

POLICY HANDBOOK

OF

ST. JOHN'S EPISCOPAL SCHOOL

August 2010

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INTRODUCTORY STATEMENT

This policy handbook (the “Handbook”) is designed to acquaint interested faculty, staff and parents with St. John's Episcopal School (the “School”) and provide information to such constituents about the various operational and academic components that assist the School in fulfilling its mission. Faculty, staff and parents should read, understand, and comply with, as the case may be, pertinent provisions of the Handbook. The Handbook describes the responsibilities of faculty, staff and parents in order to provide students with a quality academic environment.

No Handbook can anticipate every circumstance or question about the policy. The School may need to revise this Handbook from time to time, and the School reserves the right to amend or cancel the policies contained in the Handbook at any time. This Handbook supersedes all existing policies and practices, and may not be amended or revised without the express written approval of the Board of Trustees of the School (the “Board”).

BOARD/COMMITTEES

COMMITTEES

At the first organizational meeting after the election of Board members, the President of the Board (the “President”) shall appoint each member of the Board to one or more committees established pursuant to the Bylaws.

FINANCIAL REPORTS; AGENDAS

The Head or the Secretary of the Board shall cause the agenda for each Board meeting and the monthly financial statements of the School covering the prior month to be mailed to each member of Board at least seven (7) days prior to the date of the Board meeting.

COMMITTEE REPORTS

Each committee chair shall report to the Board at each monthly meeting all actions and decisions of the committee. “Actions and decisions” includes any changes, additions or deletions to any previously reported course of action.

CONTRACTS, REPORTS AND POLICIES

All contracts, reports, policies and expenditures in excess of \$5,000.00 requiring a Board vote shall be presented in writing to the Board seven (7) days prior to the time that it is submitted for such vote. Exceptions to this requirement can be waived by the affirmative vote of nine (9) members of the Board who are at the meeting in which such matter is considered. If an emergency expenditure must be made before it is possible to assemble the Board for a vote, the Head of St. John's Episcopal School (the “Head”) or the President shall report on the expenditure and the nature of the emergency at the next meeting of the Board.

SCHOOL ACCREDITATION

The Head shall present to the Board the report submitted to any school accreditation agencies. The Head shall inform the Board of the accreditation status of the school and any response received from such school accreditation agency.

MEETINGS

The Board meetings of the School are open to non-Board members except in the discretion of the President for matters deemed by him/her to be confidential. Anyone may request to speak at a Board meeting. If the Board is to be addressed, five (5) days' prior written notice shall be made to the President and the topic shall be specified.

MINUTES

Minutes of the Board meetings are to be kept in the Head's office or its immediate environs. A duplicate set is to be kept in the Rector's office of St. John's Episcopal Church.

GENERAL SCHOOL OPERATION

ADVERTISEMENTS

Advertising and commercial announcements shall be made in the School only upon approval of the Head.

BAD WEATHER

The School shall be open each school day regardless of the weather unless canceled by the Head.

CHAPEL

Every student, kindergarten through Level 8, shall attend daily chapel services, including Eucharist once per week. Chapel services are the exclusive purview of the Rector and Chaplain of St. John's Episcopal Church and School.

EQUAL OPPORTUNITY/HARASSMENT

The School strives to provide an environment which is free from discrimination in the performance of its academic duties including admission policies and employment practices. The School shall not illegally discriminate against anyone based upon that person's race, religion, national or ethnic origin, disability, age or gender.

Demearing and disrespectful statements or materials, uninvited physical advances, and hazing and/or threats undermine a community that strives to promote self-respect.

As part of its equal opportunity policy, harassment of anyone based upon his/her race, religion, national or ethnic origin, disability, age or gender is not permitted.

Definitions of Harassment

Harassment includes, but is not limited to, the following types of activities:

Advances, remarks or conduct that have the effect of substantially interfering with one's performance of his/her duties or creating an intimidating, hostile or otherwise offensive working/learning environment when based upon one's race, religion, national or ethnic origin, disability, age or gender.

