



# St. John's

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## EPISCOPAL SCHOOL

# Parent/Student Handbook 2018-2019

St. John's Episcopal School  
1600 Sherman Drive  
Abilene, Texas 79605  
325-695-8870  
[www.stjohnsabilene.org](http://www.stjohnsabilene.org)

## Table of Contents:

	Page
St. John's Episcopal School Contact Information .....	4
<b>OVERVIEW</b> .....	5
<b>St. John's Mission and Governance</b> .....	5
1. Mission Statement.....	5
2. Board of Trustees.....	5
3. Parent Teacher Organization .....	5
<b>ADMISSIONS AND ENROLLMENT POLICIES</b>	
4. Admissions Policy.....	6
5. Admissions Process.....	6
6. Registration .....	7
7. Re-Enrollment and Open Enrollment.....	7
8. Grade Level, Placement, and Retention.....	7
9. Financial Policies and Payment Procedures.....	8
10. Tuition Remission, Discounts, and Scholarships.....	9
11. Withdrawal Procedures and Policies.....	10
<b>ST. JOHN'S DAILY OPERATIONS</b>	
12. School Hours.....	10
13. Student Attendance.....	11
14. Parking, School Traffic, and Carpooling.....	12
15. Lunch.....	13
16. School Uniform Policy.....	13
17. School Uniform Specification.....	14
18. Lost and Found.....	16
19. Personal Possessions.....	17
20. Chapel Services.....	17
21. Extra Curricular Activities.....	17
22. Class Parties.....	19
23. Field Trips.....	19
24. Student Supervision.....	20
25. Homework .....	20
26. Student Online Safety.....	20
27. Incontinence.....	20
28. Student Behavior .....	20
29. Student Discipline .....	21
30. Behaviors Not Tolerated.....	21
31. Bullying/Cyber Bulling Policy.....	22
32. Sexual Harassment.....	22
<b>ST. JOHN'S COMMUNICATIONS</b>	
33. Change of Contact Information.....	22
34. Lifestyle Changes.....	22
35. Communication and Parent Alert.....	22
36. Parent – Teacher Conferences.....	23

37. Reporting Student Progress and Grading Policy..... 23

**HEALTH AND SAFETY POLICIES**

38. Fire / Weather Safety and Emergency Plan..... 25  
39. Illnesses..... 26  
40. Student Health Guidelines, Medications, and Immunizations..... 27

**GENERAL POLICIES AND PROCEDURES**

41. Development, Public Relations, and Fundraising..... 28  
42. School Building and Grounds..... 28

**APPENDIX**

Approved Snack List..... 31

# St. John's Episcopal School

## Contact Information

St. John's Episcopal School  
1600 Sherman Drive • Abilene, Texas • 79605  
Phone: 325-695-8870  
325-698-1532 (fax)

**EPK Building**  
**After School Care**  
**325-695-5153**

### **Hours:**

8:00 a.m. – 3:00 p.m.  
Early drop-off: 7:15 a.m. (Academic Building)  
Early drop-off: 7:30 a.m. (EPK Building)  
After School Care: 3:00 p.m. – 6:00 p.m. (EPK Building)  
Office Hours: 7:30 a.m. – 4:00 p.m.

### **Website:**

[www.stjohnsabilene.org](http://www.stjohnsabilene.org)

### **Administration:**

Rebecca McMillon - *Head of School*  
Angie Jordan - *Business Manager*  
Brooke Bennett - *Assistant Business Manager*  
Samantha Miers - *Director of Development*  
Allison Bredemeyer - *Director of Admissions and Marketing*  
Katie Gloyna - *Director of Curriculum and Instruction*  
Maggy Sitzes - *School Nurse*  
Claire Coelho - *Receptionist*  
Kenny Rushing - *Project Manager*  
Pete Olvera - *Facilities Manager*  
Leticia Garza - *Custodian*  
Earnest Blanton - *Custodian*

# **OVERVIEW**

## **St. John's Episcopal School's Mission and Governance:**

### **1. Mission Statement**

St. John's Episcopal School shall provide an enriched academic program that emphasizes the development of each child's potential within a caring and Christian environment.

### **2. Board of Trustees**

The policies and philosophies of St. John's Episcopal School are directed and guided by a Board of Trustees in accordance with the Southwestern Association of Episcopal Schools. The Church of the Heavenly Rest, Episcopal appoints a church member in-good-standing to serve as Vestry Representative to the School Board. Regular Board meetings are held monthly and are open to parents and interested persons. We kindly ask that you notify the Secretary of the Board one week in advance if you are planning to attend or wish to be placed on the meeting agenda.

We are very grateful for the time and talents these men and women give so generously for the good of St. John's.

#### **Voting Officers**

Mr. Matthew Choate – President  
Mr. Jason Hall – Vice-President  
Ms. Dixie Bassett - Secretary  
Mrs. Annabel House – Treasurer/Compliance Officer

#### **Voting Representatives**

Tom Lillick – Vestry Representative, Episcopal Church of the Heavenly Rest  
Melissa Hawn & Brandi Terry – PTO Co-Presidents

#### **Voting Members**

Mr. Minor Alexander  
Mrs. Terri Cress  
Mr. Mike Fernandez  
Mr. Lee Hampton  
Mr. Matt Haney  
Mrs. Lindsay Hardaway  
Mr. Cameron Rinard  
Mrs. Susie Rockett  
Mrs. Candy Scarborough

### **3. Parent Teacher Organization (PTO)**

All parents and guardians of currently enrolled students, faculty and staff of St. John's are members of the PTO. This organization provides parent leadership and a network of volunteers to support efforts sponsored by the School.

PTO meetings will generally be held the first Tuesday of every month. Written notice of these meetings will be given in advance of each meeting. Copies of the St. John's Episcopal School PTO by-laws are available through the School's Business Office.

**2018–2019 Officers:**

Co-Presidents – Melissa Hawn and Brandi Terry

Secretary/Treasurer – Allicyn Evans

## **ADMISSIONS AND ENROLLMENT POLICIES**

### **4. Admissions Policy**

St. John's Episcopal School shall admit students of any sex, race, color, religion or national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at St. John's Episcopal School.

Students applying for acceptance to St. John's shall provide past scholastic records and will be given an appropriate readiness or achievement test deemed necessary and administered by the St. John's staff. Each applicant will be evaluated by the Admissions Committee to determine proper grade placement.

The programs of St. John's Episcopal School are designed to teach the academically able student. Our staff and our facilities provide the opportunity to administer to individual needs; however, we are unable to adequately meet the needs of children who are physically, emotionally, or intellectually challenged.

The School observes the state-adopted cutoff date of five years of age on or before September 1<sup>st</sup> of the school year for entrance to kindergarten. All Pre-School programs adhere to this date as well.

### **5. Admissions Process**

The admissions process will involve the following procedures:

Initial contact will be made by the Director of Admissions. An interview and tour of the school will be scheduled.

Parent may meet with the Head of School, Director of Admissions, Director of Curriculum and Instruction, and Business Manager as needed. Students entering St. John's will be assessed by a St. John's faculty member or through a day visit in an appropriate classroom. Assessment will determine academic readiness, socialization skills, and moral attitudes. Students are expected to display an attitude of respect and cooperation. Student placement is determined by a process that takes into account the student's level of achievement, chronological age, and other social physiological, and developmental considerations. St. John's Admission Committee will evaluate current and past academic achievement scores and behavioral records to determine acceptance and placement.

