 8:00am. All students are permitted to wear any St. John's t-shirt on Spirit Days, which are every Friday. Please no Field Day shirts. Students may wear any socks that are School appropriate as defined by the campus Principal. T-shirts worn under the uniform polo must be white, black, red or navy blue. Shoes must be closed toed and closed heeled, even on School sanctioned dress down days. Shoes must be rubber soled and no boots are permitted. Girls may wear stud earrings only. Boys and girls may wear watches (smart watches are not permitted and will be confiscated), and a cross or a Star of David necklace only. Cosmetic makeup and nail polish are not allowed. Boys' hair must also be above the shirt collar. Scout uniforms may be worn on days students are engaged in Scouting activities after school. The campus Principals are responsible for deciding what does or does not meet the dress code. **Students may not wear non-St. John's outerwear (sweatshirts, jackets, pants, etc.).**

Primary School

Girls in Forms I – II will wear plaid, drop-waist jumpers with white blouses with plaid piping around the edge of the collar. They may also wear navy St. John's cardigans, sweatshirts, or fleece jackets in cold weather. They are allowed to wear white, black, or navy blue tights or leggings under their uniforms. Boys in Forms I-II will wear pull-on or belted navy shorts and white polo shirts (long or short sleeved). They may also wear navy St. John's cardigans, sweatshirts, or fleece jackets in cold weather. They are also allowed to wear navy pleated pants. All Students in Forms I - II will wear their school uniform and athletic shoes for PE. Girls must wear shorts under their jumpers.

Lower School

Girls in Forms III-VI will wear plaid skorts with white polo tops (long or short sleeved). They may also wear navy St. John's fleece jackets or navy sweatshirts. They are allowed to wear white, black, or navy blue tights or leggings under their uniform, or navy pleated pants. Boys in Forms III-VI will wear navy pleated shorts with brown braided belts and white polo shirts (long or short sleeved). They are allowed to wear navy St. John's fleece jackets or navy sweatshirts. They are allowed to wear navy pants (in the same style as the shorts). All students in Forms III - VI will wear their school uniform and athletic shoes for PE.

Middle School

Girls in Forms VII-X will have a choice of plaid kilt-style skirts, khaki straight-style skirts, or khaki shorts, which are all worn with navy polo shirts (long or short sleeved). They may also wear navy St. John's fleece jackets or sweatshirts. They are allowed to wear white, black, or navy blue tights or leggings under their uniforms, or khaki pants. Skirts and shorts must be worn on the waist, not the hips. Skirts and shorts must reach to at least three inches above the top of the kneecap. Boys in Forms VII-X will have a choice of khaki shorts or pants, both worn with belts and navy polo tops. They may also wear navy St. John's jackets or sweatshirts. PE uniforms for Boys and Girls in Forms VII - X: For PE class, students in Forms VII - X must change into St. John's PE shirts and shorts and athletic shoes.

CAMPUS SPECIFIC INFORMATION

Primary School

Doors open at 7:30am. Children may not be dropped off earlier than 7:30am. Doors close and school starts at 8:00am. Students cannot be dropped off to school after 11:00am. School ends at 2:50pm. Walk-up dismissal runs from 2:45pm to 2:50pm. Any student not picked up by 3:10pm will be signed in to ASP and charged the drop-in rate. Form I half day students are to be picked up at 12:00pm. Students in both Forms I and II who choose the Friday only half day option should be picked up at 12:00pm. The School must be notified of any dismissal change via phone call or email to the campus administrative assistant by 12:00pm. If a child has a medical appointment before dismissal, parents must sign the child out in the office. Primary Chapel begins at 8:05am daily.

Parents should send a snack with their child every day. Snack baggies should be labeled. If parents wish to send in a special treat, which must be store-bought for all section members, please notify the teacher at least a day in advance. Parents of full-day students must send a lunch or purchase a lunch through the provided vendor. Book bags with wheels are not permitted. Cell phones are not allowed. Weekly class communication will inform parents of upcoming classroom activities and target their attention to important homework highlights and issues in the coming days.

Drop off and pick up takes place in the driveway directly in front of the Primary School entrance. Please do not block the driveway at any time. Please do not stop or park in any red curb area or block any driveway while waiting in line. Cars should approach the School driveway on Rome Avenue from the south (Bayshore Boulevard). U-turns in front of the Primary campus are not allowed. Also, there should be no left turns from the Primary School driveway. Parents should wait their turn, one car at a time, directly in front of the School's entrance. Arriving children should be ready to exit the vehicle immediately, from the passenger door only. Departing children should enter the car on the passenger side as well. Parents should approach the School only from the Watrous side and accompany walking children from home to the main entrance door.

