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SJES SCHOOL BASICS

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: 7:30 a.m.
After School Care: 3:00 p.m. – 6:00 p.m.

Website:

www.stjohnsabilene.org

Administration:

Rebecca McMillon - *Head of School*
Terri Cress – *Business Manager*
Robyn Wright, L.V.N. – *Nurse/Receptionist*
Jill Flores - *Director of Admissions and Marketing*
Ronnie Laurance - *Director of Curriculum and Development*
Melinda Treviño – *Director of After School Care*
Amy Harrison – *Director of Camp Eagle*
Pete Olvera - *Facilities Manager*

ADMINISTRATION POLICIES

SJES 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 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.

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 Business Office.

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 may 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, taking into account the student's level of achievement, his/her chronological age, and other social, physiological, and developmental considerations.

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 1st of the school year for entrance to kindergarten. EPK 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, and Business Manager as needed. Student may be tested according to policy. Parents will complete all appropriate admissions and financial documents.
- St. John's Admission Committee will evaluate current and past academic achievement scores and behavioral records to determine acceptance and placement.
- Notification of acceptance or denial will be made.

6. **Acceptance Criteria**

The student shall display high academic standards.

- Previous school records will be examined.
- Testing, per St. John's policy, will be evaluated for academic readiness.
- Interview and observations during a class day visit will determine socialization skills and moral attitudes. Student shall display attitude of respect and cooperation.

The parent shall provide all necessary information and documents necessary to apply.

- Application and fees for admission
- Student health inventory and immunization records
- Release for past scholastic records

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 eighteen weeks to determine whether a child's needs can be met by the academic program at St. John's.

7. **Registration**

Registration for the next school year will be held in the second semester of the current school term. Registration is accepted on a first come, first served basis and upon receipt of 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 and other fees.

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.

9. **Financial Considerations**

All students are enrolled for the entire year unless it is expressly agreed in writing to the contrary. **Should application for enrollment be withdrawn after June 30th, no reduction of obligation to pay the full year's tuition and fees can be made for absence, voluntary or involuntary withdrawal or expulsion except at the discretion of the 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 the failure of parents to pay part or all of their financial obligations.

All fees are on a per student basis. Completion of the application, the application process, and the payment of the registration fee will secure the student's position in the new school year. Tuition and Registration fees are charged on an annual basis and are non-refundable. Tuition will be prorated for enrollment after the school year has begun.

Tuition is due on the 1st of each month. All other fees are due upon receipt of the monthly statement. Unpaid accounts are considered past due after the 20th of each month.

Any account that becomes 60 days past due will cause forfeiture of enrollment and thereby all financial aid and/or scholarships will be forfeited; all tuition and fees will become due immediately and forwarded to the collection agency with the associated collection and legal fees charged to the account. **Future enrollment will not be allowed.**

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

Application for Tuition Remission is available on a first come first served basis annually. Tuition Remission is awarded according to financial need and to the extent of available tuition remission funds. Discounts cannot be combined. Maximum tuition remission/discount allowed is 50%. Ask the business office for further details.

The Re-Enrollment Bonus is available to the year's currently enrolled PK-4th grade students who are re-enrolled in the subsequent school year in the K-5th grades. The re-enrollment application form(s) and registration fee(s) must be completed and paid on or before the last day of April each year. This bonus cannot be combined with financial aid or staff discounts to exceed the 50% cap on tuition abatement. The bonus will be applied to qualifying families' account on the same schedule as the tuition payment plan chosen (Annual, Semester, or Monthly).

Active military will receive a tuition discount of 20% (twenty percent) for students entering kindergarten through fifth grade.

Scholarships based on the student's academic performance and/or character are awarded each May for the following school year. Students are nominated by the teachers for scholarships.

11. **Withdrawal Procedures**

If it becomes necessary to withdraw your child from St. John's Episcopal School, parents shall report to the Business Office to begin the exit process. **Should application for enrollment be withdrawn after June 30th, no reduction of obligation to pay the full year's tuition and fees can be made for absence, voluntary or involuntary withdrawal or expulsion except at the discretion of the Head of School.** Student records cannot be released until the exit interview has taken place and all fees have been paid. Enrollment contracts are for the entire year's service. Payment will be required in full to receive records, yearbook and report card.