St. John's uses Online Application and Enrollment through RenWeb. Parents/Guardians must complete and submit all appropriate application and/or enrollment forms through the RenWeb Application and/or Enrollment Portal, provide birth certificates, student health inventory, and immunization records, sign of release for previous records, and pay the application and/or

registration fees. Students entering St. John's during the first semester will pay full registration fee. Students entering second semester will pay 1/2 of the registration fee.

Parents / Guardians will be notified of acceptance or denial of admission. Acceptance for admission to St. John's Episcopal School will be probationary for a period of no less than four weeks and not more than nine weeks to determine whether a child's needs may be met by the academic program at St. John's.

**Once the parents/guardians accept the offer of admission to St. John's Episcopal School, the student will be enrolled.**

**Should there be a change in the parents/guardians acceptance of admission; the registration fee is non-refundable. The application fee is non-refundable.**

Directions for applying via RenWeb can be found on the St. John's Website by clicking this link: <http://www.stjohnsabilene.org/admissions/applicationspage.cfm>

Directions for enrollment via RenWeb can be found on the St. John's Website by clicking this link: [http://www.stjohnsabilene.org/editoruploads/files/FACTS\\_ParentsWEB.pdf](http://www.stjohnsabilene.org/editoruploads/files/FACTS_ParentsWEB.pdf)

## **6. Registration**

Registration for the next school year will be held in the second semester of the current school year. Registration is considered on a first come, first served basis and upon receipt of completed enrollment forms and the non-refundable registration fee. After a period of pre-registration for current students, registration will be opened to the public.

Students entering St. John's during the first semester will pay full registration and other fees. Students entering St. John's in the second semester will pay one-half registration fees.

## **7. Re- Enrollment and Open Enrollment**

The re-enrollment registration start date for the upcoming school year will be announced in the spring semester each year. The new school year's tuition and fees will be announced at this time.

Re-enrollment registration is on a first come first term basis at this time. Siblings and currently enrolled students may enroll at this time. See tuition and fees schedule for re-enrollment bonus information.

Open Enrollment registration will be open to the public after the period of re-enrollment registration has ended. New students will follow the online admissions process.

## **8. Grade Level Placement, Advancement, and Retention**

Student placement is determined by a staffing process that takes into account the student's level of achievement, his/her chronological age, and other social, physiological, and developmental considerations. On occasion, it may be the professional assessment of St. John's that it is in the best interest of a student to repeat a grade. Before such a decision is made, the following steps will be taken to ensure that the student's best interest is being served:

When the classroom teacher becomes aware that a student is having difficulty performing, the teacher will inform the Head of School and schedule a parent conference.

The Head of School and the parents shall be informed on a continuing basis as to the ongoing progress of the student. Parent conferences will be called as needed; however, parents are encouraged to contact the teacher or Head of School at any time. Records of these conferences will be kept by the teacher and relayed to the Head of School.

If progress has remained limited and the classroom teacher recommends retention, the teacher will inform the Head of School of that decision. At that time, the Head of School, the teacher, and the parents will discuss the decision in a called conference. A Letter of Retention will be signed by Head of School and parents.

## **9. Financial Policies and Payment Procedures**

All students are enrolled for the entire year unless it is expressly agreed in writing to the contrary. Completion of the enrollment forms, completion of admission process, and payment of registration fee (and new student application fee if applicable) will secure student's enrollment for the school year.

Student's annual tuition is charged per student basis and is non-refundable. The annual tuition will be prorated for students enrolled after the school year has begun. Payment plans are available.

Annual tuition is due on the 5<sup>th</sup>, 15<sup>th</sup>, or 25<sup>th</sup> of August each year. Parents/Guardians choosing a payment plan (semester or monthly) must pay according to published plan's schedule. All other fees are due upon receipt of the monthly family statement. Unpaid accounts are considered past due on the 20<sup>th</sup> of each month.

No reduction of obligation to pay full year's tuition and fees can be made for absence, voluntary, or involuntary withdrawal or expulsion except by discretion of the Head of School.

The school has the right to terminate the enrollment of any students for reasons set forth, but not limited to, in the Parent/Student Handbook. The failure of parents to pay part or all of their financial obligations could lead to termination of enrollment.

### **Payment Procedures and Delinquent Accounts:**

St. John's Finance Department uses FACTS via RenWeb to collect tuition, fees, and incidental expenses.

Monthly family statements will be emailed from FACTS to the financially responsible parents/guardians on or before the 10<sup>th</sup> of each month.

Payments made via FACTS may be made in the form of bank draft, debit cards, MasterCard, American Express, Discover or Visa is accepted. All tuition and fees on debit or credit card payments will be charged a 2.78% convenience fee at the time of payment.

Payments made in the business office may be made in the form of cash, check, debit cards, MasterCard, American Express, or Visa are accepted. All tuition and fees on credit card payments will be charged a 3% convenience fee at the time of payment.



Unpaid accounts are considered past due after the 20<sup>th</sup> of each month.

Any account that becomes sixty (60) days past due will cause forfeiture of enrollment and thereby forfeiture of all financial aid and/or scholarships; all tuition and fees will be become due immediately and forwarded to collection agency **with associated collection and legal fees charged to the account, this additional amount could be up 50% of the balance owed.** Future enrollment will not be allowed.

There will be a \$25 NSF fee for all returned checks.

You can access FACTS to make payment via [ParentsWeb/RenWeb](#). The District Code for St. John's is: STJOH-TX. This link is also available on our website under [Parent/Student Resources](#).

#### **10. Tuition Remission, Discounts, and Scholarships**

St. John's Episcopal School offers several tuition remission and discount opportunities to students entering Kindergarten through 5<sup>th</sup> grades for purposes of diversification within the student population, commitment to ongoing enrollment, and the recognition of student character and academic achievement. Maximum combined remission and St. John's discounts are allowed if (50%) of tuition.

Application for Tuition Remission is available annually online through FACTS on a first come first served basis. The opening date and Tuition Remission website are published each Spring Semester for the upcoming school year. You can access the FACTS Financial Aid by clicking [here](#), or through your ParentsWeb Account.

To receive the Re-Enrollment Bonus Discount, the re-enrollment forms must be completed and registration fees paid on or before the **first day** of April each year. The Re-Enrollment Bonus Discount will be applied to qualifying families' account in the same schedule as the tuition payment plan chosen (annual, semester, or monthly). The Re-Enrollment Bonus Discount is for student entering grades **K-5<sup>th</sup>** only.

The Military Tuition Discount of twenty percent (20%) is awarded to active duty military for students entering **K-5<sup>th</sup>** grades. Valid military identification required.

**Scholarship nominations are based on the student's academic performance, character, or financial need.** Only St. John's students promoting to grades K-5<sup>th</sup> who have completed all re-enrollment obligations are eligible for nomination of scholarships. Students are nominated by St. John's faculty and selected through a scholarship committee. Scholarships awarded will be funded the following school year.

Parents /Guardians are notified of scholarship award(s). Scholarships are announced each May during a Student Awards Day.

