



ST. JOHN'S

EPISCOPAL SCHOOL

Handbook

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St. John's Episcopal School is accredited by the Texas Education Agency, the Southwestern Association of Episcopal Schools, and the Independent Schools Association of the Southwest. The school is a member of the National Association of Independent Schools, Texas Association of Non-Public Schools, Independent School Management, Elementary School Heads Association and Education Records Bureau.

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PARENT & STUDENT HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any modification or amendment is made to this Handbook, a notice of such modification or amendment will be distributed to students and parents.

If you have any questions about the Handbook or any of its policies, please contact our Registrar registrar@stjohnsschool.org.

SCHOOL AND PARENT PARTNERSHIP

St. John's prides itself on being a strong community, one in which a positive, collaborative working relationship between the School and a student's parents/guardians is essential to the fulfillment of the School's mission. We expect all members of our community to behave as responsible citizens. We aspire to honor the dignity of all members of our community, especially in the face of inevitable conflicts and challenges. Doing so necessitates seeking to resolve problems and secure information through the appropriate channels, treating everyone with respect, and maintaining an educational rather than an adversarial tone. Therefore, St. John's reserves the right to discontinue enrollment if it concludes the actions of a parent/guardian make such a relationship impossible or seriously interfere with the School's mission and/or culture.

In partnership with the School, parents who contract to send their child to St. John's Episcopal School also agree to:

- read and adhere to all policies and procedures as specified in the School's handbook;
- provide conditions conducive to learning;
- supervise the child's daily grooming to adhere to the dress code policy;
- advise the School of changes of residence, telephone, parents' employment and any circumstances that affect the welfare and the safety of the child;
- adhere to all carpool guidelines;
- make every effort to attend scheduled conferences to discuss the progress of the child; and
- support the School financially.

GENERAL INFORMATION

Records

Directory

An online directory is available through Family Portal (formerly ParentsWeb), the secure portal for St. John's parents linked to our

school information system, FACTS, or through the RenWeb Home iOS and Android mobile app. **Directory information is for school use only and may not be used for any commercial or outside purpose in contacting parents, teachers, or students.**

Address/Phone Changes

Parents are responsible for updating any changes to their contact information through the Family Portal or by contacting the Database Manager at 214-328-9131 ext. 111.

Records Requests

To review a student's records, the parent or legal guardian of the student must provide a written request to the registrar, registrar@stjohnsschool.org. A written request for copies of specific documents, either for the parent or to be sent to another school, will be honored within five (5) school days from the date the request is received. During the high-volume winter enrollment season, requests may be consolidated for expediency. If a student's account is not clear with the business office, students and parents will lose access to Family Portal, the student's grades may not be calculated, and records, including transcripts, may not be released.

Attendance Policy

Regular and punctual attendance is an important factor in academic success. Students are expected to attend all classes, advisory, and daily chapel. When a student is absent from school, a parent should phone or email the School by 8:30 a.m. To report an absence, tardy or early dismissal, please email attendance@stjohnsschool.org or notify by phone at 214-328-9131. Students with excessive absences or tardiness are subject to withholding of course credit, retention in their current grade level, dismissal from the School, or non-renewal of enrollment for future academic years.

Absences

When a student misses any part of a school day, the absence must be verified in the form of a phone call, email, or written note from the student's parent or guardian, or a written note from a health care professional.

Please notify the School Nurse if a student has contracted a contagious illness. Students must be fever free for 24 hours without the use of a fever-reducing medication before returning to school.

Students who are absent for more than five hours (Lower School) or four class periods (Middle School) will be counted as absent for the day.

Students who are absent from class for any reason are responsible for making-up class work and assignments and should complete all work in a timely manner.

If a student accumulates more than 5 absences from a class during a trimester, he or she may lose the ability to make up missed work in that course. The following steps will be taken:

- The School will review the student's attendance record and determine if there were extenuating circumstances in the student's situation.
- If needed, the family will be given the opportunity to submit any relevant extra information regarding the absences.
- The School will determine whether the student will be allowed to complete the makeup work and how further absences will be addressed.
- The School will determine if official documentation in addition to written notification from the parent is required for future absences.
- The appropriate Division Head will meet with any student and his or her parent(s) who is repeatedly absent for announced assessments.

Planned and Extended Absences

For a planned absence of more than one day, the Head of Lower or Middle School must be notified by the parent at least a week prior to the absence.

Middle school students who do not inform teachers prior to planned extended absences may not be allowed to make up work.

For extended absences other than illness or family emergency, the family is responsible for providing any needed support for make-up work and missed instruction. This is not the responsibility of the teacher.

The Head of Lower or Middle school must be notified in the event of an extended illness or chronic condition causing frequent absence and provide a physician's letter for the student's permanent file. If the

School has received no communication, the Division Head will contact parents regarding excessive absences.

Signing In or Out of School

A student arriving or departing outside of normal school arrival or dismissal hours must be signed in and/or out at the reception desk by a parent or approved adult. Between 9:00 a.m. and 4:00 p.m., the reception desk will be at the main entrance of the School. At all other times, the reception desk will be at the Lower School carpool entrance.

A student leaving school due to illness must be signed out through the clinic. A parent or other approved adult should pick up the student through access at the Middle School carpool entrance.

Tardiness

A student is counted as tardy to school if he/she is not in homeroom/advisory by 8:00 a.m. Tardy students must be accompanied into the building by an adult and signed in at the reception desk. Middle School students who are tardy to a class without teacher permission will receive a red card.

Absences and Participation in Extra-Curricular Activity

In order to participate in school related extracurricular activities or events, a student must be present for at least half of the school day, except with permission from the Lower or Middle School Division Head. If a student misses any part of the school day due to illness, they may be prohibited from participating in extracurricular activities for that day.

A student who is absent or injured in the days leading up to a class field trip must have the permission of the Head of Lower or Middle School and the release of a physician (if the absence is due to illness or injury) to participate in the field trip.

Daily Procedures

Arrival/Dismissal

Regular arrival time for all students is 7:45–8:00 a.m.

Pre-K – 2nd grades 3:00 p.m. dismissal (optional 2 p.m.)

3rd – 4th grades 3:30 p.m. dismissal

5th-9th grades 3:45 p.m. dismissal

Dismissal times on Wednesdays are 30 minutes earlier.

Early Morning Drop-off

For parents' convenience, the cafeteria is open for student drop-off at 7:00 a.m. Teachers will supervise children during this time. Students are to remain in the cafeteria, or a designated supervised area, until 7:45 a.m. unless they have a previously scheduled tutoring session or rehearsal. Students arriving at school prior to 7:30 a.m. must enter through the cafeteria and sign out with the teacher-in-charge before going to other parts of the building.

Morning Drop-off

Lower School and Middle School carpool doors open at 7:45 a.m. For morning drop-off, pre-K – 4th grade students should use the Lower School entrance at the first donut; 5th – 8th should use the Middle School entrance at the second donut.

Afternoon Pick-up

For afternoon pick-up, pre-K-4th grade students should use the Lower School carpool entrance; 5th-8th grade students should use the Middle School carpool entrance. Please use the Pick-up Chart, located on the back of your carpool tag or on the website, to plan your pick-up arrival time.

Carpool Rules

Harter Road is one-way during carpool hours. From 7:30-8:00 a.m. and 2:45-4:00 p.m.

Cars should **enter** the campus by turning right into the drive from Harter Road and **exit** by turning right onto Harter Road. As a courtesy to our neighbors, please do not use the residential streets as a cut-through to or from Buckner Boulevard.

Cell phones should not be used while driving on campus.

Please remain in line and do not attempt to pull around another car, unless otherwise directed.

Children should depart and enter the car only from the curbside and only at designated drop-off areas.

If you have difficulty getting your child to exit the car, please pull out of line and park in one of the reserved parking areas near the Lower School carpool entrance. A carpool aide will assist you at that time.

For the safety of students, the School has developed a comprehensive carpool system and adopted carpool policies.

Violations of safe driving practices on campus may result in disciplinary action up to and including immediate dismissal from the

School or non-renewal for future academic years. Please notify your spouse, partner, parents, babysitter, nanny, and anyone else who drives your child to or from school of this policy.