SJES DAILY OPERATIONS

A. School Life:

12. **School Hours**

8:00 a.m. – 3:00 p.m.

Early drop off is allowed at 7:30. Students will be counted tardy after 8:05 a.m. Please make every effort to have your child to school on time. Late arrivals miss the opening activities and often have difficulty adjusting to the day's routine. Additionally, late arriving students disrupt the flow of teaching and instructional quality for all students in the classroom. If you are going to be late either dropping off or picking up your child, please call the office at **(325.695.8870)**.

(a.) Tardiness

- Students arriving at or after 8:05 will be marked tardy and **must** come to the office to sign in and pick up a tardy slip.
- 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.

(b.) School Dismissal

- School dismissal for all classes is 3:00 p.m.
- At dismissal time, teachers will stand with their class until all students have been picked up by a parent or other authorized person. Students will not be allowed to leave the teacher's supervision until their parent is present (or designated driver; see section 14 (a)). **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.

(c.) Early Departure

- Students who leave campus during the instructional day **MUST** be signed out through the office.
- Students will always be signed in and out of the School by the individual dropping them off or picking them up.

(d.) Visitors to Campus

Visitors to St. John's Episcopal School are required to stop by the office to obtain a visitor's name badge. 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.

(a.) 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.
- An unexcused absence is any absence not excused by a written doctor's note.

14. Early Morning Care/After School Care (ASC)

Early morning care begins at 7:30 a.m. in the Library or EPK building. Students who arrive before 7:50 a.m. are to report to Early Morning Care. Students will be dismissed and escorted to their classrooms at 7:50 a.m.

ASC 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. Additionally, students are given time in the gymnasium, computer lab, and library. 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.

ASC Fees:

- \$ 7.65 per day for full time attendance
- \$ 12.00 per day for drop-in rate
- \$ 10.00 per occurrence for late pick-up (after 6:00 pm)

***Excessive late pick ups may result in dismissal from the ASC Program**

ASC closes promptly at 6:00 p.m.

15. **Parking, School Traffic and Carpooling**

The safety of our students is important to all of us at St. John's. Signs are posted to remind drivers of safety precautions. When the following guidelines are adhered to by everyone, there should be one lane of slowly moving traffic as children are let out or picked up by the curb. The only children crossing the drive should be accompanied by a parent and should remain in the crosswalk or on the sidewalk at all times. All traffic should be moving one way counter clockwise through the circular drive. **Please follow all posted traffic signs!**

- The speed limit in the traffic circle is always **15 mph.**
- All students need to enter the campus from the front of the School.
- If you are dropping off or picking up children and do not plan to get out of your vehicle, join the line on the right side of the drive next to the red curb. Please pull forward as close to the crosswalk as you can and make your stops in this lane as brief as possible.
- Please continue in the line even after your child has left your vehicle.
- If you are making a longer stop or need to get out of your vehicle, please park in the parking area and cross in the designated crosswalk. Do not allow your child to cross from the parking area to the School grounds without an adult escort. Please walk your children through this dangerous high-traffic area.
- When picking up your child, please move ahead to the front of the line before stopping if your child has not yet exited the building. Do not double-park or create a second lane when dropping off or picking up children at curb side. This creates an extreme hazard to our students.

(a) Student Pick Up Policy

We will not release a student to anyone who is not listed on the enrollment & re-enrollment forms. Please let the Administration Office know **in writing or by phone (325-695-8870)** if your child is going home with another student, or if an adult who is not listed will be picking up your child. If someone unknown to us will be picking up your child, we must know in advance who that person is. The person must present a picture ID in order to pick up the student. We 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, we must know in advance.

16. **Lunch**

SJES Lunch program will begin on the first day of classes. **Students must order lunch through the classroom teacher by 8:30 a.m. each morning.** 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 into the administrative office for a visitor's name tag.

The School offers a hot lunch and drink choice to students each school day. Drinks offered will be water, white or chocolate 2% milk, or 100% fruit juice. 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.