#### **List of Scholarships:**

The Rob Smart Memorial Scholarship  
The Norwood-Liken Scholarship  
The Morris Denny Memorial Scholarship  
The John B. and Dorothy B. Pope Scholarship

The Carr P. Collins Scholarship  
The Eric Otto Scholarship  
The Hallie Taylor Memorial Scholarship  
The R.L. McCarty Memorial Scholarship  
The Martha Vletas Memorial Scholarship

#### **11. Withdrawal Procedures and Policies**

No reduction of obligation of pay of full year's tuition and fees can be made for absence, voluntary or involuntary withdrawal, or expulsion except at discretion of Head of School.

The School has the right to terminate the enrollment of any student for reasons set forth in the parent/student handbook, including, but not limited to, the failure of parents/guardians to pay part of their financial obligations.

All textbooks, library books, and class assignments must be returned to the school prior to the student's last day of attendance.

A student withdrawal request must be submitted in writing to the Head of School for consideration. The business manager will conduct an exit interview which will include resolution of any unpaid balances. Payment in full will be required to receive student reports and report cards.

## **ST. JOHN'S DAILY OPERATIONS**

#### **12. School Hours 8:00 a.m. – 3:00 p.m.**

School begins at 8:00a.m.. **Students will be counted tardy after 8:05 am.** Please make every effort to have your child to school on time. Late arrivals disrupt the flow of teaching and instructional quality for all students in the classroom. Students arriving after 8:05 a.m. must be accompanied by a Parent to the Administration Office to complete a tardy slip. The Administration staff will then escort the students to class. Please do not drop your child off in the drive-thru lane after 8:05 a.m., as the doors will be locked. If you are going to be late either dropping off or picking up your child, please call the office at **(325-695-8870)**.

#### **Early Morning Care 7:15 a.m. / 7:30 a.m. – 7:50 a.m.**

Early morning care begins at 7:15 a.m. in the Academic Building Library and 7:30 a.m. in the EPK building. All students arriving before 7:50 a.m. are to report to Early Morning Care where they are to be signed in on the daily log. Students will be escorted to their classrooms at 7:50 a.m.

#### **After School Care 3:00 p.m. – 6:00 p.m.**

After School Care (ACS) is held between the hours of 3:00 p.m. to 6:00 p. m.. Students enrolled in ASC will assemble in a designated area of the Academic Building at school dismissal and will be escorted to the After School Care facility by an ASC employee. The ASC program is open to all students enrolled in the School. The schedule includes a snack time, outdoor play time (weather permitting), study hall, and activities. ASC fees will be billed to the individual family account. Any questions may be directed to the ASC Director at 325-695-5153 (after 2:30 p.m.) or the School office at 325-695-8870.

All students attending ASC must be signed out by the person picking them up and include time of pick-up. Authorized persons only may pick up students. Be prepared to present a picture ID in order for student(s) to be released.

The fees for attending ASC are included in the Tuition and Fees Schedule published each year.

**After School Care closes promptly at 6:00 p.m. Excessive late pick-ups may result in dismissal from the ASC Program**

### **Early Departure**

Students who leave campus during the instructional day **MUST** be signed out through the office. Adults must show a valid ID when picking up students. If a student becomes ill or is injured during the school day, the student will be examined by the school nurse. If the student is too ill to stay or is injured at school, the parents will be notified. If neither parent is available, the persons listed as emergency contact will be notified.

### **School Dismissal**

School dismissal for all classes is 3:00 p.m. Early dismissal is 2:30 p.m. to 2:45 p.m. Students will not be released after 2:45 p.m. without prior authorization. Teachers will supervise their class until all students have been picked up by a parent or other authorized person. EPK2 & EPK3 students are dismissed from their classrooms. Transition through 5<sup>th</sup> grade students will be dismissed in front of the school building. **All PK students must be signed out by parents/person picking them up at dismissal. Only students in grades K-5<sup>th</sup> use the drive-thru lane.**

**Any student who is not picked up within 15 minutes after school dismissal will be escorted to the After School Care facility by the teacher.** Parents will be charged a full day of ASC fees if their child is taken to After School Care.

### **Visitors to Campus**

**Visitors to St. John's Episcopal School are required to stop by the office to obtain a visitor's Raptor Identification System name badge. Students must be signed out before leaving campus.** This policy is for the safety of all of the students and will help the staff and faculty keep track of persons on the campus in case of any emergency. Any individual on campus without the proper badge will be asked to report to the office immediately to obtain campus identification and visitor's pass.

## **13. Student Attendance**

In keeping with the mission of St. John's Episcopal School, prompt and regular attendance is highly valued as one component of providing an enriched academic program for all students. **The School's commitment to the development of each child's potential cannot occur if the student is chronically tardy or absent from the classroom.** Parents are strongly discouraged from taking students out of class for reasons other than illness.

### **Tardiness**

The first bell rings at 8:00 a.m. The tardy bell rings at 8:05 a.m. Students arriving at or after 8:05 will be marked tardy and **must** come to the office to sign in, pick up a tardy slip and be escorted to class by administration.

If and when a student is tardy three (3) times, a letter may be sent from the Head of School, reminding parents of the School's policy, emphasizing the importance of promptness.

If and when a student is tardy (5) times, the parents may be asked to conference with the Head of School and the student's classroom teacher.

Students arriving after 10:00 a.m. without a note will be counted as absent.

### **Absences**

After three (3) unexcused absences, a letter may be sent from the Head of School reminding parents of School policy, emphasizing the importance of regular attendance.

After five (5) unexcused absences, the parents may be required to conference with the Head of School and the student's classroom teacher.

After ten (10) unexcused absences have occurred, the Head of School will have discretionary power to make decisions regarding further family/student counseling and/or further action including school dismissal. **Students must attend 90% of the school days to be promoted to the next grade.**

An excused absence is a student absence that is accompanied by a written doctor's note. The note must be presented at the office upon the student's return to school.

## **14. Parking, School Traffic and Carpooling**

The school traffic procedures are designed for the safety of all persons on the St. John's campus. The campus speed limit is 15 mph at all times. The campus drive is one way counterclockwise. Traffic may enter from North Street and Sherman Street but must only exit by way of Sherman Street. Follow all traffic signs and state traffic laws.

The lane adjacent to the red curb starting at the EPK building and ending at the gym is a restricted fire lane for emergency vehicles only. Do not park in the lane.

St. John's uses this restricted lane as the carpool lane. **Please do not exit your vehicle while in this lane. Only students in grades k-5<sup>th</sup> use the carpool lane.**

**Crosswalks must be used at all times when crossing traffic areas.**

Parking behind all buildings is reserved for faculty and staff only. Mainstream traffic is prohibited in this area.

### **Student Pick-Up Policy**

The school will only release students to individuals you have designated on the beginning of the year forms (these include enrollment, medical and after-school care forms). If there is a change, or someone who is not designated is picking your child up, St. John's must know in advance **in writing or by phone (325-695-8870)** and the individual must also show a picture ID in order for your child to be released.

### **PK Early Pick-up Policy**

School hours are from 8:00 am to 3:00 pm, however, if needed, early dismissal from school is from 2:30 p.m. to 2:45 pm for PK students only. After 2:45, parents must wait until 3:00 to pick up their student(s). Every student must be signed out of the office if picked up before 3:00 p.m.