All afternoon carpool drivers must have a carpool tag hanging from their rearview mirror. Lower School carpool tags are color-coded by grade sections and display a number assigned per family; Middle School tags are red with an "MS" designation. Each family should use the tag corresponding to the youngest student in the family. Lower School families who share rides should affix numbered tags so each number is clearly seen. (Additional or replacement St. John's carpool tags are available from the School Receptionist.)

Persons who transport Lower School children (grandparents, neighbors, older siblings or friends) should also have appropriate carpool tags clearly visible on their rearview mirrors.

All carpool changes must be received prior to 2:00 p.m. via email to the Assistant to the Division Heads attendance@stjohnsschool.org. The email should cc the student's homeroom teacher (for LS) or advisor (for MS). If a last-minute carpool change is necessary (after 2:00 p.m.), please call the School Receptionist so that notification can be relayed to all those who need to know.

Carpool changes include:

- Parent picking child up early
- Child being picked up in carpool by another enrolled family
- Child being picked up by an approved ride-share service. approved rideshare services must identify themselves to the carpool attendant and provide the student's name.
- A person not known to the School staff is driving your carpool. That driver should display your carpool number. Otherwise, the driver must report to the front desk and provide proper identification before the child will be released.

We cannot allow a child to go home in a different carpool unless we have a parent contact giving permission. With the exception of an emergency situation, communication from the parent of the child your child will be riding with is not sufficient.

Younger students who ride with students dismissed at a later time should wait for the later carpool. Please stop at the Lower School entrance to pick up your younger student before proceeding to the

Middle School entrance to pick up your older student. To facilitate smooth traffic flow, please arrive for carpool at the dismissal time of your oldest rider.

If your child regularly walks or rides a bicycle to school, the School must have your written permission. Please instruct your child to go directly home. If there are any changes to the daily procedure, the School must receive written notice.

Please be prompt when picking up your student. Students not picked up by 30 minutes after dismissal time will be admitted to the After School Program. Parents must then pay a drop-in charge before picking up their children.

Middle School students may participate in Homework Club after school Monday, Tuesday, Thursday, and Friday until 4:30 p.m. and on Wednesdays until 4:00 p.m. Students not picked up at the Middle School donut within 15 minutes of the Homework Club release time will be admitted to the After School Program. Parents must then pay a drop-in charge before picking up their children at the Lower School carpool donut.

Closings/Delays

The Head of School will decide to close or delay the opening of school on an as-needed basis. Notification will be through the FACTS Parent Alert notification system and posted on the School website.

If you do not receive a Parent Alert notification, and the School website does not say otherwise, you should assume that school will be in session and on time that day.

In the event of an evacuation, in-school lockdown, or other emergency, we will notify parents using Parent Alert.

Lost and Found

All clothing must be labeled. Lower School items will be placed in the Lost and Found bench/boxes located in the Lower School commons area. Middle School items will be placed in bins in the fifth-grade hall, across from the Head of Middle School's office, and outside the Main Gym. After a period of time, items that have no identifiable owner will be donated to local charity. Unlabeled uniform items will be placed in the resale receptacle; if unclaimed after one week, they will be donated to Parents Association Uniform Resale or charity.

Messages and Forgotten Items

Dropping off homework, lunch, athletic clothes, etc. after school has already begun is discouraged because the School cannot guarantee that they will get to your child on time. Ongoing classroom activity will not be interrupted to announce the arrival of forgotten items.

Please limit requests to deliver messages to a child **to cases of real emergency**, and do not bring items to school to be delivered to your child **except under extreme circumstances. Parents may not call directly into a classroom at any time or deliver items to a classroom.** If absolutely necessary, parents may drop off items at the reception desk for delivery at a later time.

Except in an emergency, students will not be allowed to use the telephone, text, or receive texts during the day. Parents should inform their children of afternoon plans before they leave for school. Please do not disrupt your child's focus with text messages and see the Cell Phone policy for more information.

Please contact the attendance@stjohnsschool.org before noon so messages can be delivered to the student in time. Classes are not interrupted to retrieve a student. Parents may not go to classrooms except at the invitation of the teacher.

Lunch

Lunch times for each grade level can be found on our website.

Visitors other than parents and grandparents wishing to join a student for lunch must request permission in advance from the student's respective Division Head. All parents, grandparents and visitors must sign in with the Receptionist. Parents and other visitors are asked not to come to lunch during the first two weeks of school, as this is an adjustment period. If your child has a birthday during this time, please contact the homeroom teacher or advisor to make arrangements.

Students may bring lunch from home or purchase a lunch from our caterer, Guess Who's Coming to Dinner Caterers (GWCDC). Milk, juice and snacks are also available for purchase.

Students who do not buy lunch should bring lunch and a drink with them when they arrive at school in the morning. **Parents are not to have restaurant lunches delivered to their child nor hand-deliver lunch on a regular basis.**

Candy, gum, and glass containers are not permitted at school. *Students are encouraged to bring a reusable bottle of water to school each day to help eliminate plastic waste on campus.*

Parking

Visitors should park in any paved, available undesignated space.

No car may be left unattended in the carpool lane. Parking in the fire lane may result in a large fine for both the individual and the School.

Parking on the Green Space (grass field across the creek) and along the unimproved surface parallel to Harter Road is prohibited other than for special school-sponsored events.

Visitors

For the safety and security of our students, parents and visitors are not permitted to enter the building **except through one of the two reception areas**, (main entrance between 9:00 a.m. and 4:00 p.m. or Lower School carpool desk at all other times). Visitors must sign in and out with the Receptionist, scan their driver's license through the Raptor system, and wear a St. John's ID badge. This is imperative for the safety of your children. Unscheduled classroom drop-in visits are not permitted without expressed permission of the Division Head.

Parents are permitted to visit during the school day:

- To have lunch with their child (see Lunch section above)
- To attend a pre-arranged appointment, meeting, or event
- To attend a pre-arranged volunteer assignment

Student Pick Up

Parents may not pick up their children directly from a classroom or playground. If you must pick up your child at a time other than carpool time, a parent or other authorized adult must sign out any student departing early and your child (children) will meet you at the reception desk (see locations and times above). Teachers will not release a child except through the School reception desk. Please note that while carpool is in progress, parents are expected to pick up their children according to regular carpool procedures and NOT through the front foyer.

Communication

In addition to The Parent & Student Handbook, regularly scheduled parent conferences and scholastic reports, the School maintains several other parent communications. Please see our website for additional information.

Admission Office

The Admission Office strives to accept students from diverse backgrounds who will have a successful learning experience throughout their years at St. John's. Siblings and children of parishioners have priority status when candidates are equally qualified.

The School admits students regardless of race, color, religion or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

If a transgender or non-conforming gender student or his or her parent/guardian wish to request accommodations at the School, please contact the Head of School. The Head of School and/or their designee(s) will work closely with the student and/or the parent/guardian, if appropriate, to discuss individual needs and requested supports and accommodations. The School will determine whether requested support and accommodations will be implemented.

Enrollment, Re-enrollment and Admission Procedures

The enrollment process is not complete until all forms and fees have been filed. Students are not automatically re-enrolled for the upcoming school year. Re-enrollment occurs on February 1 with the completion of an annual contract and accompanying deposit that must be submitted by February 15. Contacts received after February 15 will incur a \$100 late fee. Non-contracted students' seats will be offered to new student admits.

Tuition

Parents are responsible for tuition and fees for the year as outlined in their enrollment contract. Access to FACTS Family Portal, grades and student records is not available until all accounts are settled.

Tuition Insurance

St. John's strives to provide all students with the very best educational experience possible. Unexpected situations can arise and in many circumstances, tuition insurance can help. Families should refer to the

terms of the tuition insurance to learn more about the circumstances in which a claim will be paid.

Financial Aid

St. John's offers financial aid to families on a demonstrated need basis. We rely on a third-party professional corporation to accept and process the data necessary for the School's financial aid committee to assess appropriate need. This ensures applicant confidentiality and enables the committee to make award decisions based on complete financial information. The School will not necessarily be able to award financial aid to all families in need or for the full amount for which a family qualifies. For more information, please contact the Business Office or visit <https://www.stjohnsschool.org/admission/tuition-and-financial-assistance>.