No sodas/carbonated beverages may be brought to school when a student brings his/her own lunch.

SJES is a "Peanut Free" Campus

17. St. John's Episcopal School Uniform Policy – 2011-2012

Uniforms are required for all students. Our uniform supplier is Land's End. St. John's has partnered with Box Tops for Education so that St. John's will receive a percentage of the proceeds each time that a purchase is made from Land's End utilizing the Box Tops for Education website. St. John's will also receive a percentage of the proceeds from each purchase through Land's End. Utilization of the Box Tops for Education website is encouraged for ordering uniforms through Land's End. Simply log onto **www.boxtops4education.com/earn/marketplace/browsestores.aspx** to set up an account and purchase all Lands Ends products via the Box Tops for Education Website. Land's End is located in the marketplace list on the left. Once on the Land's End site, the navigation is: > School Uniforms > Find Your School > Preferred School Number > "900126152"

(a.) Dress Regulations

- Formal uniform is worn by all students K-5th Grades on all Wednesdays for Formal Chapel, Eucharist Days, and upon request for other special events and field trips.
- Required uniform apparel is worn on all other school days. Required attire is any combination of uniform items and St. John's sweat shirt and outer wear.
- The navy cardigan, 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.
- No sandals, boots, and shoes with "flashers" or other decorative distractions are allowed. Black, navy or brown dress shoes (**not boots**) will be specified with dress uniform for a function or performance representing the School for kindergarten through fifth grade. Shoes that can mark the gym floor are not allowed for P.E. or athletics. The P.E. teacher may request a specific type of shoe for that class.

(b.) Exceptions

- Boy/Girl Scout uniforms may be worn to school on days when the student goes directly from school to the Scout meeting.
- The St. John's t-shirt may be worn on Friday for "Spirit Day," for P.E., athletics, and special events.

(c.) Uniform Non-Compliance Rule

- When a student is not in uniform the parent will be called and asked to bring appropriate attire. 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, or field trip.)

18. School Uniform Specifications

Cold Wear Appropriate cold wear apparel includes jackets, sweaters and pullovers with appropriate logos and/or writing.

EPK, Pre K Transition and Pre-K

Uniform

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

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

Khaki or navy short/skort/pant/skirt

Navy Mesh Polo Dress with School LOGO for girls (must not extend more than one inch
above the knee)

St. John's sweat shirt

Jeans on Fridays with spirit t-shirt

Tennis shoes (without flashers)

Kindergarten-2nd Grade:

Uniform

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

Khaki or navy short/skort/pant/skirt – Not Cargo Style – Classic Cut Only

Navy Mesh Polo Dress with School LOGO for girls (must not extend more than one inch
above the knee)

St. John's sweat shirt

Tennis shoes (without flashers)

Formal Uniform

Oxford blue dress shirt with LOGO for boys

Navy pants for boys – Not Cargo Style – Classic Cut Only

Navy jumper with LOGO for girls

Oxford blue dress shirt **without** LOGO for girls

Brown, navy or black dress shoes

Navy/white tights or knee socks for girls- no leggings

Tennis shoes in bag for gym (without flashers)

Friday (optional)

Jeans

Spirit t-shirt

Tennis shoes (without flashers)

3rd Grade-5th Grade

Uniform

Red, navy or white short sleeve or long sleeve
knit/mesh polo shirt with school LOGO
Khaki or navy short/skort/pant/skirt – Not Cargo Style – Classic Cut Only
White tights or socks for girls- no leggings
Black, navy or brown belts with any pant or short with belt loops
St. John's sweat shirt
Tennis shoes (without flashers)

Formal Uniform

Boys: Oxford blue dress shirt with LOGO
Khaki pants with belt matching shoe color – Not Cargo Style – Classic Cut Only
Navy blazer with school LOGO
White plaid tie
Brown, navy or black dress shoes
Tennis shoes in bag for gym

Girls: White plaid skirt

White blouse in Land's End selection with LOGO
White tights or white dress socks- no leggings
Navy cardigan with school LOGO
Brown, navy or black dress shoes
Tennis shoes in bag for gym

Friday (optional):

Jeans
Spirit t-shirt
Tennis shoes (without flashers)

Gym Wear (May be purchased locally at Athletic Supply or Cadillac Style)

Grey short with name in royal blue
Grey shirt with name in royal blue
Tennis shoes

19. **Lost and Found**

Please put names on all items that you want your student to be responsible for. All items brought to school should be marked with your child's name. "Lost and Found" is located in the chapel alcove. Items not claimed by January 15th for the first semester and May 25th for the second semester are donated to charity.