### **15. Lunch**

#### **\*\*\*St John's is a "Peanut Free" Campus\*\*\***

St. John's Lunch program will begin on the first day of classes. Parents are invited to join their child for lunch any time, but we request that parents arrange lunch visits with the classroom teacher and check in at the administrative office for a visitor's name tag.

The School offers a catered lunch option to students each school day. A monthly menu will be sent home prior to the first day of each month. All ordered lunches will be charged to individual family accounts and billed on the next month's statement.

Students who have forgotten a lunch, St. John's will charge the Family Account and the student will be given a brown bag lunch. This brown bag lunch is not an option to feed your child on a regular basis and is only used for forgetting lunches. Once a family has utilized the brown bag lunch option three (3) times in one month, parents will be contacted to bring your student a lunch.

In order to allow for our students to have enough time to eat, lunches brought from home may be warmed in the microwave, but should not require cooking. I.E. no Mac-N-Cheese cups or frozen entrees.

Sodas/carbonated beverages may not be brought to school in lunches brought from home.

### **16. School Uniform Policies:**

Uniforms are required for all students. St. John's uniform supplier is Lands' End and is available through catalog/internet order only at their website (<http://www.landsend.com>), select the school uniform option and enter the school code 900126152 to ensure that you purchase items that comply with the St. John's uniform policy. Lands' End donates 3% of all purchases to St. John's Episcopal School.

#### **Regular Required Uniform and Formal Dress Uniform**

Formal Dress uniform is worn by all students K-5<sup>th</sup> grades on all Wednesdays for Morning Prayer, Holy Eucharist Days, and upon request for other special events and field trips.

Regular required uniform apparel is worn on all other school days. Required uniform is any combination of uniform items and St. John's sweatshirt and approved navy outerwear on the Land's End website. To prevent clothing from getting lost, it is helpful to label clothing with student's name.

The navy cardigan and navy fleece, St. John's sweatshirt, and the St. John's blazer are the only indoor garments to be worn over uniforms during class time. All other t-shirts, sweatshirts, sweaters, or light jackets are inappropriate to wear in the classroom. Heavier outerwear should remain in the lockers and be worn only during outside activities.

Accessory items such as belts, socks, and tights may be purchased from any store.

All belts for all students must be brown, navy, black or white plaid.

White or black socks for boys, and white or navy socks for girls on regular school uniform days (see formal uniform options)

No sandals, boots, and shoes with “flashers” or other decorative distractions are allowed. Shoes that can mark the gym floor are not allowed for P.E. or athletics.

Make-up is not allowed during the instructional day.

Modest jewelry is permitted (i.e. simple stud earrings, tasteful necklaces & bracelets) as long as it does not distract from the learning environment or pose a safety hazard.

No hair of distracting color or cut. Boy’s hair may not be longer than their shirt collar.

Cold Wear: Appropriate cold wear apparel includes jackets, sweaters and pullovers with school LOGOS. Only navy outerwear allowed in classroom or chapel.

### **Exceptions**

Boy/Girl Scout uniforms may be worn to school on days when the student goes directly from school to the Scout meeting.

A St. John’s spirit shirt may be worn with blue jeans or regular uniform bottoms on Friday for “Spirit Day,” or for any special events.

### **Uniform Non-Compliance Rule**

When a student is not in uniform the parent will be called/note sent home and asked to bring appropriate attire. The student will receive a uniform policy reminder. After 2 uniform policy reminders have been sent home a conference with the Head of School will be scheduled. All uniform policy reminders will be kept on file. **Student’s citizenship grades may be affected by uniform non-compliance. A student will not be withheld from class instruction, but may be separated from the class when appropriate (i.e. chapel service, class/group performance, field trip, etc.)**

## **17. School Uniform Specifications**

Please remember that [Land’s End](#) is our only approved uniform supplier!

### **EPK, Pre K Transition and Pre-K Uniform**

Red, navy or white short-sleeve or long-sleeve knit/mesh/dry fit poly polo shirt with school LOGO

Red, navy or white short-sleeve or long-sleeve uniform t-shirt sold through the school office

Khaki or navy short/skort/pant/skirt (no ruffles)

**Navy** mesh polo dress with school LOGO for girls (must not extend more than one inch above the knee and from Lands’ End)

All skorts/skirts and shorts may not extend more than one (1) inch above the knee

Navy or white tights, or socks, no leggings

St. John’s sweatshirt

Tennis shoes (without flashers)

No boots or sandals

Skirts and Navy Polo Dresses must be worn with shorts

### **Fridays (Part Time students may wear Friday attire on Thursdays)**

Spirit t-shirt purchased through school office

Blue jeans or uniform bottoms

Tennis shoes (without flashers)

No boots or sandals

**Kindergarten - 2<sup>nd</sup> Grade: (Must be from Lands' End)**

**Regular Uniform (Mon. Tues. Thurs.)**

Red, navy or white short-sleeve or long-sleeve knit/mesh/dry fit poly polo shirt with school LOGO  
Khaki or navy short/skort/pleated skirt/pants. Khaki shorts may be classic or "athletic" fit as offered by Lands End. No cargo shorts. Pants must be classic fit.

**Navy** mesh polo dress with school LOGO for girls (must not extend more than (1) inch above the knee)

All skorts/skirts and shorts may not extend more than one (1) inch above the knee

Navy or white tights, or socks

St. John's sweatshirt

Tennis shoes (without flashers)

No boots or sandals

Skirts and Navy Polo Dresses must be worn with shorts

**Formal Uniform (Wednesday and other specific dates)**

**Boys:**

Oxford blue dress shirt (short or long sleeve) with LOGO

Navy pants for boys – Not Cargo Style – Classic Cut Only (plain or pleated front)

Belt that matches shoe color

Brown, navy or black dress shoes

Tennis shoes in bag for gym (without flashers)

No boots

Optional: Long-sleeve sweater with LOGO from Land's End

**Formal Uniform (Wednesday and other specific dates)**

**Girls:**

Navy jumper with LOGO

Oxford blue dress shirt **without** LOGO

Navy tights or knee socks for girls - no leggings

Brown, navy, or black dress shoes

Tennis shoes in bag for gym (without flashers)

No boots or sandals

**Friday (optional)**

Spirit t-shirt purchased through school office

Blue Jeans or uniform bottoms

Tennis shoes (without flashers)

No boots or sandals

**3<sup>rd</sup> Grade - 5<sup>th</sup> Grade: (Must be from Lands' End)**

**Regular Uniform (Mon. Tues. Thurs.)**

Red, navy or white short-sleeve or long sleeve knit/mesh/dry fit poly polo shirt with school LOGO  
Khaki or navy short/pleated skirt/skort/pant/ Khaki shorts may be classic or "athletic" fit as offered by Lands End. No cargo shorts. Pants must be classic fit.