Diversity

In a diverse community, the unique experiences of an individual help to inform and to educate others toward a deeper and wider perspective. Children need to ponder the wonder and complexity of the differences and similarities that make us uniquely and collectively human. Each child thus grows emotionally, spiritually, socially, and intellectually; and is better prepared for the challenges of higher education, the workplace, and our increasingly connected and complex world.

Employee Gift Acceptance Practice

St. John's employees are grateful for the support and generosity of parents at the School. While we understand parents like to provide tokens of their appreciation, we find that giving large gifts to individuals presents difficulties for the individuals involved and undermines our community spirit. Accordingly, employees are not permitted to accept gifts with a value in excess of \$50, including in-kind gifts such as tickets, vacation homes, etc. Gifts to the School's Teacher Endowment Fund are a welcome way to acknowledge employees.

SAFETY AND SECURITY

St. John's works to maintain safe environment for all students and faculty. If a student is ever concerned about anyone's safety or welfare – his, hers or someone else's – he or she should tell a trusted adult, such as a parent, guardian, teacher, advisor, counselor or coach.

Weapons, Threats and/or Serious Offenses

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon to School or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Firearms, guns, explosives, knives and other weapons are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Guns are also prohibited from being in locked vehicles or trunks while parked or driving on campus. Employees, students, parents and

visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, gun, explosive, knife or other weapon. Campus security officers may be allowed to be armed on campus.

Serious offenses such as destruction of property, fighting, possession or use of firearms, weapons, tobacco, alcohol or drugs will be immediately referred to the Dean of Students and the Division Head.

A student who commits a serious offense will receive either a Saturday detention, in-house suspension, out-of-school suspension or dismissal from school, depending on the situation.

All serious offenses will be treated on an individual basis.

Drugs and Alcohol

General Guidelines

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances includes any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

Testing

Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and/or medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the

student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

Consequences

In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion and will not be referred to the Head of School.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Texas child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment and cooperate with governmental authorities in any investigation. Depending on the circumstances, we may not be able to communicate with parents about the report. We ask for your understanding as we do our best to protect the children under our care.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;

- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or call or referring to students by pet names or inappropriate nicknames;
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a “friend” or “follower” on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students

Government agencies

The School has a duty to report certain situations to The Department of Family and Protective Services and/or law enforcement. The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Surveillance and monitoring

The School may conduct monitoring to help ensure employee and student safety and security, including video surveillance of non-private areas to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent acts of harassment and violence.

Off Campus Behaviors

The School does not wish to unnecessarily involve itself in a student's off campus behaviors. However, the School's rules and regulations apply at all times a student is enrolled in School. In addition, the School reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school.

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

HEALTH

Health Policies

Clinic

A registered Nurse or other qualified professional typically staffs the clinic from 8:00 a.m. – 4:00 p.m. each school day. The clinic is here for the benefit of students who need medication dispensed, become ill at school, or need medical attention while at school.

Student Illness

If your child has a fever of 100.4 or above, or has diarrhea or is vomiting, you will be asked to immediately pick him/her up in the clinic. Students who must leave school during the day due to illness must be released by the School Nurse and must be signed out by a parent or guardian at the clinic. **Students should be free of fever and other symptoms of illness without the use of fever-reducing medications (Advil, Tylenol) for 24 hours before returning to school.** For any serious illness, injury, or sustained absence, a doctor's release is required to return to school.

Immunization Records

The School requires that all students who enroll after August 1, 2020 be compliant with the Texas Minimum State Vaccine Requirements. All newly admitted students must be up to date on vaccines and submit immunization records prior to the first day of school.

Students requesting a medical exemption from the immunization requirements must annually submit a signed, dated letter from the student's Texas-licensed, treating physician (M.D. or D.O) specifically stating the basis for the exemption and that the required vaccines would be medically contraindicated or pose a significant risk to the health and well-being of the child or a member of the child's household. Requests for medical exemptions will be considered and granted on a case-by-case basis. Students who have not received any vaccines will not be considered for medical exemption. The School does not accept exemptions for conscientious objections.

If an outbreak or suspected outbreak of any vaccine preventable disease occurs in the state of Texas, any student who for whatever reason is not immunized may be excluded from school and all school-related activities.

Lice Policy

If your child is found to have a head lice infestation, you will be notified by the School Nurse and given treatment information and options. Your child must be treated for the infestation and will need to be rechecked by the School Nurse before he or she may return to school. A child may not return to school with an active infestation (i.e., adult head lice present). For more information on treating head lice, please see Head Lice Information on the Family Portal (formerly ParentsWeb) Resource Documents page.

Medication Administration

If you have any questions about clinic policy related to the administration of prescription or non-stock medications, call the Clinic Nurse. Note that school personnel are required to adhere to the following guidelines.

If a student requires medication before 8:00 a.m., he/she should receive it before arriving at school. Taking prescription medications at school must be arranged through the Clinic Registered Nurse staff. Prescription medications given by the Nurse must be in their original pharmacy container and will be dispensed pursuant to the prescription on the container. Parents are responsible for updating the clinic of any changes in a student's need for prescription medication. Parents are also responsible for ensuring the Nurse has an adequate supply of medication that is not expired. Certain over-the-counter medications are available in the clinic. Medications will be given upon a student's request, if the parent has provided written permission on school required forms and the School Nurse feels the request is warranted. All medication (prescription, non-prescription and over-the-counter) must be kept in the clinic unless a student's treating physician provides documentation that the student must keep the medication with him/her at all times (such as asthma inhalers and epi-pens) and the parent has provided written permission. In such cases, new documentation must be provided at the beginning of each school year and any time an update is required as a result of a change in the student's medical needs. Any student who has medication in his or her possession at School or School-related activities without permission through the Clinic Registered Nurse staff will be subject to disciplinary action up to and including dismissal from the School or nonrenewal for future academic years. All medication (prescription, non-prescription, and over-the-counter medication) must be taken home at the end of the school year. The School Nurse will not dispense any non-FDA approved substance including but not limited to natural or homeopathic supplements. Medications taken on a daily basis at home must be listed on the Vital Health Record. As with any topic, but especially in matters dealing with health, complete honesty regarding illness is essential.

Medication Administration on Field Trips

- Any medication sent on a field trip must be in the properly labeled, original container. The bottle should contain only the required number/amount of medication to be administered on the field trip. Medication must be provided to the clinic one week

before the trip departure date or by the date specified by the clinic.

- A parent/guardian may submit written permission for the School to waive a dose of medicine for the field trip if the medication can be safely rescheduled or omitted.
- A copy of the Parent/Physician Request for Administration of Medication by School Personnel must accompany each medication to be administered on the field trip. This will be provided by the clinic.
- The School Nurse will collect medications and create a schedule for medication distribution and treatment administration for the trip medical chaperone.
- For each overnight field trip, a student's parents must complete and sign an emergency release form. The form must be accompanied by a photocopy, front and back, of the family's insurance coverage card. If a family does not have current coverage for a child, the School requires 30-day notification so that alternate coverage can be arranged for the duration of the trip.

Food Allergen Policy

Families with children who have moderate or severe allergies must report those to the Clinic Staff in accordance with our Services for Students with Disabilities Policy. In addition, families must denote all pertinent medical needs on all required school forms.

Screenings

Students in Pre-K and K are given a speech/language screening. 1st and 2nd grade parents may opt into speech/language screening. Results are reported to parents.

In accordance with State Health Department requirements, students in Pre-k, kindergarten, first, third, fifth, and seventh grades and any students new to the School will be screened for vision and hearing acuity. Students in sixth grade will be screened for indications of scoliosis or kyphosis. These screenings will be performed by the School Clinic. Teachers or parents with concerns about a child as related to these conditions may request any of these screening to be performed. Parents will only be notified of the results of their child's screening if referral to a medical professional is needed. Results of referrals will be included in reports required by the state.