20. **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, and communication 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.

21. **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 Fifth grade. EPK Classes will attend when deemed appropriate by the teacher. Bible instruction and devotion is 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. The Church of the Heavenly Rest, Episcopal provides the chaplain for the School.

The Chapel Schedule is:

Tuesday	Praise and Worship
Wednesday	Formal Chapel: Morning Prayer or Holy Eucharist
Thursday	Class-led Chapel

- Chapel service will begin promptly at 8:15 a.m. and lasts approximately 30 minutes.
- Parents and guests are welcome to attend all chapel services.
- 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 8:10 a.m. St. John's requests parental permission for each child to participate in Chapel service, receive Holy Communion, and blessings.

22. **Field Trips**

Advance notice will be given to parents concerning each scheduled field trip throughout the year.

Parents will be asked to help in transporting students to and from field trips. A Driver Information Form will be signed by each person transporting students. Drivers will adhere to the following guidelines:

- Proof of insurance must be given, and drivers must have a valid driver's license.
- All students must wear seatbelts.
- Only one child per belt and boosters when appropriate
- No children are allowed in the front seat.
- 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.

23. **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.

24. **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 fifth 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.

25. **Student On-Line Safety**

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

While on the SJES campus and using SJES 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. The best protection is to not give any personal information to anyone on-line. St. John's does not subscribe to social networking for pre-school 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 On-Line Safety are not being followed.

26. **Incontinence**

It is our policy that students who are enrolled in pre-kindergarten 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.**

27. **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 (below)

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.

28. **Student Discipline**

If a student endangers himself/herself or another student or exhibits an extreme lack of self-control, the student will be brought to the Head of School and that student could be sent home for the remainder of the school day. A parent-teacher-administrator meeting will follow.

29. **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.

1. Extortion (obtained by force or threat of force)
2. False Alarms (setting off of a fire alarm or extinguisher)
3. Fighting (physical contact between two or more students)
4. Forgery or cheating
5. Verbal assault (includes swearing, racial comments)
6. Physical assault (hitting another person, pushing or shoving)
7. Insubordination (refusing to comply with a reasonable request)
8. Stealing
9. Truancy
10. Vandalism
11. Dress code violations
12. Bullying
13. Sexual Harassment

30. **Bullying Policy**

Bullying is defined as the use of aggression that is hurtful to another person.

Bullying of any kind is unacceptable and will not be tolerated at St. John's. If bullying does occur, students should inform the teacher or the Head of School. All reported incidents will be investigated and resolved promptly.

31. **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, Rebecca McMillon, if there is any concern over this matter. All reports will be investigated and resolved promptly.

SJES COMMUNICATIONS

A. Communication between School and Parents:

32. **Change of 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. It would also be helpful to have notification delivered to our office. Please notify the administration office: 325-695-8870 of any changes or updates. If you call our office during the summer months, please leave a voicemail message.

33. **Lifestyle Changes**

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

34. **Written Communication**

- The Head of School, Rebecca McMillon must approve all memos, letters, information sheets, field trip announcements, etc. prior to the release to parents – this includes memos written by parents.
- Memos and all other correspondence to parents are kept on file in the School office.
- The School provides consistent and accurate communication to parents and students through weekly newsletters from classroom teachers and periodic newsletters that recognize student accomplishments and encourage parent and community involvement.

35. **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.

36. **Reporting Student Progress**

(a.) Progress Reports

- Student progress reports will be sent home four weeks prior to each report card.
- Report cards will be sent home every nine weeks in accordance with the School calendar.