The Primary School offers a variety of after school enrichments at an additional cost to each student. Enrichment classes vary each year but include activities such as dance, art, taekwondo, occupational therapy and tumble bus. Enrichment classes offer students the opportunity to explore and develop a variety of new interests.

Lower School

Doors open at 7:30am, close at 7:55am, and school begins at 7:55am. Chapel begins at 8:00am and the church doors will be locked for safety. If a child arrives after Chapel begins, he or she must be signed in at the office and parents must walk the child to chapel via the back hallways. Students cannot be dropped off to school after 11:00am. Dismissal runs from 2:50pm to 3:15pm for drive-up and walk-up. Children not picked up by 3:15pm will be checked into ASP and will be charged the drop-in rate. Please place the sign with your child's last name on the dashboard of your vehicle (you will receive these signs at the start of school). The School must be notified of any dismissal change via phone call or email to the campus administrative assistant by 12:00pm. If a child has a medical appointment before dismissal, parents must sign the child out in the office. Study Hall begins at 2:50pm and ends promptly at 3:20pm. Students who are not picked up by 3:25pm will be signed into ASP and charged the drop-in rate. All Lower School drop-off and pick-up traffic to approach Orleans Avenue from Watrous. Parents driving to school on Bayshore should turn onto Rome or Howard, and then approach the School via Watrous. If our parents are delinquent in this matter, the City will force the School to hire policemen and to absorb all associated expenses. Children should not be dropped off or picked up from cars in the middle or left lane. Please have children ready to exit/enter car immediately on the passenger side of car. Please do not have book bags or other school items in the trunk. Please do not park or stand within 10 feet of a driveway. Please do not park in the school pick-up lane (red curb) during school days, or in a designated 5-minute zone. If you need to walk into the School, please do not park along the school side of Orleans. Parents

should physically guide your child across the street.

Homework at Lower School will be left on the benches by the front gate of the School office by 3:30pm so that it may be picked up by parents after dismissal. It is required for students who have work to make up and it is assigned to the student by the faculty. Students not picked up within five minutes of the end of study hall will be signed into ASP and charged at the drop-in rate. ASP ends promptly at 6:00pm

The focus of the Lower School discipline policy is to promote positive behavior choices by recognizing students who engage in consistent, positive behavior. However, mistakes are a natural part of growth. Teachers help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with school property. While most students consistently follow these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken by the Lower School Principal. Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses.

Middle School

Doors open at 7:30am, homerooms open at 7:45am, and school begins at 7:55am. If a child arrives after 7:55am, parents should walk the child to the office and sign them in. Dismissal runs from 3:05pm to 3:30pm each afternoon for drive-up and walk-up. Children not picked up by 3:30pm will be checked into ASP and will be charged the drop-in rate of \$20. To expedite the drive-up process, please place the sign with your child's last name on the dashboard of your vehicle (you will receive these signs at the start of school). The School must be notified of any dismissal change via phone call or email to the campus administrative assistant by 12:00pm. If a child has a medical appointment before dismissal, parents must sign the child out in the office.

Enter the pickup line by going east on Platt Street and turn left onto Parker Street, then left again into "St. John's Alley." Turn right just past the Chapel building corner, drive in front of the main School entrance, and turn right again into the closed portion of Cardy Street. Drop off students, then merge back into the public part of Cardy Street. Students should not be dropped off anywhere but at the gates in the car line.

Parents bringing students late for school should park only in the white-striped spaces in front of the School, and walk their child into the School office. Parents coming to school for business or visits should park in the white-striped spaces in the front lot, or in the St. John's parking lot behind the gym. Please do not park in the lots belonging to the Four Green Fields restaurant. Please have children ready to exit/enter car immediately on the passenger side of car. Please do not have book bags or other school items in the trunk.

Middle school lockers are the property of the School and should not be locked with a personal lock. The Administration has the right and responsibility to open them for thorough inspection at any time. Objects or substances which are not allowed on campus may not be stored in school lockers.

Weekly Middle School assignments are posted on MyBackPack by 5:00pm every Sunday. When a student is out due to illness or planned absence, he/she should observe the following policy:

Student Planned Absences & Absences due to Illness

Planned Absence: Parents should make the Middle School's front office aware as early as possible for planned absences. Also, students should talk to their teachers before leaving about pertinent work and/or assessments they will be missing. The first day a student returns to school from his/her absence, all homework posted in MyBackPack should be completed and ready to turn in.

Absence Due to Illness: Students should rely on MyBackPack and Google Classroom/Docs. Upon return, students should follow-up with their teachers on what was missed.