Sexual harassment includes, but is not limited to, the following:

Unwelcome sexual advances, requests for sexual favors or other sexual conduct, either verbal, written or physical, toward faculty, students or staff of the School.

Complaint Procedure

A person, whether faculty, student or staff, who believes he/she has been subjected to harassment, as defined above, shall promptly bring the matter to the attention of the Head or, in the alternative, the President. Faculty, students or staff who utilize this complaint procedure, either as complaining party or participating witnesses, will not be retaliated against in any manner by the School or other faculty, students or staff. Anyone who believes that he/she has been the subject of such retaliation shall inform the Head or President immediately.

Review Procedure

The President or President's designee shall promptly and thoroughly review any complaints of harassment, determine whether the alleged conduct has occurred and take prompt and effective remedial action.

FACILITY USE

Requests for special uses of the School's facilities during non-school hours shall be directed to the Head, who shall have authority and responsibility for approving and supervising such uses. At his/her discretion, the Head may delegate responsibility for approving and supervising the use of St. John's School facilities to other members of the School administration.

LISTS

No lists of parents, guardians or students or the student directory shall be supplied to any person or organization for commercial use.

PARENTAL LIABILITY/DAMAGE TO PROPERTY

Parents shall be financially responsible for all damage to the School incurred as a result of their children's behavior.

SCHOOL ORGANIZATIONS

The Head has the right, in his/her sole discretion, to authorize groups and organizations to conduct activities at or in the name of the School.

BUDGET AND FINANCE

AUDITS

The accounts of the School are to be maintained in accordance with the Principles of Fund Accounting. They are to be audited by an outside firm of Certified Public Accountants annually. The examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control. The auditing firm shall be approved by the Board upon the recommendation of the Finance Committee.

BUDGET PREPARATION

The School budget preparation is the responsibility of the Finance Committee, the Head of the School, and the Director of Finance and Financial Aid. Tuition for the following fiscal year is to be presented at the Board's December meeting. The preliminary budget for the following fiscal year (July 1 through June 30) is to be presented at the Board's February meeting. By June the final budget revision is to be prepared and submitted to the Board for consideration for approval. When approved, it then becomes the official budget for the following year, subject to adjustments at the August Board meeting, if necessary.

DELINQUENT TUITION

Failure to pay tuition within forty-five (45) days following the due date will result in suspension of the student(s) unless previous arrangements have been made with the Business Manager and approved by the Head. No student for whom tuition is in arrears to St. John's Episcopal School at the end of the school year will be permitted to begin classes the following school year without

(a) curing the entire arrearage prior to the day classes begin that fall or (b) obtaining approval of the Board of Trustees' Finance Committee prior to the month classes begin in the fall.

EXPENDITURE OF FUNDS

All funds generated by any School activity shall be under the control of the Board.

FINANCIAL AID

St. John's Episcopal School believes that the parent/family bears primary responsibility for supporting the child's cost of attending the school. However, St. John's is also committed to seeking a strong and talented student body that is culturally and socio-economically diverse. Therefore, St. John's goal is to provide need-based financial assistance to families who otherwise could not afford to enroll their children at the school.

Policies:

1. Financial aid at St. John's Episcopal School is funded through a combination of resources, including restricted gifts, endowment income, and general operating income.
2. Priority for aid awards is given, in no particular order, to: returning applicants previously awarded aid, returning students, faculty and staff children, parishioners, diverse children, children of alumni families, and children of neighborhood families. Awards will be based upon demonstrated need.
3. A family's need is determined through a needs analysis conducted by an independent firm, based on information provided by the parents on the financial aid application. Grants are awarded by the administrative financial aid committee.
4. Admission decisions are made regardless of a family's ability to pay for tuition costs. Admission to St. John's Episcopal School is need-blind. However, admission does not guarantee financial aid.
5. Any forfeited financial aid dollars will remain in the financial aid budget for the remainder of the fiscal year.
6. Any unused financial aid dollars at the end of any fiscal year will be placed in the Dorothy Patterson Memorial Scholarship Fund.
7. St. John's Episcopal believes that a family has responsibility to support their child's education to a certain extent in every situation, even when high need is determined. Thus, no full-tuition awards are offered.