Accidents

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Services for Students with Disabilities

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy

In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result

in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

For any type of health accommodation (including administration of medication at school), the parent must inform the School Nurse of the need. The School Nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request

Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the School's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or Nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests

Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations

Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the Nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver

Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

TECHNOLOGY

Responsible Use Policy

The School's **Responsible Use Policy (RUP)** states that use of technology resources provided by SJES – whether that use occurs on or off campus – is a privilege governed by the RUP. **Students and their parents are expected to understand and abide by the RUP.** Third through eighth graders must review and sign the policy each year. Pre-k through second grade parents must do so on behalf of their children. Violation of any aspect of the RUP may result in disciplinary action, including expulsion from school and civil and/or criminal prosecution, to be determined by members of the SJES administrative team. To see the full RUP, go to:

https://stjohnsschoolorg.finalsite.com/uploaded/Files/Technology/SJES_RUP.pdf

Sequence of Consequences for Violations of the RUP

If a student violates an aspect of the Responsible Use Policy involving inappropriate use of technology or technology resources at school (e.g., playing games, texting, creating inappropriate memes), he or she will receive a Red Card.

A second occurrence of the same or similar behavior will involve parent contact and technology restrictions based on the infraction and to be determined by the School (e.g., messaging turned off on an iPad, website restrictions).

If a student violates an aspect of the Responsible Use Policy involving more general inappropriate behavior such as a social media violation or online bullying, he or she will meet with parents, the Dean of Students and the Division Head to discuss the behavior and consequences.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event

We do not permit students to access social media and/or social networking sites while on School property or at a School-related event. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Use Away from School Property

It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Students' Identity Online: Students are responsible for any of their online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What a student publishes on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect

The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Cell Phones and Other Electronics

To the extent that a student brings any electronic devices to school (smart/cell phones, smart watches, iPads, Gameboys, etc.), the student does so at his/her own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding same. Please refer to the RUP for details.

All electronic devices must be turned off during class unless the teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Otherwise, students may use electronic devices only before School, lunch period study hall, and after School hours. Whenever such use is permitted, students may not use electronic devices in any way that is inappropriate, harassing or disruptive to the educational environment. The visible/audible content stored on a cell phone such as images, wallpapers, and ringtones are to be School-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take unauthorized or inappropriate pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a School rule.

Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a school administrator. Parents will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

Computer and Systems Usage Policy

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, smart watches, smart/cellular

phones, video cameras, etc.) on School property or at a School-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers and devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose

The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege

The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access

The School community--students, faculty, administrators and staff have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the Schools local or network hard drives.

Internet Filtering

The School does not provide a comprehensive filtering system.

No content filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator and, when required, a report to law enforcement.

Internet Safety

Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software

The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

Network Access/Passwords

Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your password. You will be responsible for any activity done on the School's system under your password.

School's Right to Inspect

The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a School administrator. Do not assume that any messages or materials on your computer or the School's systems are private.

E-mail

Students in grades four through eight are expected to use their school provided email for all school-related communication. If a faculty member finds it necessary to email a student, he or she will

use their school-provided email and copy the student's parent/guardian and generally the Division Head. In most cases, faculty and students will use Microsoft Teams, rather than email, to transfer files to one another. Students are expected to check their email daily.

Neither e-mail nor text messaging may be used to harass or threaten others. The School reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by an email or text communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

Viruses

Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care

Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline

Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Director of Technology for the student's School so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy or the Responsible Use Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Sexting

“Sexting” is the term used to describe a minor’s sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered, through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the School’s systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.

GENERAL STUDENT GUIDELINES

The student guidelines outlined below are intended to support an environment in which every member of the St. John’s community is nurtured and valued. Members of the administration, faculty, and staff are committed to making the St. John’s experience a positive one for all.

Bullying Policy

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student’s inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability.

Examples of other forms of harassment based on race, sex, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called “cyber-bullying” (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's private body parts, to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, TikTok, GroupMe, etc.), or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to a school administrator. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Behavior Expectations

St. John's Episcopal School strives to provide a loving and supportive environment in which students may develop strength of character and self-discipline and achieve academic success. Students are expected to be responsible for their own behavior and to act in a way that will reflect favorably upon themselves, their parents, the School, and the community. Lower and Middle School students abide by the St. John's Code:

I am St. John's.

I am respectful.

I am responsible.

I am honest.

I care.

The St. John's Code is posted in all classrooms and sets expectations for honor and conduct.

In the Lower School, individual classroom teachers align the St. John's Code to clear behavior expectations, so students learn what behavior is expected in different settings (cafeteria, playground, classrooms).

All Middle School students must sign and adhere to the St. John's Code and understand how their behavior aligns with the code. Individual teachers will handle routine classroom management issues.

Serious or persistent problems will be referred to the Dean of Students or proper Division Head. **Re-enrollment privileges may be withheld from students who have chronic or egregious disciplinary problems. Full cooperation of the parents is expected in any disciplinary action.**

Refer to the Discipline Reference Sheet posted on Family Portal (Formerly ParentsWeb) for additional details about our behavior expectations and discipline policies, outlined below.

Behavior Cards

The following card system is in place for students in grades three through eight:

- **Green Card:** Given to a student by any staff member to recognize positive student behavior or patterns of student growth that, in the teacher's opinion, warrant recognition.
- **Red Card:** Given to students by any staff member for behavior-related concerns when a school or classroom rule/code is broken. Red Cards are not given for academic issues such as forgetting homework; those typically have grade consequences. Red Cards are intended to identify patterns of behavior and empower the student to correct himself or herself before the behavior becomes a major disciplinary concern.
- **"D" Card:** Given to Middle School students for each dress-code violation. Upon receiving the third "D" Cards in a trimester, a student must spend one recess in study hall. The student will spend one recess in study hall for each subsequent "D" Card received in that trimester.

Consequences for Red Cards

For students in grades **three and four:**

- Upon receipt of a Red Card, a student will be asked to serve a reflection time, as deemed appropriate by the teacher. Parents will be contacted by phone or email by the issuing teacher. At the discretion of the homeroom teacher, the student may be required to meet with the Dean of Students or the Head of Lower School.
- A student accruing two Red Cards in a trimester will be required complete a small in-school service project (e.g., lunchroom cleaning, sort lost and found, etc.) and/or miss break or recess. Parents will be contacted by phone or email by the issuing teacher and may be required to have a parent meeting with either the Dean of Students or the Head of Lower School.
- A student accruing three or more Red Cards in a trimester will be dealt with on an individual basis. Parents will be contacted by either the Dean of Students or the Head of Lower School and a meeting will be scheduled. Possible next steps include having a silent lunch in the classroom of a grade-level teacher, serving a Friday or Saturday detention with Middle School, and/or implementing a behavior contract.

For students in grades **five and six**:

- A student accruing three red cards in a trimester will be required to serve a silent lunch in the classroom of a grade-level teacher. Parents will be notified by the student's advisor.
- Upon receiving a fourth Red Card in a trimester, a student will serve a one-hour, after-school detention on a Friday that is convenient to the grade-level teacher monitoring the detention.
- A student accruing six Red Cards in a trimester will be required to meet with the Dean of Students and serve a Saturday detention on a date specified by the Dean of Students.
- A student accruing nine Red Cards in a trimester will serve a Saturday detention on a date specified by the Dean of Students; the student will also be required to meet with his or her parents and the Dean of Students.

For students in grades **seven and eight**:

- A student accruing three Red Cards in a trimester will meet with the Dean of Students and have his or her parents contacted.
- Students in seventh and eighth grades will **NOT** receive silent lunches.
- Upon receiving a fourth Red Card in a trimester, a student will serve a one-hour, after-school detention on a Friday that is convenient to the grade-level teacher monitoring the detention.
- A student accruing six Red Cards in a trimester will receive a Saturday detention on a date specified by the Dean of Students.
- A student accruing nine Red Cards in a trimester will serve a second Saturday detention on a date specified by the Dean of Students; the student will also be required to meet with his or her parents and the Dean of Students.

Sequence of Consequences for Violations of the St. John's Code

- Cheating/copying homework will result in a zero on the assignment.
- A second occurrence of cheating/copying homework will result in the same consequences as the first time plus a conference with the Dean of Students and a Red Card.
- A third occurrence will follow the same consequences as the second offense plus a Saturday detention.
- Cheating on a test will result in a zero on the test.
- A second occurrence of cheating on a test will result in the same consequences as the first time plus a Saturday detention.
- Students who plagiarize drafts of assignments will receive individual feedback regarding the issue from the teacher, as well as the opportunity to redo the area of concern.
- Students who plagiarize final assignments will be required to redo the assignment for a maximum grade of 70%, meet with the Dean of Students or the Division Head, and write a short narrative explaining what they did, the impact of their action, and how to avoid this issue in the future.