Work is not given in advance to Middle School students, nor available for pick up in the front office. Assessments and in-class assignments missed during absences must be completed within the equal number of days a student was absent from school. In the event of multiple tests missed, administration will create a schedule and notify teachers and parents. Assessment make-ups can occur during Choice Time and Testing Center.

St. John's Episcopal Parish Day School is providing Middle School students with the electronic tools and resources to enhance our daily classroom instruction. The integration of the iPad into the classroom prepares our students for 21st century learning by encouraging innovation and collaboration.

Student iPads are intended for academic use during the school day. Students are responsible to bring their iPad, fully charged, to school every day. Use of the iPad must support the educational goals of St. John's. All students are expected to follow iPad use expectations set forth by their teachers and school administrators. Devices will be allowed to leave campus to complete homeroom and school-related activities. If students leave their iPad at home, they are responsible for getting the course work completed as if they had their device present. Loaner devices will not be available to students who forgot to bring their device to school or failed to charge their device.

Every iPad is supplied with a charging cable and plug. If these items are lost or damaged, it is the student's responsibility to replace them or pay a replacement fee. The school supplies each iPad with a protective case. This case must remain on the device at all times and be free of any stickers or purposeful markings and decorations. Sound must be muted at all times unless permission is obtained for instructional purposes. Non-educational games are not allowed to be accessed on the iPad during school hours.

All iPads are to be returned to the school at the end of the school year, including the charging cable, plug, and case. Students will be charged if any of these items are missing or damaged. When a student graduates or leaves St. John's, students must return the iPad to the school or the student will be charged the full value of the device.

Students will be held financially responsible for any damage to the iPad as a result of irresponsible use or purposeful negligence. Students will be charged a standard repair fee every time their iPad is in need of repair (\$50, \$50, full cost). Please do not take the School's iPad to be repaired by third party. If this occurs, full cost of the iPad will be charged to the parent. If an iPad is lost or stolen, the student will be charged the full value of the device. Students are responsible for reporting any hardware or software malfunctions of their iPads to the school. iPad devices should never be left unattended. The use of a portable device is a privilege, not a right, and inappropriate use will result in a revoking of those privileges.

The School retains the sole discretion to impose any consequence it deems appropriate related to the use of any electronic devices. Both the student and parent or guardian expressly agree that the School is not responsible for the usage, transmission, or content of any electronic device or any information thereon, nor is the school responsible for the monitoring or supervision of any such electronic device(s). Further, both the parent or guardian and student expressly release the School from all liability for any loss of, or damage to, any such electronic device(s). The parent or guardian and student further agree that the usage, transmission, and content of any electronic device are the sole responsibility of the student's parent or guardian.

In order to attain the Head's List, Middle School students in Forms VII – X must have grades of A- or above in all of their letter-grade courses. In order to attain Honor Roll status, Middle School students in Forms VII-X must receive grades of B- or above. The Head's List and Honor Roll will be determined at the end of each academic quarter, with appropriate recognition of the cited students. Those students who have been on the

Head's List for all four quarters (the first three quarters in Middle School) will receive special recognition at the end of the year. Awards are also given to individual Form X students who have exhibited excellence in the various academic disciplines. Each successful Form X graduate receives a pin and graduation certificate.

Graduation dress and conduct need to match the special importance of this occasion. All male graduates must wear freshly pressed khaki pants, white dress shirts with collars, a tie, navy sports coat or jacket, and dress shoes. All female graduates must wear a white dress that may not be floor length but must be at least finger-tip length, must have a back, may not have spaghetti straps, and may not be low-cut in the front. Shoes must be flat or low-heeled.

St. John's strives to develop accountability, self-discipline, honesty, and respect for others. However, sometimes mistakes are made. Mistakes help us learn, grow and become more accountable and responsible. When a student fails to meet a behavioral expectation, he or she will receive a behavioral infraction. It is understood that students may accumulate infractions as a natural process of maturity and growth, in correlation with understanding and meeting expectations. This process is designed to help students self monitor these minor incidents and prevent chronic recurrence. Infractions are accumulated over the course of the school year and lead to successively more meaningful consequences.