FORFEITED TUITION AND FEES

Forfeited tuition and fees, in excess of budgeted tuition and fees, are to be added to the principal amount of the Dorothy Patterson Memorial Scholarship Fund at the end of each fiscal year.

FUNDRAISING/GIFTS

Fund-raising activities and the nature and design of any gifts require the prior approval of the Head.

SIGNATORIES

Check signatories shall be the Head, Business Manager, President or Chairman of the Finance Committee. Signatures of any two (2) of the above are required for each check in excess of \$5,000.00.

BUILDING, GROUNDS AND PROPERTY

CHURCH/SCHOOL EXPENSES

St. John's Church and the School shall share on an equitable and mutually agreed upon basis all expenditures for utilities, insurance, maintenance and other similar items which are jointly used by the Church and School.

OWNERSHIP

All personal property and trade fixtures purchased by the School for School use is the property of the School.

COMPLAINT PROCEDURES

COMPLAINT BY A PARENT/GUARDIAN/FACULTY OR STAFF MEMBER

A complaint by a parent/guardian, faculty or staff member which cannot be resolved by the Head in accordance with the procedures outlined in the Parent Handbook is to be handled in the following manner:

1. The complaint is to be submitted in writing to the President by the complaining party. The letter is to set forth the nature of the complaint, as well as outline the steps already taken to comply with the procedures for resolving complaints as outlined in the Parent Handbook.
2. The President, upon receipt of a written complaint, shall provide a copy of the complaint to the members of the Executive Committee.

Notification to the Board

Complaints which, in the opinion of the Executive Committee should be brought to the attention of the Board, are to be summarized for the Board, and the Executive Committee's disposition is to be reported to the Board.

HEALTH AND SAFETY

ADMINISTRATION OF MEDICATION

When there is a need for a student to receive medication during school hours, the procedure outlined below shall be followed:

1. An authorization form for the dispensing of medication must be submitted by the parent/legal guardian to the School Administration.
2. All medication must be properly labeled and in its original container.
3. All medication will remain in the School office.
4. Medication is to be dispensed only by the School Administrative Staff or teachers as authorized by the Head.
5. Unused medication is to be picked up by the parent/legal guardian or safely disposed of one (1) week after the completion of administration.

CODE REQUIREMENTS

The Head shall be responsible to see that all state, municipal and county health, safety, fire and sanitation codes are met.

DRUG AND ALCOHOL POLICY

It is the goal of the School to provide a work and educational environment which is free from the use, sale, possession, or distribution of controlled substances or drugs and free from the use of alcohol or abusive use of legal drugs. It is the purpose of this policy to achieve a drug free environment at the School. Faculty, students and staff of the School are prohibited from using, possessing, manufacturing, selling or purchasing any controlled substance, drug or alcohol while on School property or premises or while on duty. Faculty, students and staff of the School are prohibited from reporting to School or from performing any duty while impaired by any controlled substance, drug or alcohol.

For purposes of this policy, a controlled substance is defined as, but not limited to, cocaine, crack, marijuana, opium, opiates, any hallucinogenic substances, and any nonprescription depressants or stimulants. For purposes of this policy “drug” also includes prescription as well as illegal inhalant drugs. This policy does not prohibit the use of prescription drugs as directed or moderate consumption of alcohol at School sponsored events by adults. Any faculty, students and staff found to be in violation of this policy will be subject to disciplinary action, including immediate discharge.

In order to enforce this policy in a fair and effective manner, the School reserves the right to require that a faculty or staff member take a test to determine the presence of a controlled substance, drug, or alcohol in his/her body. The School will require a test only when the School reasonably believes a faculty or staff member is under the influence of a controlled substance, drug or alcohol. All tests will be conducted in a manner that reasonably respects an individual's privacy.

All faculty and staff members are required to sign an acknowledgment form stating that they agree to comply with the terms of this policy and consent to submit to a drug and/or alcohol test as a condition for continued employment.