Lands' End white plaid skirt for girls

White tights or socks for girls- no leggings

Black, navy or brown belts with any pant or shorts

St. John's sweatshirt

Tennis shoes (without flashers)  
No boots or sandals

**Formal Uniform (*Wednesday and other specific dates*)**

**Boys:**

Blue dress shirt (short or long sleeve) with LOGO  
Khaki pants Classic Cut Only no Cargo  
Navy blazer with school LOGO  
White plaid tie  
Brown, navy or black dress shoes with matching belt (no boots)  
Tennis shoes in bag for gym  
No boots or sandals

**Formal Uniform (*Wednesday and other specific dates*)**

**Girls:**

White plaid jumper with LOGO  
Oxford white dress shirt (long-sleeve or short-sleeve without LOGO)  
White tights or white dress socks - no leggings  
Navy cardigan with school LOGO  
Brown, navy or black dress shoes (no boots)  
Tennis shoes in bag for gym  
No boots or sandals  
Skirts must be worn with shorts

**Friday (*optional*)**

Spirit t-shirt sold through school office  
Blue Jeans or uniform bottoms  
Tennis shoes (without flashers)  
No boots or sandals

**Gym Wear (*3<sup>rd</sup> grade – 5th grade*)**

Navy Shorts from Land's End  
Grey cotton/dry fit t-shirt purchased through school office  
Tennis shoes  
Please mark with student's name

**Students attend PE Monday-Friday and must suit-out with appropriate gym wear.**

**Optional Wear (*K – 5th grade*):**

White plaid headband  
White plaid belt  
Navy crew sweater with LOGO from Land's End

**All outerwear must be navy!**

**18. Lost and Found**

All items brought to school should be marked with your child's name. "Lost and Found" is located in the office. Items not claimed by semester break in December, and the last day of school are donated to charity.



## 19. Personal Possessions

Students are not to bring anything to school that will distract them or other students from learning. This includes computer devices, gaming devices, music devices, smart phones, smart watches, and all communication and recording devices.

The School reserves the right to restrict items that a student may bring into the classroom. St. John's Episcopal School, its employees or agents will not be held responsible for lost, stolen or damaged items. Students may not bring a cell phone to school.

## 20. Chapel Services

St. John's Episcopal School is an independent day school affiliated with the Episcopal Church. Chapel services are held three times a week for all students Pre-Kindergarten through 5th grade. EPK Classes will attend when deemed appropriate. Bible instruction and devotionals are conducted at all grade levels. *The Bible* is used as the basic text as well as the *Book of Common Prayer*. Students are encouraged to follow the religious beliefs and practices of their homes. St. John's and The Church of the Heavenly Rest, Episcopal provides a chaplain for the School.

The Chapel Schedule is:

Tuesday	Morning Prayer
Wednesday	Formal Chapel: Morning Prayer or Holy Eucharist
Thursday	Class-Led Morning Prayer

Chapel service will begin promptly at 8:15 a.m. for our Kindergarten through 5<sup>th</sup> grade students and lasts approximately 30 minutes. Chapel Services for all EPK 3, Transition and PK4 students will begin at 9:00 a.m. EPK2 students will attend chapel the second semester at 9:00 a.m.

Parents and guests are welcome to attend all chapel services. Reserved seating for parents and guests is in the back. ***There is no video or photography allowed during the chapel service.***

Teachers will conduct a devotional service in the classroom in addition to morning chapel services.

Holy Eucharist will be offered on the third Wednesday of each month through the school year and will begin at 8:15 a.m. St. John's requests parental permission (found on the Enrollment Form) for each child to participate in Chapel service, receive Holy Communion, blessings, and participate in special Chapel activities. Birthday Blessing and Eucharist dates will be posted on the School's website under the "Parent and Student Resources" section.

## 21. Extracurricular Activities

### Tennis Team

The St. John's Athletic Department offers an optional extracurricular Tennis Program for 4th and 5th grade students. While this program is optional, the School encourages all eligible students to participate.

A small registration fee will be associated with participation. Tennis practice will be held after school during the spring tennis season. Matches will be played at time to be determined.

### **Spirit Team**

Spirit Team is open to all students 1st -5th grade students in good standing. The first 20 students to enroll on given date will be accepted. Membership fee and uniform required.

### **Student Council (STUCO)**

Students in grades 1<sup>st</sup> – 5<sup>th</sup> who are in good standing academically and exhibit Eagle behavior will be eligible to apply for Student Council for the current school year through an essay selection process. Students must re-apply each school year.

Student Council members will help plan leadership events and leadership opportunities throughout the school year.

To be eligible for selection of Student Body President, students must be a current member of Student Council or a Student Ambassador and must be re-enrolled for the following school year. The Student Council President is an upcoming 5<sup>th</sup> grader with good academic and Eagle behavior standing. The President is chosen by a committee consisting of teachers and administrators.

St. John's student council members must consistently demonstrate the following leadership characteristics:

- Dependability, reliability, and respect
- Completes class work and homework assignments
- Strong work ethic
- Exemplary conduct and citizenship in and out of school
- Excellent attendance (on time with limited absences and early check-outs)
- Good judgment and decision making skills
- Comfortable with public speaking
- Exemplary leadership skills

**Meetings will be held from 3:00-4:00 once a month. There may be additional meetings to plan service projects, leadership activities, and fellowship. A detailed schedule will be sent home. The applications will be reviewed by a committee. The applicant's name will not be revealed during selection process. Students must apply each year for selection.**

### **Wing Span Differentiated Learning Program**

The Wing Span Differentiated Learning Program is designed for students in Kindergarten through 5th grade.

Students who participate in services, Wingspan Tutorial, demonstrate an academic need to master grade level material. These students will be recommended for the program by the teacher. St. John's will notify the parents and obtain permission before any services start. Documentation will be kept of progress and a conference with teacher, administrator, and parent will be held every 9 weeks or at parent or teacher request to review the student's individual progress. Goals will be set and progress monitoring will occur including data collection.

St. John's Wingspan Gifted and Talented Program is for students who are intellectually gifted learners, Wingspan offers small group instruction designed to foster critical thinking through project-based learning and problem based learning. Parents and/or teachers may nominate students for the gifted program through Wingspan. While any student is eligible to be nominated, not all nominated students

will meet the requirements for admission into the program. Please be aware that if your child is nominated, he or she will be required to take qualifying screening tests in order to complete the identification process.

The following characteristics are often found in students who benefit from gifted program services:

- Logical thinking
- Confident, risk-takers
- Creativity consciousness
- Early writing, math, music and/or art
- Motivation, persistence and advanced interests
- Early reading and advanced comprehension

## **22. Class Parties**

A parent volunteer signup sheet for class parties is located in each classroom. St. John's is mindful of the fact that our students consume a large portion of their daily food intake during school hours. Our goal for class parties is to provide a fun celebration for students with snacks that hold a nutritional value. Therefore, we ask that you follow the guidelines on the party signup sheet. St. John's has an approved snack list for reference; please see the last page of this handbook for the list.

## **23. Field Trips**

Advance notice will be given to parents concerning each scheduled field trip throughout the year. Only enrolled students may attend field trips.

Parents will be asked to help in transporting students to and from field trips. St. John's requests that siblings not attend field trips. A Driver Information Form will be signed by each person transporting students. Drivers will adhere to the following guidelines:

- Driver's proof of insurance must provided, and drivers must have a valid driver's license.
- DPS background checks on field trip volunteers may be performed.
- All students must wear seatbelts.
- Only one child per belt and booster seat
- Booster seats are required for students 1<sup>st</sup> grade and younger.
- No children are allowed in the front seat of any car.
- Car doors need to be locked while traveling.
- Drivers must strictly adhere to speed limits.
- Convertibles or other soft-top cars SHALL NOT be used to transport students.
- Parents should arrive early to the school when picking up students for field trips.
- Do not stop for drinks, food, or other errands while transporting students on a field trip.
- Movie viewing by students is not allowed while being transported on a field trip.
- No texting, talking, or any other form of cell phone usage while transporting students.
- Count to make sure that all students have exited car.
- Siblings may not attend field trips.