- A second occurrence of plagiarism on a final assignment will result in a Red Card and the above-mentioned consequences, and/or consequences to be determined by the Dean of Students or the Division Head.

On and Off-Campus Behavior

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to take action with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

Gum

Students may not chew gum on campus, field trips, or school-sponsored trips. Middle School students caught chewing gum will receive a red card. Lower and Middle School students may chew gum in classroom settings with special permission granted on the basis of a diagnostic recommendation on file with the School.

Lower School Student Guidelines

Classroom Management Program

The St. John's Code and classroom rules that align with the St. John's Code are posted in each classroom and repeatedly discussed at the beginning of the school year. For example:

- I am responsible means that students are responsible for their supplies and prepared for each class.
- I am respectful means students are caring of all people and all property.

Teachers will generally provide an opportunity for students to bring themselves within boundaries of proper behavior before disciplinary consequences are imposed. Classroom disciplinary techniques vary from grade to grade based on developmental appropriateness. As much as possible, immediate and logical consequences are used for inappropriate behavior. Consequences generally include a conversation and opportunity for reflection first or minor offenses and a visit to the Division Head or Dean of Students for more serious or persistent problems. Teachers may consult with the Student Support Team and/or implement a behavior plan or chart for students who continue to struggle to control behavior.

Conduct That Will Invoke Disciplinary Measures

Below are examples of conduct that will invoke disciplinary measures. This list is not exhaustive but rather provides examples of prohibited conduct:

- Failure to follow the St. John's Code and/or classroom behavior rules.
- Disregard for the rights of others, such as physical or verbal bullying or abuse of a student or teacher.
- Discourtesy in words, manner, or attitude.

- Engaging in any hostile action, in word or in deed, which is motivated by bias.
- Telling deliberate falsehoods
- Using either written or verbal foul or obscene language or gestures.
- Defacing school property or property of others.
- Excessive and unexcused absences or tardiness.
- Repeated failure to observe the dress code.
- Any conduct that disturbs the good order of the School.

Sequence of Discipline Consequences

The School will generally attempt to follow the procedures below when disciplining students, however, the School reserves the right to apply the discipline that it determines appropriate and to skip steps, in its discretion.

- Initial offenses will receive a warning from the teacher and request for behavior to cease. A serious offense will result in an immediate consequence.
- Repeated occurrences of the same inappropriate conduct will require that the student be sent to the office of the Head of Lower School.
- If misbehavior continues, the student may be required to call the parent(s) and may be sent home for the day.
- Parents will be contacted by the teacher when any behavior becomes chronic (i.e., a pattern seems to be developing or misbehavior is occurring with increased frequency).
- For repeated offenses or severe infractions, parents will be required to come to the School for a conference with the teacher(s) and the Head of Lower School. Appropriate disciplinary action will be determined at that time and may include placing the student on a behavior contract
- When all the above disciplinary measures have failed to correct inappropriate behavior, the student may be required to withdraw from school.

- A contract for the following year will not be offered to a child with unresolved or deliberately unaddressed behavioral issues.

Scholastic Behaviors that May Result in Disciplinary Action

- Failure to complete and turn in class assignments, homework, and other work on time.
- Coming to class late and/or without necessary work, books, paper, pencils, or other materials.
- Repeated disruption of class with excessive, unnecessary talking or other distracting behavior.
- If discovered cheating, a student will receive a zero for the test or paper. If there is a second offense, a joint conference will be scheduled to include the student, parents, teacher, and Head of Lower School.

Consequences for Inappropriate Scholastic Behavior

Possible but not exhaustive consequences for inappropriate scholastic behavior:

- Student may be assigned a working lunch or recess.
- Student may lose some “choice” time during the day.
- Student may be assigned an extra study period either before or after school.
- In 4th grade, grade averages may be impacted by failure to meet work expectations.

Middle School Student Guidelines

Behavior Expectations

As older members of the student body, Middle School students play a larger and more visible role in the St. John’s community. They are expected to assist faculty and staff in maintaining an orderly, safe environment for the entire school. The Middle School community places a high value on responsibility, self-direction, honesty, and cooperation. Each student is guided to develop self-respect, as well as respect for the rights of others. Students should:

- Appreciate the rights and personal belongings of others.
- Display courteous and respectful behavior.
- Use appropriate language at all times.

- Exhibit personal honor in all their actions.
- Express feelings in a constructive manner.
- Accept responsibility for their actions.
- Recognize inappropriate behavior and identify constructive alternatives.

Consequences of Inappropriate Conduct

- If a student fails to live up to the expectations of The St. John's Code, he or she will be subject to disciplinary action. See General Student Guidelines section.

Scholastic Expectations

Students are expected to be current and in good standing in all academic work. Each Middle School student is expected to be an active and constructive participant in all classroom activities. The student should:

- Be on time to all classes, assemblies, advisory, daily chapel, and scheduled detentions. If the student is tardy to a class because an instructor has detained him or her, the student should obtain a note from the teacher explaining the tardiness.
- Be prepared to fully participate by completing all classwork, homework and assignments.
- Take personal responsibility for his or her own work.
- Encourage classmates in their efforts.
- Participate constructively and positively in class discussions and other class activities.

Consequences for Inadequate Scholastic Efforts

- Failure to complete and turn in class assignments, homework, or other work on a consistent basis will result in a required meeting with teachers and administration to create an accountability plan to help ensure the student's success.
- A student who has an average of 70 or below in a core class (English, math, science, social studies, world language) at mid-trimester or at the end of a trimester will be placed on academic probation for three weeks at which time the student's status will be re-evaluated. Any student who has two or more core class averages of 75 or below may also be placed on academic probation at the discretion of the Head of Middle School.

- A student whose final average in math or English is below 70 will be required to attend a summer program approved by the Head of Middle School in order to advance to the next grade. A student whose final average in any other core subjects is below 70 may be required to complete approved summer work to prepare him or her to succeed at the next level. Summer programs are at the parent's expense.
- If an eighth grader has an average of 70 or below in any class during the second or third trimester, St. John's will send updated grade reporting to the high schools to which the student has applied.

Academic Warning and Probation

In the Middle School, the term "academic warning" applies to a student who may be at risk of failing a trimester in any subject, which places him or her under greater scrutiny and supervision with the objective of helping to improve his or her academic performance. "Academic probation" applies to a student who has failed a trimester in any subject.

A student on academic probation may be required to attend teacher office hours until the student's parents are notified by the Head of Middle School or the student's teacher that probation has been lifted.

A student on academic probation will not be permitted to participate in athletics or other extracurricular activities to direct time and attention toward academic improvement.

A student with a diagnosed learning difference who has a Student Support Plan on file with the School will be required to attend regular help sessions with the Academic Support Coordinator while on academic probation.

Re-enrollment privileges may be withheld from students with chronic academic difficulties if all school accommodations and remediation efforts have been unsuccessful. The School's intention is not to do damage to the development of the student when a more appropriate placement would be beneficial to the student.

Dance guidelines (Grades Six – Eight)

Attendance at school parties or dances is a privilege and is limited to students who are currently enrolled and in good academic standing, unless the School has granted special permission.

Students absent the day of the dance may not attend except by special permission of the Head of Middle School. Permission must be obtained in advance of the dance.

Cell phones are not allowed at school dances. If a student takes a phone, it will be collected and labeled at the beginning of the dance and returned when the student departs the dance. The School assumes no responsibility for loss or damage of phones or other property students take to dances.

Students are encouraged to arrive on time. The doors will be locked 30 minutes after the dance start time, and students will not be permitted to enter or leave without advance permission from the Head of Middle School or administrator on duty.

Good behavior is expected. Noncompliance will result in parent contact and removal from the dance.

In the event that damage is done to school or private property, the person(s) responsible will pay for those damages. Further disciplinary action may be required.

All school dances will end by 9:00 p.m., and parents are expected to pick up children promptly. The School will release students to St. John's families, but not to drivers for third-party services such as ride services or chartered vehicles.

Refer to Free Dress Guidelines for clothing expectations.

Lockers and cubbies

Cubbies are assigned for pre-k through second grade students. Lockers are assigned to third through eight grade students.