PRIVACY

The School retains the right to search all School property or personal property brought upon the School premises, including, but not limited to, parking lots, desks, school vehicles, and other property brought upon the School premises by faculty, students or staff members.

VOLUNTEER DRIVERS

Any person who volunteers to drive on School sponsored field trips shall provide the School such person's current driver's license number, date of birth and name as printed on his/her driver's license, together with proof of liability insurance and such additional information as may be required by the School. A school bus shall only be driven by individuals with valid Class C Chauffeur's license.

INSURANCE

ANNUAL REVIEW

All insurance protection for the School and staff shall be reviewed each year by the Insurance Committee. This should be completed in November prior to the preparation of the preliminary budget for the next fiscal year. Recommendations must be approved by the Board before changes are made.

PERSONNEL

ABSENCES

Each full-time contracted faculty or staff member of the School shall be granted eight (8) sick days and two (2) personal days (a total of ten (10) days) each school year. Sick days may be accumulated to a total of twenty (20) days. If personal days are not used during the current year, they may be carried forward to a maximum of four (4) personal days. Whenever possible, advance notice shall be given when taking personal days but no explanation as to the nature of the personal business will be asked of the faculty or staff member.

CONFLICT OF INTEREST

All faculty and staff members of the School shall avoid conflict of interest between their personal interests and the interests of the School in dealing with suppliers, customers, or other organizations or individuals doing business or seeking to do business with the School. Board members shall avoid conflict of between their personal interests and the interests of the School in any business matter. Any individual with a personal interest in a matter shall not participate in any debate or vote on such matter in any committee or Board meeting.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of his or her financial interest and all material facts to the Head, Board, and members of committees with board-delegated powers considering the proposed transaction or arrangements.

DISCIPLINARY ACTION AND PROCEDURES

Violations of policy shall result in disciplinary action, which may under certain circumstances include termination.

The School shall endeavor to utilize the guidelines stated below, but is not obligated to do so; they are guidelines and not mandatory procedures. In addition, the seriousness of the violation may dictate that only some or none of the guidelines be utilized.

- 1. Informal Discussion** - The problem or violation should be discussed with the faculty or staff member and appropriate steps for improvement recommended.
- 2. Formal Warning** - The faculty or staff member should be provided with a written warning expressing the details of the violation. This written warning should be acknowledged by the faculty or staff member and a copy inserted into the individual's personnel records.
- 3. Final Written Warning** - A final written warning should be prepared and the faculty or staff member informed of the seriousness of his or her continued

misconduct and of the likelihood that future violations may result in discharge. This final written warning should be signed by the individual and a copy inserted into the individual's personnel record.

4. **Discharge** - If violations continue after written notice, the faculty or staff member's supervisor may recommend to the Head that the individual be discharged. The Head will have final authority to make such decision.

EMPLOYMENT OF RELATIVES

Subject to certain restrictions, there is no general prohibition against the hiring of immediate family members. Immediate family members will not be considered for or be employed into positions where they work with, or have access to, sensitive information regarding an immediate family member or where employment may cause, or appear to cause, a conflict of interest. Immediate family members may be employed in different areas of supervision provided there will be no opportunity for one immediate family member to supervise the activities of another.

The Head is not at liberty to employ immediate family members and must exercise prudent judgment in hiring applicants or internal transfers who are close relatives of other staff or faculty.

FALSIFICATION OF DATA

If information is provided to the School by any faculty or staff member during the hiring process which contains misrepresentations or material omissions, the School may refuse to consider the individual for employment and, if already employed, may immediately terminate the employment relationship.

FAMILY AND MEDICAL LEAVE

The School grants family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted.

Eligibility: To be eligible for family and medical leave benefits, a faculty or staff member must: (i) have worked for the School for a total of at least twelve (12) months, and (ii) have worked at least 1,250 hours over the previous twelve (12) months.

Leave Available: Eligible faculty and staff members shall receive up to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period for one or more the following reasons:

1. Because of the birth or adoption of a son or daughter and in order to care for such son or daughter;

2. Because of the placement of a son or daughter with the faculty or staff member for adoption or foster care;
3. In order to care for the spouse, or a son, daughter, parent of the faculty or staff member, if such spouse, son, daughter or parent has a serious health condition; or
4. Because of a serious health condition that makes the faculty or staff member unable to perform the functions of the position of such faculty or staff.