Level I Infractions (1 point)

Behavioral

Disrespect of Classmate
Disrespect of Staff Member
Disruptive Conduct
Offensive Language/Gesture
Inappropriate Use of Technology

Personal Responsibility Infractions (no point accumulation)

Eating Food other than Lunch or Snack
Lack of Materials (including iPad and Homework)
Dress Code Violation
Leaving Materials Unattended
Gum

Level II Infractions (5 points, can result in suspension)

Behavioral

Cheating / Plagiarism	Inappropriate use of Technology (gross)
Disrespect of Classmate (gross)	Left Class / Area without Permission
Disrespect of Staff Member (gross)	Vandalism
Fighting	

Level III (15 points, can result in immediate expulsion)

Arson	Theft
Assault on Staff or Student	Vandalism
Possession of Weapon	Alcohol, Tobacco, or Drug Possession or Use

Infraction Accumulation Progression

5 Points Meeting between student and Principal or Assistant Principal
10 Points After school detention, 3:30pm-4:30pm
20 Points In-School Suspension
25 Points Out of School Suspension (student receives zero grades for all classwork, homework, quizzes, and tests)

Being on time to class is a separate disciplinary issue. Each student is allowed five tardies to any class per quarter without consequence. Subsequent tardies result in detention.

Athletics

The major reason for the St. John's athletic program is to have fun and enjoy participating in an activity. We always strive to win, but that is not the main focus. Our most important victory is building self-esteem and the development of positive social skills. Officials and opponents are not enemies; they are always to be treated with the utmost respect. Arguing with or denigrating teammates is never tolerated. This spirit of respect, cooperation and friendship applies as well to coaches, parents, cheerleaders and fans. It is our goal that participation in this league be a positive experience for all involved. For some students and parents, this philosophy may not be consistent with theirs. We respect this and suggest they find other programs compatible with their ideas.

Coaches will make all decisions based on what they feel is in the best interest of the team as a whole. Playing time, players' positions, and strategy are determined solely at the discretion of the coach. Parents are not to confront a coach at a game or practice. If there is a concern to discuss, please contact the St. John's Athletic Directors.

Students are eligible to play on a St. John's athletic team if they are in good academic and behavioral standing. If a student misses a class during the school day for any reason other than an unchangeable doctor's appointment, he or she may not be eligible to compete in an interscholastic game/match on that day. An excused absence requires a formal, signed doctor's note at the time the student signs into school late. Otherwise, all student athletes must be at school by 8:15am in order to be eligible to play in a contest that day. The principal may determine that a student is ineligible because of academic or disciplinary reasons.

A student athlete may participate in one sport per season. A player committed to a sport may not quit that sport during the season to begin practices for the next sports season. Students playing on a non-St. John's team are expected to prioritize their school's sport in the event of schedule conflict.

It is our hope that everyone who wants to play can be placed on a team. Coaches try to avoid "cutting" from any sport. Exception: Tennis teams (boys and girls) are limited to 11 athletes per team. At the beginning of each season, try-outs will be held to determine team placement. Seventh and eighth graders are eligible to play at the varsity level, although it is possible for exceptional sixth graders to participate at this level. Fifth grade athletes may participate in Cross Country, Track and Field, and Tennis.

Teams will usually be transported to away games, and to off-campus practices by bus. All students must travel together. Typically, all team members will need to be driven home by their parents. They must check out individually with the coach before leaving. Students represent St. John's School when they travel. They must be on their best behavior. Seat belts are required to be worn at all times when available in the vehicle.

Athletic uniforms are loaned to athletes at the beginning of each season, and uniforms must be returned to the coach within two weeks of the end of each season. A replacement fee of \$100 will be assessed to lost, non-returned, or damaged uniforms. Athletes will not be given a uniform for another sport until the prior season uniform has either been returned or the \$100 fee has been paid.

Athletic Teams by Season

Fall: Boys' Soccer (6th-8th), Girls' Volleyball (6th-8th), Cross Country (5th-8th)

Winter: Boys' and Girls' Basketball (6th-8th), Girls' Soccer (6th-8th), Track and Field (5th-8th)

Spring: Boys' Baseball (6th-8th), Girls' Softball (6th-8th), Boys' and Girls' Tennis (5th-8th)

Guidance and Counseling

Guidance counseling at St. John's takes three forms: pastoral care, academic guidance, and at the Middle School, traditional student guidance. Pastoral care and emotional support for students (as well as for faculty, staff, and parents) is provided by the Chaplain. The Chaplain is responsible for school-wide pastoral care. In

the Middle School, where academic guidance is most important as the student plans for his or her future, the Middle School Principal works with parents and students on high school placement. The Middle School Principal, in partnership with the faculty, completes high school registration documents and is in close contact with the Admissions Directors of the independent high schools in the area. Schools are invited to present to eighth grade students on our campus in the fall and students are encouraged to shadow at their chosen school(s). In addition, the Middle School Guidance Counselor assists to provide for the social, emotional, and behavioral interferences that can disrupt the teaching and learning that occurs day to day.