- Cubbies and lockers are to be kept neat and clean.
- Students should not write on or attach any stickers, tape or magazine cutouts to the inside of a cubby or the outside of a locker.
- Students may not store food or drinks overnight in the cubby or locker.
- Personal pictures and other items may be attached via magnets inside the locker.

- Student lockers may be subject to periodic checks and/or searches. Students will be asked to remove inappropriate materials.
- Students are responsible for completely cleaning and removing any residue from their lockers at the end of the school year.

Personal property

Students are not to bring personal items such as iPods, MP3 players, electronic games, trading cards, toys, etc. to school without special permission. If these unauthorized items are brought to school, they will be taken away and returned at a later date. Such items are not allowed during the After School Program as well. Any electronic items brought on campus may be subjected to inspection by an administrator at any time. Middle School students will be subject to the discipline policy if they use such items at school. (See entry for Cell Phone & Student Phone Use for more information.)

Inspection policy

The parents authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the School's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

DRESS CODE

St. John's School uniforms are available at Mills Uniform Company near the Galleria area located at 13615 Welch Rd. #102, Dallas, TX 75244. The St. John's School Code is 3386.

Mills orders may be placed online through the custom webstore at: <https://www.millswear.com/school.jsp?path=-1|29675&id=411011>

All students are expected to observe the dress code at all times. Improperly dressed students will be asked to call a parent. Parents will be asked to bring the proper clothing to school.

General Guidelines

Grooming

- Neat, clean, and appropriate grooming is expected.
- Hair should be a natural-looking color.
- Hairstyles should not be a distraction to the student or others.

Jewelry and Accessories

- Jewelry should not be a distraction to the student or others.
- Headbands that are costume-like in nature or are a distraction in the classroom are not permitted.

Cosmetics

- Make-up and nail polish are not permitted in grades pre-k through four.
- Middle School students may wear nail polish, but it must be applied before arriving to school.
- Make-up, nail decorations, or body art may not distract from the learning process.

Outerwear

- **Only official and appropriately sized St. John's sweatshirts, sweaters, blazers, or fleece jackets may be worn in the building or during chapel.**
- Students may wear a winter-weight jacket or coat to chapel on cold days; however, outerwear will be removed during the service.

- School sweaters for Lower School students and school blazers for Middle School students will be worn with the dress uniform beginning with the first Eucharist in November through the last Eucharist in March. Sweaters and blazers are the only items allowed over uniforms during Eucharist at other times of the year; sweatshirts and fleeces are not permitted.

Uniforms

- Uniforms must be in good condition and correctly sized.
- Jumpers and skirts must be no shorter than fingertip length; this means the skirt must fall to the tip of the longest finger when arms and hands are fully extended.
- Oxford shirts must be completely tucked in and appropriately buttoned at all times.
- The white knit three-button shirts, which are required for pre-k and optional for kindergarten through fourth grade students as part of the standard uniform, must be appropriately sized and may be worn untucked.
- Colored T-shirts or colored undergarments may not be worn under uniform shirts.
- Shoes may not be drawn on, written on or decorated.
- Shoelaces must be the same color as the shoe and should be tied at all times.
- All required items of the uniform should be worn appropriately.
- No miscellaneous items may be worn on, over or under the uniform.
- All uniform items must be labeled with the student's name.
- **Dress Uniform:** Worn to Eucharist, on specified trips, to all events where students represent St. John's Episcopal School, for school pictures, and at other specified times. Note that shorts, the Lower School knit shirts, and the Lower School skirt are NOT part of the dress uniform.
- **Standard Uniform:** Worn to school every day, except when dress uniform is required or a free- or spirit-dress day has been declared.

Free Dress Guidelines

Dress on free- or spirit-dress days, extended class trips, and at school dances should be appropriate to the occasion.

- Clothing should be neat, clean, modest, reasonably well fitting and not tattered or torn (i.e., no ripped jeans).
- Bare backs and midriffs are not allowed.
- T-shirts should be free of objectionable messages or advertisements; plain white undershirts are not allowed as external wear.
- Shorts, skirts, and dresses must be at least fingertip length.
- Yoga pants are acceptable.
- Students must wear athletic shoes or other closed-toe shoes appropriate for an active school day; boots or slip-on shoes may not be worn during the school day.
- At school dances, students must meet free-dress guidelines to be admitted. In addition, dresses must have two shoulder straps. Spaghetti strapped, halter, strapless, backless, and clothing with plunging neckline is not allowed. Above all, please remember to keep your dress appropriate to a middle school dance.
- A student who is immodestly or inappropriately dressed will be required to change before being permitted to attend class or participate in extracurricular activities. Parents will be called to bring a change of clothes.

Lower School Girls Uniform

Pre-K and Kindergarten Girls Dress Uniform

Pre-K and Kindergarten students are not required to wear dress uniforms, but are required to wear the navy, regulation cardigan sweater with school emblem on upper left side of sweater on the following days: photo day, Grandparents and Special Friends Day, Christmas Concert, and specified field trips.

Standard Uniform

- White Peter-Pan collared short-sleeved blouse with red piping, white long-sleeved blouse with Peter-Pan collar, OR

appropriately sized white knit, three-button, long- or short-sleeved shirt without brand logo.

- School plaid jumper with black or navy modesty shorts, OR school plaid skort, OR navy twill flat-front pants or walking shorts.
- Belts, if worn with pants or shorts, must be plain leather and solid brown or black with a small buckle
- White, navy or black socks that cover the ankle
- OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks.
- Keds leather saddle shoes in navy and white OR solid white, low-top athletic shoe with velcro closures. No color other than white on the logo, sole, or any part of the shoe. Slip-on shoes are not allowed.
- OPTIONAL: Solid color School sweatshirt; blue fleece jacket with St. John's logo

First through Third Grade Girls Dress Uniform

- Navy regulation cardigan sweater with school emblem on upper left side of sweater
- White Peter-Pan collared short- or long-sleeved blouse
- School plaid jumper with black or navy modesty shorts, OR navy twill flat-front pants
- White, navy or black socks that cover the ankle
- OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks.
- Keds leather saddle shoes in navy and white OR solid white, low-top athletic shoe with white laces or velcro closure. No color other than white on the logo, sole, or any part of the shoe. Slip-on shoes are not allowed.

Standard Uniform

- White Peter-Pan collared short-sleeved blouse with red piping, white long-sleeved blouse with Peter-Pan collar, OR

appropriately sized white knit, three-button, long- or short-sleeved shirt without brand logo.

- School plaid jumper with black or navy modesty shorts, OR school plaid skort, OR navy twill flat-front pants or walking shorts.
- Belts, if worn with pants or shorts, must be plain leather and solid brown or black with a small buckle
- White, navy or black socks that cover the ankle
- OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks.
- Keds leather saddle shoes in navy and white OR solid white, low-top athletic shoe with white laces or velcro closure. No color other than white on the logo, sole, or any part of the shoe. Slip-on shoes are not allowed.
- OPTIONAL: Solid color School sweatshirt; blue fleece jacket with St. John's logo

Fourth Grade Girls Dress Uniform

- Navy regulation cardigan sweater with school emblem on upper left side of sweater
- White oxford shirt, long- or short-sleeved
- Pleated or kilt skirt in school plaid with St. John's P.E. shorts worn as modesty shorts, OR navy twill flat-front pants
- White, navy or black socks that cover the ankle
- OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks.
- Keds leather saddle shoes in navy and white OR solid white, low-top athletic shoe with white laces. No color other than white on the logo, sole, or any part of the shoe. Slip-on shoes are not allowed.