Job Reinstatement - Under most circumstances, upon return from family and medical leave, an individual will be reinstated to his or her original job, or to an equivalent job.

Benefits During Leave - The School will maintain group health insurance for an eligible individual on family or medical leave for up to a maximum of twelve (12) work weeks if such insurance was provided before the leave was taken and on the same terms as if the faculty or staff member had continued work. In some instances, the School may recover payments it paid to maintain health coverage for an individual who fails to return to work following family or medical leave.

In the event that an employee is unable to perform his or her job due to injury or illness, St. John's Episcopal School will provide the equivalent of sixty percent (60%) of the employee's monthly salary until the employee returns to work up to a maximum period of ninety (90) days. In the event that such an employee has accrued paid sick and personal time at the time of disability, such time must be depleted first before the sixty percent (60%) monthly benefit will be paid on the remaining time up to the maximum ninety (90) days.

The School will provide a short-term disability benefit for employees taking leave for the birth or adoption of a child. In the event that an employee gives birth or adopts a child, St. John's Episcopal School will provide the equivalent of sixty percent (60%) of the employee's monthly salary until the employee return to work up to a maximum period of eight (8) weeks. In the event that such an employee has accrued paid sick and personal time at the time of the birth or adoption, such time must be depleted first before the sixty percent (60%) monthly benefit will be paid on the remaining time up to the maximum of eight (8) weeks.

JURY DUTY

The School wishes to encourage good citizenship among its faculty and staff members and would like to allow faculty and staff members to serve jury duty when summoned without undue financial hardship.

Faculty and staff members serving jury duty will be paid full salary for the duration of their duty up to five (5) days. If the duty extends beyond five (5) days, the cost of the substitute worker, if applicable, will be subtracted from the faculty or staff member's salary, thus allowing for partial salary for the faculty or staff member during the remainder of the jury duty.

PAY ADVANCES

The Head has discretion to advance up to 50 percent of the balance remaining of an employee's salary for exigent circumstances. Any advance in excess of 50 percent of the balance remaining must be approved in advance by the Finance Committee. The employee must execute a promissory note to repay the advanced sum together with a commercially reasonable interest rate over a reasonable period determined by the Head. The Head has discretion to waive this interest rate for matters of compassion. The employee must also consent to payroll deductions to repay the advance and accrued interest as allowed by law.

All pay advances must be paid back prior to the expiration of the term of the employee's existing employment contract. At the time the pay advance is made, the total pay advanced may not exceed the value remaining in the employee's existing employment contract.

PERSONNEL FILES

Personnel files are the property of the School and access to the information they contain is restricted.

Faculty and staff members who wish to review their own file should contact the Head. With reasonable advance notice, they may review their own personnel files and make notes; however, they may not remove any items nor make copies of any items in the file, without the Head's consent.

PERFORMANCE EVALUATION

To ensure that the faculty or staff member performs his/her job to the best of his/her abilities, an annual written performance evaluation shall be conducted. In addition to this regular performance evaluation, special written evaluations may be conducted by any supervisor at any time.

SALARIES

The Head is given sole responsibility and authority to negotiate salaries within the framework of a salary scale approved by the Board.

A salary scale for teachers shall be submitted by the Head to the Finance Committee for consideration. All salary scales shall be approved by the Board. Salary scale approval processes shall be completed prior to the November Board meeting.

SCHOOL HEAD

The Head is expected to attend regular Board meetings to report on the School and to answer questions posed by the Board. The President may excuse the Head from attending all or part of a meeting.

SMOKE-FREE ENVIRONMENT

Smoking in the School is prohibited.

TUITION DISCOUNT

The School does not offer a discount on tuition (tuition remission) to members of the faculty and staff whose children attend St. John's Episcopal School. Members of the faculty and staff may apply for need-based financial aid.