**NEVER LEAVE STUDENTS IN A CAR UNATTENDED.**

A separate permission form will be sent home if child is attending a field trip that includes swimming or water play and must be completed and signed before the student may attend. A payed lifeguard will be present at all swim events. This lifeguard will not be employed by St. John's.

#### 24. Student Supervision

Students shall never be in the lunchroom, on the playground, in the gymnasium, or any other area of the School unsupervised. Student guidelines for behavior are stated in the Student Discipline Section of this handbook. Parents should be familiar with these guidelines.

#### 25. Homework

The purpose of homework is to develop independent study habits and to use class time for instruction rather than study. Homework may be assigned to students in kindergarten through 5th grade and, in some cases, unfinished class work will be sent home. Homework will not be assigned on Wednesday evenings or on the night of a school sponsored event.

#### 26. Student Online Safety

Each student who will have access to the internet will take the online safety pledge and sign to adhere to the pledge below:

**While on the ST. JOHN'S campus and using ST. JOHN'S school equipment each St. John's student shall:**

Use computers only while a St. John's teacher is present.

Use only the software programs authorized by a St. John's teacher.

Navigate only to the site(s) authorized by a St. John's teacher. No "surfing" the network or "searching" is allowed.

Protect the name, age, address, phone number, email address, school information, and family information pertaining to themselves and fellow students. St. John's does not subscribe to social networking for preschool or elementary aged students.

Edit or change only the computer files that were created by the student.

Not delete any file or program from any St. John's computer.

Not purposefully damage any St. John's computer equipment.

Report to a teacher or the Head of School any time the Guidelines for Student Online Safety are not being followed.

#### 27. Incontinence

It is our policy that students who are enrolled in EPK 3 or a higher grade must be toilet trained and must be able to take care of all personal bathroom needs (including wiping) independently. We are not able to meet the needs of children who are not fully toilet trained. If a problem persists, we will need to review the appropriateness of the student's placement. **This policy does not include EPK 2 year-old students.**

#### 28. Student Behavior

Rules have been established for the behavior of students in the School and are discussed thoroughly in each class. All students will learn and promise to practice the Eagle Creed:

##### Eagle Creed

**I show Eagle character by promising that:**

**I will take responsibility for listening and learning.**

**I will follow school rules.**

**I will be polite and courteous.**

**I will follow all adult directions.**

**I will not keep any other student from learning.**

**I will respect myself and others, and I will be a good citizen.**

## **29. Student Discipline**

If a student endangers himself/herself or another student or exhibits an extreme lack of self-control, the student will remain in the office for a period of time or could be sent home. A parent-teacher-administrator meeting will follow.

Consequences are: 1) verbal conference; 2) warning; 3) sent home for a day or more.

### **CORPORAL PUNISHMENT IS PROHIBITED ON ST. JOHN'S CAMPUS.**

## **30. Behaviors Not Tolerated**

The following is a list of behavior offenses that may lead to loss of recess, detention, suspension, or expulsion at the discretion of the Head of School.

- Extortion (obtained by force or threat of force)
- False Alarms (setting off of a fire alarm or extinguisher)
- Fighting (physical contact between two or more students)
- Forgery or cheating
- Verbal assault (includes swearing, racial comments)
- Physical assault (hitting another person, pushing or shoving)
- Insubordination (refusing to comply with a reasonable request)
- Stealing
- Truancy
- Vandalism
- Dress code violations
- Bullying/Cyber Bullying
- Sexual Harassment
- Weapons (see Weapon Free Zone below)

Physical assault is defined as hitting, pushing, shoving, biting, or physically injuring another person with malice intent which includes the act of extortion that is either obtained by force or threat of force.

If a student endangers himself/herself or another student or exhibits an extreme lack of self-control, the student will be removed from class and remain in the Administration Office for a period of time or may be sent home. A Parent, Teacher, and Administrator meeting will follow.

### **Violence-Free Campus -Weapon-Free Zone**

It is forbidden to possess a gun, knife or any other weapon on school property, school transportation or at school-related activities. Possession of illegal items is both removable conduct and a violation of the school policy. Weapon-free zones include the premises of a school, the safety perimeter of a school's premises and school events. A student who brings a firearm to school will be expelled.

Illegal Knives: An "illegal knife" is a knife with a blade over five and one-half inches long or a hand instrument that, when thrown, can cut or stab someone. Other illegal knives include daggers, Bowie knives, swords, spears and throwing stars. A switchblade knife is any knife that has a blade that folds, retracts or closes into the handle or sheath and opens automatically by pressing a button or other device on the handle or by centrifugal force with the flick of a wrist. St. John's prohibits students from bringing other knives or cutting instruments to school in addition to the prohibited knives described above.

### **10. Bullying Policy, including Cyberbullying**

Bullying is defined as the use of aggression that is hurtful to another person including written, verbal or physical acts of conduct against another student.

Bullying includes cyberbullying. Cyberbullying is defined as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Bullying of any kind is unacceptable and will not be tolerated at St. John's. If bullying does occur the following steps will be taken:

- Warning with loss of classroom privileges
- Conference with student and Parents
- In-School-Suspension / Suspension for one or more days
- Expelled from school

### **32. Sexual Harassment**

Sexual harassment of students by other students, by employees or volunteers of the School is unlawful under both Texas and Federal law. This behavior will not be tolerated. Please contact the Head of School if there is any concern over this matter. All reports will be investigated and resolved promptly.

## **ST. JOHN'S COMMUNICATIONS**

### **33. Change of Contact Information**

To ensure prompt communication between home and school, be certain to inform the Administration office when there is a change of home, business or cell phone numbers as well as changes in address. If you call our office during the summer months, please leave a voicemail message at (325) 695-8870.

### **34. Lifestyle Changes**

Please inform the classroom teacher of lifestyle changes. These changes could include (but are not limited to) changes to work status, change of residence, illness, individuals on emergency contact list, and relationship changes. These changes may affect children in different ways and it is helpful for the School and classroom teacher to be aware of these situations.

### **35. Communications and Parent Alert**

**The School provides consistent communication to parents and students through weekly newsletters, backpack reminders, emails, the School marquee, and St. John's website ([www.stjohnsabilene.org](http://www.stjohnsabilene.org)) announcements and calendars pages, as well as communication sent via email and through ParentsWeb.**

**Teachers will return parent messages during planning periods and not classroom time.**

#### **Written Communication**

The Head of School, must approve **ALL** memos, letters, information sheets, field trip announcements, etc. prior to the release to parents – this includes memos written by parents and PTO. Memos and all other correspondence to parents are kept on file in the School office.

### **Parent Alert**

St. John's utilizes Parent Alert via the RenWeb Student Information System to contact parents and guardians via email and texting in case of an emergency. A test text will be conducted within the first 30 days after the beginning of each school year.

Texts from Parent Alert will come from the number 320-75. The system does not allow responses to the Parent Alerts.