Standard Uniform

- White oxford shirt, long- or short-sleeved OR appropriately sized white knit, three-button, long- or short-sleeved shirt without brand logo

- Pleated skirt in school plaid (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts, OR navy twill flat-front pants or walking shorts
- Belts, if worn with pants or shorts, must be plain leather and solid brown or black with a small buckle
- White, navy or black socks that cover the ankle.
- OPTIONAL: Solid white, navy or black tights or footless tights. Tights must be worn with P.E. shorts and socks.
- Keds leather saddle shoes in navy and white OR solid white, low-top athletic shoe with white laces or velcro closure. No color other than white on the logo, sole, or any part of the shoe. Slip-on shoes are not allowed.
- OPTIONAL: Solid color School sweatshirt; blue fleece jacket with St. John's logo

Lower School Boys Uniform

Pre-K and Kindergarten Boys Dress Uniform

Pre-K and Kindergarten students are not required to wear dress uniforms, but are required to wear the navy, regulation cardigan sweater with school emblem on upper left side of sweater on the following days: photo day, Grandparents and Special Friends Day, Christmas Concert, and specified field trips

Standard Uniform

- White knit, three-button, long- or short-sleeved shirt without brand logo or white oxford shirt, long- or short-sleeved
- Navy blue twill pants or walking shorts with elastic waist; no belt
- White, navy or black socks that cover the ankle
- Shoes must be totally black, low-top tennis shoe with velcro closures. Slip-on shoes are not allowed.
- OPTIONAL: Solid color School sweatshirt; blue fleece jacket with St. John's logo

First through Fourth Grade Boys Dress Uniform

- Navy regulation cardigan with school emblem on upper left side of sweater
- School plaid tie
- White oxford shirt, long- or short-sleeved
- Navy blue twill flat-front pants
- Shoes must be totally black, low-top tennis shoe with lace-up or velcro closures. Slip-on shoes are not allowed.
- White, navy or black socks that cover the ankle
- Brown or black belt with small buckle

Standard Uniform

- White oxford shirt, long- or short-sleeved OR appropriately sized white knit, three-button long- or short-sleeved shirt without brand logo
- Navy blue twill flat-front pants or walking shorts
- Brown or black belt with small buckle
- White, navy or black socks that cover the ankle
- Shoes must be totally black, low-top tennis shoe with lace-up or velcro closures. Slip-on shoes are not allowed.
- OPTIONAL: Solid color School sweatshirt; blue fleece with St. John's logo

Middle School Girls Uniform

Dress Uniform

- Navy blazer with school emblem on breast pocket
- Pleated or kilt skirt in school plaid with St. John's P.E. shorts worn as modesty shorts, OR navy twill flat-front pants
- 5th – 7th grade: White oxford shirt, long- or short-sleeved
- 8th grade: Blue oxford shirt, long- or short-sleeved
- White, navy or black socks

- Solid white, lace-up athletic shoe with non-marking sole and white laces. No color other than white on logo, sole or any part of the shoe OR solid navy-blue leather Sperry.

Standard Uniform

- 5th – 7th grade: White oxford shirt, long- or short-sleeved
- 8th grade: Blue oxford shirt, long- or short-sleeved
- Pleated or kilt skirt in school plaid with St. John's P.E. shorts worn as modesty shorts, OR navy twill flat-front pants or shorts
- Belts, if worn with pants or shorts, must be plain leather and solid brown or black with a small buckle
- White, navy or black socks.
- Solid white, lace-up athletic shoe with non-marking sole and white laces. No color other than white on logo, sole or any part of the shoe OR solid navy blue leather Sperry.
- OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with P.E. shorts and socks.
- OPTIONAL: Solid color School sweatshirt; blue fleece with St. John's logo; or St. John's long-sleeved shirts may be worn over uniform shirts (except during Eucharist).

P.E. Uniform

- Non-marking tennis shoes or sport shoes
- White, navy or black socks
- St. John's P.E. shirt and shorts

Middle School Boys Uniform

Dress Uniform

- Navy blazer with school emblem on breast pocket
- Navy tie with St. John's Episcopal School stripe
- 5th – 7th grade: White oxford shirt, long- or short-sleeved
- 8th grade: Blue oxford shirt, long- or short-sleeved
- Gray flannel flat-front slacks

- Brown or black belt with small buckle
- White, navy or black socks
- Solid black, lace-up athletic shoe with non-marking sole and black laces. No color other than black on logo, sole or any part of the shoe OR solid black Sperry with black laces.

Standard Uniform

- 5th – 7th grade: White oxford shirt, long- or short-sleeved
- 8th grade: Blue oxford shirt, long- or short-sleeved
- Gray flannel flat-front slacks or walking shorts
- Brown or black belt with small buckle
- White, navy or black socks
- Solid black, lace-up athletic shoe with non-marking sole and black laces. No color other than black on logo, sole or any part of the shoe OR solid black Sperry with black laces.
- OPTIONAL: Solid color School sweatshirt; blue fleece with St. John's logo; or St. John's long-sleeved shirts may be worn over uniform shirts (except during Eucharist).

P.E. Uniform

- Non-marking tennis shoes or sport shoes
- White, navy or black socks
- St. John's P.E. shirt and shorts

BUS TRANSPORTATION CONDUCT

The following guidelines must be adhered to whenever students are riding transportation provided by the School:

- All students must be seated during the entire ride and may not change seats once the trip has started.
- When available, all passengers must wear seat belts tightened properly during each trip.
- Windows may not be opened unless authorized by the driver.
- Arms and head must remain inside the bus at all times.

- Students should speak in a normal tone of voice and volume.
- Students should never throw items in or out of the bus.
- Students should only speak to the driver if absolutely necessary.
- Unnecessary noise is prohibited.
- No gum allowed.
- Eating, drinking, and mobile-device use are not allowed unless authorized by the driver.
- Trash must be discarded at the conclusion of each trip.
- Horseplay is prohibited.
- Destruction of school or bus transportation property is prohibited.
- Students should follow all directions of the driver, teacher, and chaperones.
- Emergency doors and hatches should be used only at the direction of the driver.
- Students should remember that the name of the School is posted on the bus and their behavior should be appropriate and reflect the St. John's Code of Honor and Conduct

RIDE SHARING

The School will not knowingly allow students under the age of 18 to use any Über, Lyft, or similar transportation services to obtain transportation to or from School or any School-related activity, unless accompanied by an Über or Lyft account holder who is over the age of 18.

Both Über and Lyft prohibit persons under the age of 18 from utilizing their services without an adult present. Please be advised that the School will treat violations of this policy as it would treat other violations of School rules and policies. In addition, should the School become aware of a violation, it will contact the third-party car service and report it.

Ride sharing services, such as VanGo and Hop Skip Drive, that allow riders under the age of 18 are acceptable with advance notification to

the School each time the service will be used. Please see Carpool Rules.

FAMILY MATTERS

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another in such a manner may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. The School may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment.

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the School with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative will call 911 to request an officer arrive at the School to resolve the dispute.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the School is not a party, the School shall be entitled to recover from, at the School's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

PARENT/FAMILY COOPERATION

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the School's policies, methods of instruction, or

discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family or family member from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events for reasons that the School deems appropriate.

PROGRAM

Curriculum overview

For specific information about each division and grade level, please see the School website.

Chapel

Students in first through eighth grade attend chapel services together each Monday, Wednesday, and Friday at 8 a.m. With few exceptions, Wednesday chapel includes a Eucharist celebration and requires full dress uniforms. On Tuesdays and Thursdays, separate services by division (Lower School on Tuesdays and Middle School on Thursdays) provide chapel programs specific to each age group. Kindergarten and Pre-k students participate in Early Childhood Chapel from 2:30-2:50 p.m. on Monday and Friday afternoons. Kindergarten also attends on Wednesday afternoon. Chapel is an integral part of our curriculum and attendance is required. Students may opt out of participation but not attendance.

Field Trips/Outdoor Education

To enhance students' education, various on-campus presentations and off-campus activities related to classroom studies are incorporated into our curriculum. Off-campus experiences throughout the Dallas Metroplex begin at Pre-K and continue through eighth grade. In addition, special speakers and performers often visit students. Middle school students take overnight trips, which enhance the growth and personal responsibility of the students. The Director of Student Enrichment and Community Engagement plans and implements all programs in conjunction with the appropriate Division Head.

Standardized Testing

Third through eighth grade students take national, norm-referenced, standardized tests in the spring. Profiles from tests are sent to parents when the score reports are available.

ACADEMIC POLICIES

Promotion Policy

To be promoted to the next grade level, students must demonstrate mastery of grade-level skills as specified by the curriculum. Parents of a student who is developmentally, socially, or academically unable to adequately demonstrate grade-level skills required by the curriculum will be advised to have the child receive outside educational evaluation and counseling, repeat the grade, and/or seek a school that will better address the child's needs. Students in grades four – eight may be promoted only if they attain an overall average of 70 or greater in all core subjects. Refer to the Consequences for Inadequate Scholastic Efforts section above for additional information. Promotion may also be denied for excessive absences or tardies.