TUTORS

The Head of the School is solely responsible for determining who will be authorized to offer tutoring service on the School campus. Faculty members may be authorized to tutor students at the Head's discretion; however, faculty members may not tutor students whom they are currently teaching, either on campus or at any other location. The contract between the tutor and the student's parent/guardian shall be the obligation of the parent/guardian of the student and will in no way obligate the School or its Board.

WHISTLEBLOWER AND NON-RETALIATION POLICY

A 'whistleblower' as defined by this policy is an employee of the school who reports, to one or more of the parties specified in this policy, an activity that the whistleblower considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; instead, appropriate school or law enforcement officials are charged with these responsibilities.

Non-exclusive examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed; and other fraudulent financial reporting or activity.

If an employee has knowledge of or a concern about possible illegal, dishonest or fraudulent activity, the employee is to contact the Head of School. If the Head of School is the object or concern of the complaint, it should be directed instead to the President of the Board of Trustees.

Due to the serious and sensitive nature of such complaints, the whistleblower must exercise sound judgment to avoid baseless allegations. An employee who intentionally or knowingly makes a false report of wrongdoing will be subject to corrective action, up to and including discharge from employment.

Whistleblower protections are provided in two important areas – confidentiality of identity, and protection against retaliation.

Confidentiality

Insofar as is possible, the confidentiality of the whistleblower’s identity will be maintained. However, the whistleblower’s identity may at some point need to be disclosed in order to facilitate a thorough investigation, to comply with applicable law, and/or to provide the subject(s) of the complaint with all appropriate legal rights of defense. The scope of such identity disclosure will be limited to the extent necessary to effectuate these goals, in the sole discretion of the person or entity investigating the subject conduct.

Retaliation Protection

The School will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as discharge, compensation decreases, or poor work assignments, as well as threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Head of School (or the President of the Board of Trustees, as appropriate) immediately.

The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing on the part of the whistleblower, whether or not connected with the subject of the whistleblower’s complaint, that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Head of School (or the President of the Board of Trustees, as appropriate), who is responsible for investigating and coordinating corrective action.

STUDENTS

DISCIPLINE

The Head has the responsibility for discipline of students. No corporal punishment is to be administered to students at the School.

ENROLLMENT PROCEDURES

Current Students

Currently enrolled students shall have priority over new students for admission during the enrollment period.

New Students

Application, with appropriate fees, for the pre-kindergarten program may be made by parishioners of St. John's Episcopal Church and parents/guardians of currently enrolled students

beginning on April 1st of the year preceding the student's expected admission to School. As of May 1st, application to the pre-kindergarten program shall be open to all on a first-come basis, determined by the date of receipt of application. Admission for all applicants to this program is subject to informal assessment, evaluation and the availability of space.

During the re-enrollment period for current students, parishioners of St. John's Episcopal Church and parents/guardians of currently enrolled students may submit admission applications prior to the opening of admissions to others. After the period expires, admission of all new students with proper qualifications shall be determined on a first-come basis.

Re-enrollment Deadline

If a re-enrollment contract is submitted after the re-enrollment deadline, a surcharge of \$100 will be added to the required tuition deposit.

GRADE LEVEL

The School shall be pre-kindergarten through Level 8, and shall be co-educational.

NONDISCRIMINATORY PRACTICES

The School shall not discriminate on the basis of race, religion, national or ethnic origin, disability or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

NON-REFUNDABLE FEES

Application and Admission Fees are non-refundable under all circumstances.

OPEN RECORDS

Written request from father, mother, or legal guardian of student to review the student's records shall be honored by the Head during normal working hours of a school day. A written request for copies of specific documents shall be honored within five (5) school days from the date the request is received.

PROGRESS REPORTS

Student progress shall be reported to parents periodically in conference and/or written form.

RELEASE OF RECORDS

Records of students whose accounts are delinquent shall not be released until all monies owed the School have been paid.

TEST SCORES

Standardized test scores and student profiles shall be sent to parents/guardians in a timely manner.

UNIFORMS

All students shall wear School uniforms, as established by the Head.