(b.) Grading Periods

Classroom teachers will issue grades according to the following schedule:

- First – fifth grades will receive number grades for academic progress. First grade will not receive a number grade the first nine weeks of school.
- EPK, Pre-K, Transition and Kindergarten students are not given number grades. Progress reports and report cards indicating developmental and academic accomplishments are sent to parents to inform them of their child's progress.

(c.) Grading Scale

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

37. **Fire, Weather Safety and Emergency Plan**

- Fire and tornado drills are conducted on a regular basis. Schedules are maintained in the Business Office and a copy is provided to the City of Abilene Fire Department.
- Fire drills will be signaled by three short bells. One long bell will signal the “all clear” to return to the classroom. Each room has emergency evacuation routes posted at the eye level of the students.
- Tornado drills will be signaled by one long bell. Three short bells will signal the “all clear” to return to the classroom.

- If the school must be evacuated due to extreme weather or other emergency, a business within closest proximity to the school will be utilized as the evacuation site. SJEC is currently in the negotiation process to secure the evacuation site. All parents will be notified once the site or sites are finalized.

- Inclement Weather – The Head of School will determine when travel and/or weather conditions for students and staff are considered hazardous, and when such conditions 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.

B. Health Policies:

38. Illnesses

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

- A fever greater than 100 degrees within the past 24 hours.
- Been on antibiotics for contagious diseases, such as strep throat, tonsillitis, bronchitis, conjunctivitis, or influenza within the past 24 hours.
- Experienced vomiting or diarrhea within the past 24 hours.
- Uncontrolled coughing.

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 doctor’s note may 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 checked. 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 contact will be notified. ***(Emergency contact information should be kept current at all times.)*** Parents must call the office with any changes during the year.

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

39. Student Health Guidelines, Medications, and Immunizations

(a.) Health Guidelines

- The office employees will oversee illness, accidents, and dispensing of medication for all students.
- All student medication will be kept in a locked cabinet in the Nurse’s office. No medications will be kept in the classrooms.
- Current Student Health Inventory and immunization record must be on file in the office.
- St. John’s provides in-service education in first aid, CPR, AED, diabetes and Universal Precautions Bloodborne Pathogens to its faculty and staff on a yearly basis, and will adhere to all current policies and regulations on these issues.

(b.) Dispensing of Medication

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

- Been on antibiotics No student shall be in possession of, or transport medication on campus.
- Both prescription and non-prescription medication must be brought by the parent, legal guardian, or other person having legal control of the student (e.g. carpool parent or designated caregiver) to the School office in the original container.
- 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.

(c.) 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 Conscience submitted must be notarized. This form is only valid for two years from the date of notarization.

GENERAL POLICIES AND PROCEDURES

40. **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 Business Manager and Head of School.

- The Director of Curriculum and Development and the Business Manager will consult with the Head of School concerning all fund-raising and advertising activities before granting any request.
- The Development and Fundraising Committee of the Board of Trustees shall work with the Director of Admission & Marketing, the Business Manager, the Director of Curriculum and Development and the Head of School to create a positive image of the School and to coordinate development and fundraising.

41. **School Building and Grounds**

(a.) 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.

(b.) Telephone

Telephones at the School may be used by the students for emergencies only and with permission from faculty or office personnel. Students may not bring a cell phone on campus.

(c.) Lounge and Workroom

Students are not allowed in the teacher lounge or Administration workroom without permission from their teacher.

(d.) Smoking

Smoking IS NOT PERMITTED in the School buildings or on the School grounds at any time.

(e.) 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:

- Wall insulation and ceilings in the chapel
- Ceilings in the administration and academic buildings
- 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.**

(f.) Security

The School is in an isolated area. Employees, parents, students, and anyone using the School should use extreme caution at all times when at the School. Activity after school hours and on weekends is discouraged.

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.

Parent Statement:

I have read the 2011-2012 SJES Parent/Student Handbook, including the On-Line Safety Pledge and Eagle Creed and understand the rules and policies.

Parent Signature

Student Statement:

My parent has made me aware of the rules in the Parent/Student Handbook. I have read the On-Line Safety Pledge and Eagle Creed and understand and acknowledge the rules and policies.

Student Signature