In case of a true emergency, St. John's will provide instructions in the text/or email.

**As this system utilizes email and texts, please make sure that all contact information is kept current by notifying administration office of any changes. Parents/guardians may update this information via [ParentsWeb/RenWeb](#) also!**

### **36. Parent – Teacher Conferences**

One parent-teacher conference will be scheduled each semester. Student performance will be reported at other times through progress reports and report cards. Conferences are encouraged at any time throughout the year when either the parent or the teacher deems it necessary.

### **37. Reporting Student Progress and Grading Policy**

#### **EPK, Transition, PK4 and Kindergarten Grading Method**

Students in EPK, Transition, PK4 and Kindergarten are not reported using number grades. However, Progress reports and report cards indicating developmental and academic accomplishments are sent to parents to inform them of their child's progress using a letter scale.

#### **Progress Reports (Kindergarten - 5th grade)**

Student progress reports will be sent home in accordance with the School calendar.

#### **Report cards (Kindergarten - 5th grade)**

Student report cards will be sent home every nine weeks in accordance with the School calendar.

#### **Grading Periods (see schedule online)**

Classroom teachers will issue grades according to the following schedule:

#### **Academic Grading Scale PK2, PK3, PKTran, PK4**

- E**- Excellent ( mastered task/objective )
- S**- Satisfactory Progress
- PH**- Progressing with help
- N**- Seldom demonstrates

#### **Kindergarten Grading Scale ( Academic Subjects)**

- E** = Consistently demonstrates
- S+** = Regularly demonstrates
- S** = Generally demonstrates
- S -** = Occasionally demonstrates
- N** = Seldom demonstrate
- NA** = Not Applicable

### 1<sup>st</sup>-5<sup>th</sup> grade Grading Scale (Academic subjects)

A	90-100	C	70-79
B	80-89	D	60-69

1st– 5th grades will receive number grades for academic progress in core academic subjects. First grade will not receive a number grade the first nine weeks of school.

### Guidelines for Enrichment Grading Scale (PK2 – 5th grade)

**Participation:** Student participates in class discussion, group work, partner activities, attention and focus during activities, appropriate responses to student/teacher interactions, and completes homework.

**Quality of work produced:** Student’s work demonstrates neatness, attention to detail, completeness, correct grammar, and spelling.

**Perseverance:** Student exhibits task initiation, task follow-through, consistency, and academic endurance.

**Receptive to feedback:** Student expresses appropriate response to suggestions or redirection.

### Enrichment Grading Scale (PK2-5<sup>th</sup> grade)

**E** = Consistently demonstrates

**S+** = Regularly demonstrates

**S** = Generally demonstrates

**S -** = Occasionally demonstrates

**N** = Seldom demonstrates

### Citizenship Grading Policy and Guidelines (Kindergarten - 5th grade)

#### Conduct/Obedience

Student takes responsibility for actions by: apologizing, recognizing faults, using manners, and demonstrates sportsmanship.

Student follows directions by: following both written and oral directions in an appropriate amount of time, and requires only an appropriate amount of redirection based on grade level.

Student follows established routine; bringing appropriate materials for different school settings.

Student follows school dress code.

#### Shows Respect

Student shows respect for self, others, and property.

Student shares ideas in a respectful manner.

Student communicates appropriately.

Student understands and demonstrates personal space.

#### Listens/Attentively

Student faces speaker.

Student makes eye contact.

Student participates and responds appropriately in different settings.

Student does not interrupt when someone is speaking.

Student sits still and quietly during lessons and chapel.



### On Task/Independence

Student works effectively in a group or individually.  
Student takes responsibility for assigned tasks.  
Student uses time constructively.

### Completes Work/Effort

Student completes and turns in assignments.  
Student consistently gives best effort on assignments.  
Student initiates, works on and completes task in an appropriate amount of time.

### Citizenship Grading Scale (Kindergarten - 5th grade)

**E** = Consistently demonstrates  
**S+** = Regularly demonstrates  
**S** = Generally demonstrates  
**S -** = Occasionally demonstrates  
**N** = Seldom demonstrates

## HEALTH AND SAFETY POLICIES

### 38. Fire/Weather Safety and Emergency Plan

#### PARENT ALERT

St. John's utilizes Parent Alert to contact parents and guardians via email and texting without having to access a computer in the case of an emergency. A test text will be conducted within the first 30 days of the beginning of school. Texts from Parent Alert will come from the number **320-75**. You may want to save this number as a contact in your phone so that you will remember that it is from St. John's Parent Alert should you receive Parent Alert texts in the future. You will not be able to respond to the text. In the case of a true emergency, St. John's will provide instructions in the text and/or email on who to contact. As this system utilizes email and texts, **please make sure that your contact information is current and notify the Administration office of any changes promptly.**

#### Fire, Severe Weather Drills and Intruder Drills

Fire and severe weather drills are conducted on a regular basis and may be announced or unannounced. Announced drills will be posted on St. John's website calendar. Schedules and records of completed drills are maintained in the Administration Office and a copy is provided to the City of Abilene Fire Department.

All classrooms have emergency evacuation routes posted.

Fire drills will be signaled by **three short bells**. One long bell will signal the "all clear" to return to the classroom.

Severe weather drills will be signaled by **one long bell**. Three short bells will signal the "all clear" to return to the classroom.

Intruder drills are conducted only once per school year. A code word is used to alert the classrooms and to give the all-clear.

**If the School must be evacuated due to fire, severe weather, or any other emergency, Tom's Tire Pros at 1434 S. Clack, 325.692-4708, will be utilized as the evacuation site.**

#### Incllement Weather

The Head of School will determine when travel and/or weather conditions for students and staff are considered hazardous, and therefore necessitate cancellation of classes. **St. John's will follow the decisions made by the Abilene ISD on most occasions.** When classes are canceled, the School will request Abilene radio and TV stations make the closure announcement. Students will not be allowed to leave campus once they have been sequestered to their assigned safety areas.

### **39. Illnesses**

Parents should call the School by 8:30 a.m. to report illness or absence. Students should not attend class if they:

- Have or have had a fever greater than 100 degrees within the past 24 hours.
- Have been diagnosed with a contagious illness, such as strep throat, tonsillitis, bronchitis, conjunctivitis, or influenza, within the past 24 hours. (Even with prescribed medicine)
- Have experienced vomiting or diarrhea within the past 24 hours.
- Are experiencing uncontrolled coughing or an asthmatic episode.

Students may return to class:

- Upon the student's temperature remaining below 100 degrees without medication for 24 hours.
- 24 hours after beginning antibiotic treatment, provided the student is able to participate in regular class activity.
- 24 hours after the last episode of vomiting or diarrhea.
- Once coughing or asthmatic episode has subsided.
- With written permission from a physician, if applicable.

Students should provide a note from home if they are not to participate in daily recess, P.E., or Athletics. If a child cannot participate in recess, P.E., or Athletics for longer than two consecutive days a physician's note will be required.

If a student becomes ill during the day, the student should obtain permission from the teacher to go to the Nurse's Office to be examined. If the student is ill or is injured at school, the student's parents will be notified. If neither parent is available, the persons listed as emergency contacts will be notified. **Emergency contact information should be kept current at all times.** Please call the office with any changes during the year.

**Students who leave campus during the instructional day MUST be signed out through the office.**

### **40. Student Health Guidelines, Medications, and Immunizations**

#### Health Guidelines

The office employees will oversee illness, accidents, and dispensing of medication for all students.

All student medication will be kept in a cabinet in the Nurse's office. **No medications will be kept in the classrooms.**

Current Student Health Inventory, immunization records, and Food Allergy Action Plans (for any child with a diagnosed food allergy), **MUST** be kept on file in the office as required by the Texas Department of Health.

St. John's provides in-service education and training in first aid, CPR, AED, diabetes, Food Allergies/Anaphylaxis/Epi-Pen, and Universal Precautions Blood-borne Pathogens to its faculty and staff on an annual basis, and will adhere to all current policies and regulations on these issues.

### **Dispensing of Medication**

In order for any medication, either prescription or over-the-counter, to be administered to a student by the St. John's Episcopal School nurse or designee, the following procedures will be followed:

Both **prescription** and **non-prescription** medication must be brought by a parent, legal guardian, or other person having legal control of the student to the School office in the **original container**. No student shall be in possession of, or transport medication on campus, with the exception of authorized Epi-Pens and rescue inhalers.

A Medication Authorization Form must be completed prior to the first scheduled school dose. Prescription containers must be clearly labeled with:

- Student's name
- Medication name and strength
- Instructions for use
- Prescription number and date
- Prescribing physician or practitioner
- Name and address of pharmacy

Schedule II Medications (Ritalin, Adderall, Concerta, etc.) require counting and co-signature with school staff with each new prescription.

In the event that a parent/student violates this policy and brings medication from home to the School office, the parent will be contacted to complete a Medication Authorization Form in person or by fax. If the parent is unable to complete the Medication Form before the first scheduled school dose, the School **will not** administer the dose. The parent may choose to either administer the dose themselves or hold the dose until after school.

### **Sunscreen and Insect Repellent**

St. John's will provide and apply sunscreen and insect repellent on an as needed basis, according to the following guidelines:

Sunscreen-The sunscreen that St. John's supplies will be PABA-free, water resistant, and have an SPF of at least 30.

Insect Repellent-St. John's will only use those insect repellents with less than 10% DEET. Children 2 years and older may have insect repellent applied sparingly to the back of their necks, legs, and arms. Spraying of hands will be avoided, so that the repellent does not get rubbed in children's eyes.

### **Immunization Requirements**

Immunizations records must be in compliance with Texas State Law. A current copy of the immunization record with the student's name and birthday must be remitted to the office when you register for enrollment each year. If your student is unable to receive an immunization due to medical condition, exemption must be validated by a physician's written statement. Records must be available for inspection by representatives of the Texas Education Agency, the Texas Department of Health, or local health departments/districts at all reasonable times.

Any Affidavit of Exemptions from Immunizations for Reasons of Conscious submitted must be notarized, signed and updated every two years.

### **Food Allergy Action Plans/Emergency Action Plans (FAAP/EAP)**

A current Food Allergy Action Plan/Emergency Action Plan for any child with a diagnosed food allergy, **MUST** be kept on file in the office. The FAAP/EAP provides information about the child's food allergy, outlines the care that the child will need in managing the food allergy, and outlines the actions to be taken in the case of an allergic reaction. The FAAP/EAP should be developed by the child's healthcare provider in collaboration with the parents or legal guardians.

## **GENERAL POLICIES AND PROCEDURES**

### **41. Development, Public Relations, and Fundraising**

The core of public relations for St. John's Episcopal School is effective communication and cooperation between the Board, administration, faculty, PTO, and parents. In order to provide coordination, prevent duplication or conflict, and to present a consistent and positive image of the School within the community and with the parents, faculty, and students, the following guidelines apply concerning all fundraising and advertising activities:

All requests for advertisement **must be approved by the Head of School**.

All requests for fundraising (to include donations, projects, sales, and events) must be approved by the Head of School.

The Director of Development and the Business Manager will consult with the Head of School concerning all fundraising activities before granting any request.

The Development and IA Committee of the Board of Trustees shall work with the Director of Admission & Marketing, the Business Manager, the Director of Development and the Head of School to create a positive image of the School and to coordinate development and fundraising.

### **42. School Building and Grounds**

#### **Use of Building and Equipment**

St. John's Episcopal School will develop the use of the physical building and equipment to support the strongest academic program possible through ongoing review of utilization and future planning. The following guidelines must be adhered to by staff, parents, and others using the property of the School:

No alteration may be made to the facilities or equipment without approval of the Head of School.

Equipment and supplies may not be removed from the facilities without permission of the Head of School.

Requests for the use of facilities and/or grounds must be made through the School office and approved by the Head of School.

The use of facilities and/or grounds may not conflict with regular or previously scheduled activities.

Certificates of insurance may be required to use school facilities.

The School may not be used for partisan political purposes.

The School reserves the right to cancel activities deemed inappropriate by the Head of School.

The Head of School, with the approval of the Board of Trustees, will set reasonable and appropriate fees for facility use.

The Church of the Heavenly Rest, Episcopal and St. Mark's Episcopal Church may use the facilities and/or grounds without charge.

**No alcoholic beverages will be allowed on school property without Board approval.**

The School reserves the right to search the facilities at any time, including all lockers and desks.

### **Telephone**

Students may use the School's telephone in case of emergency with permission from faculty or office personnel. **Students may not bring a cell phone on campus.**

### **Lounge / Workroom**

Students are not allowed in the teacher lounge / Administration workroom.

### **Smoking**

Smoking or tobacco products **ARE NOT PERMITTED** in the School buildings or on the School grounds at any time.

### **Asbestos Containing Materials**

All persons must be aware of the potential health hazard presented by the existence of Asbestos Containing Materials (ACM). The School is currently in compliance with all State and Federal regulations for the control and management of ACM. The School will continue to perform all necessary actions to comply with these regulations under the guidance of the ACM consultant for St. John's Episcopal School: Enprotec Hibbs & Todd.

ACM is present in the following areas of the School: Ceilings in the administration and academic buildings, and thermal insulation in the mechanical rooms of the chapel, administration, academic, and gymnasium buildings

**All personnel must avoid disturbance of any and all ACM. Please DO NOT ALLOW ANY MATERIALS, STUDENTS, OR ANYTHING ELSE TO TOUCH THE CEILINGS in the above described areas. DO NOT NAIL OR THUMB TACK ITEMS ON THE CEILINGS.**

**Day Care Inspection**

A copy of the most recent Day Care Licensing Inspection report can be found on the Parents' Board in the EPK Building.

**Security**

The School is in an isolated area. Employees, parents, students, and anyone using the School should always be aware of their surroundings when on campus. Activity after school hours and on weekends is discouraged. Academic building doors are locked at all times and all visitors must sign in in the Office to be allowed access to the building.

**THIS SCHOOL IS A**



**St. John's Episcopal School Approved Snack List**

Pretzels

Popcorn

Goldfish

Graham Crackers

Mini Saltines

Teddy Grahams

Austin Zoo Crackers

Rice Chex

Cheerios

Lg. Bag of Veggie Chips/Straws

Kix

Ritz Cheese Sandwich Crackers

Fresh Fruit

- Parents please arrange with Classroom Teacher when bringing Fresh Fruit for snack time.

Snack size Ziplocs