Grade Point Averages (GPA)

In Middle School, trimester and final grade averages are weighted on the student's report card. For example, courses that meet every day out of the six-day rotation are weighted more heavily than courses that meet every other day. Questions about the weighting of grades may be addressed to the Head of the Middle School. Questions about grades should be addressed to the teacher.

Homework

Homework is designed to enhance learning in the classroom and help prepare students for future educational demands. Students will have homework in accordance with their grade and ability levels. A student's homework should reflect the authentic work of the child. In Middle School, attendance at office hours and/or recess study hall may be required of a student who regularly fails to complete and turn in homework. Parents should contact the appropriate classroom teacher to discuss any homework issues or concerns.

Honor Roll

Sixth, seventh and eighth grade students are eligible to receive honors designations on report cards. A student receives an Honors recognition for academic achievement when he or she attains an overall average of 90 or above in any given trimester. A recognition of Honors with Distinction is awarded to students achieving a 90 or

above average in each subject. Report card averages are calculated based on class weights, which derive from gradebook setup.

Make-up Work

Students absent from class for any reason are responsible for classwork and assignments and should arrange to complete missed work in a timely manner. It is the student's responsibility to discuss make-up work with each of his or her teachers. Students have access to an Absence form to help with this planning.

As a guideline, students have the number of days they were *unexpectedly* absent to make up missed work or assessments.

If a student knows about an absence in advance, he or she must arrange for make-up work with the teacher before the absence. If the student fails to do so, the privilege of doing make-up work may be denied. Lack of notice of a planned absence and/or failure to make prior arrangements with teachers may also result in academic penalties.

Excessive absences may also affect whether a student is permitted to make up work. Refer to the Attendance section above for details.

Summer Reading Expectations

Grade-level reading lists are posted on the School's website for reference over the summer months. Students entering grades three through eight are expected to return a printed copy of a completed, signed reading log on the first day of classes and may be asked to complete summer reading assignments. Summer readings are an integral part of classroom activities and discussions when the students return to school in the fall.

Textbooks and Supplies

Students are responsible for having textbooks covered with non-adhesive paper at all times and for caring for the books they receive. Loss or damage (including writing inside books) will result in a replacement cost. Students in sixth through eighth grades purchase textbooks when required. Parents receive notification of required texts the summer before the new school year. All iOS apps, workbooks, paperbacks, soft-covered books, and an initial set of school supplies are covered by the student supply fee and are ordered and distributed by the School. Replacement supplies are the responsibility of the family.

Student Participation in Athletics and Co-curriculars

Students must be current and in good standing in all academic work to participate in athletics and extracurricular activities.

STUDENT SUPPORT SERVICES

Counselor

St. John's Episcopal School employs a qualified professional to provide counseling services to current students as an added support to their educational and emotional well-being.

The Counselor is available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office.

Students and parents should be aware that conversations with the counselor may be privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of the child abuse laws.

In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the Counseling Department.

The counselor is committed, but not limited, to providing the following services:

- Individual intervention and crisis counseling for students
- Short-term group counseling for social, emotional, and academic student needs
- Classroom observation and consultation, including appropriate recommendations for parents, faculty, and administrators
- Open communication with parents regarding significant concerns
- Recommendations and referrals to mental health services in the community
- Confidential liaison communication between outside mental health practitioners and the School

If you have any questions or concerns regarding these services, please do not hesitate to contact a school administrator or the counselor directly.

Academic Support

Student Support Team

The Student Support Team (SST) comprises the School Counselor, the Learning Specialist, and the appropriate Division Head. The SST meets weekly to discuss how to best support students and their families as well as how to support teachers in differentiating instruction, apply classroom management strategies, and implement Student Support Plans (SSP).

Learning Specialist and Academic Support Coordinator

To better help manage the ways in which we offer academic support, we employ a Learning Specialist and an Academic Support Coordinator to serve Lower School and Middle School students.

As a member of the Student Support Team (SST), the Learning Specialist assists with the identification of students who may benefit from extra support. They also serve as a resource for faculty members, help families access appropriate support systems, spearhead the development of clear policies and procedures regarding students with learning differences, create Student Support Plans (SSP) for students with accommodations, and communicate SSP information to faculty. The Academic Support Coordinator works directly with students who have SSPs on file and who would benefit from additional support for targeted academic or executive function needs.

Middle School students who have diagnosed learning differences and a current SSP on file with the School may be required to meet with a learning specialist for targeted support in an area of need.

Evaluations for Suspected Learning Differences

The learning specialist may recommend an evaluation for those students who are struggling academically when additional teacher, tutoring, or other support has not resulted in sufficient progress. Parents may also consult with the learning specialist when they believe an evaluation may be necessary. The learning specialist can provide a list of recommended evaluators to conduct psycho-educational testing and social, emotional, and attentional screening. In most cases, psycho-educational testing will provide cognitive scores (commonly known as IQ scores) and achievement scores in the areas of reading, math, and writing. Depending on the evaluator and the concerns, the testing may also include checklists for common problems such as attention deficit/hyperactivity disorder (ADHD) or anxiety, a classroom observation, or additional testing in areas such as memory and speech. All evaluation forms requesting information from the School should be

routed through our Learning Specialist and not sent directly to teachers. Once completed, these forms are sent directly to the evaluator's office by the learning specialist and are not released to parents. Upon completion of an assessment, the evaluator may diagnose either a learning difference or behavior disorder and suggest interventions. The evaluation should include a report detailing the student's strengths and weaknesses, any diagnoses, and a list of recommendations for the classroom and beyond. If a diagnosis is made, parents should request a meeting with the learning specialist to review the results and discuss potential classroom accommodations and academic support. Close communication between the administration, Learning Specialist, teacher or advisor, parent, and tutor or therapist is paramount to developing a successful plan. **The family must provide a complete copy of the evaluator's final report for the student's confidential file, so the School has documentation to support any accommodations.** The recommendations section of the report is particularly useful in helping the School best support students with learning differences or social/emotional needs.

Student Support Plan (SSP)

Student Support Plans (SSP) are accommodation documents for students with diagnosed learning differences. The Student Support Team will review evaluation results and recommendations from a psychologist, medical professional, or educational diagnostician to consider potential accommodations as needed as determined by the School. For students who require classroom accommodations such as preferential seating, extended use of iPad, frequent breaks, etc., an SSP will be created and shared with parents before being shared with teachers.

Academic Support on Campus

Students who have a diagnosed learning difference and require third-party support may receive academic support on the campus during the school day at parent expense. Academic support space at St. John's is coordinated by our Learning Specialist.

In Lower School, teachers and tutors work with parents to create a schedule that meets the needs of each student, while minimizing missed instructional time. Students may be pulled out no more than five times each week, including music lessons, tutoring, and speech or occupational therapy sessions. Pull-outs should not disrupt the normal academic program and may occur during the following times: before or after school, recess, during one chapel or P.E. class each week, or at another time determined by the homeroom teacher. Any

exceptions to this policy must be approved by the Head of Lower School.

Middle School students may be excused from the following for tutoring: one chapel and/or one Community Time (fifth and sixth graders). Students may also receive tutoring before or after school or during lunch/recess. A student may be excused from a world language in Middle School if such is recommended by an evaluator in support of a student's language-based diagnosis.

Parents should contact the Learning Specialist to initiate arrangement of time and space for their child to work with a therapist or tutor during the school day.

All tutors or therapists who work on campus must be approved by the School administration, but final selection and financial responsibility rest with the parent.

Extended Time on Tests

For a student to receive extended time on tests, appropriate evaluation results or other documentation must be current (within three years) and be on file at the School.

- **Classroom Assessments:** Once a parent has shared documentation with the School, students will be placed on an extended-time list that is distributed to teachers. Although this list documents which students qualify for extended time, students at the Middle School level must still make plans with teachers and parents as to when extended time will take place (advisory, before or after school, etc.). Students may not miss other academic classes to finish tests.
- **Standardized Tests:** Parents of students who have current documentation on file and who qualify for extended time will receive communication before annual standardized testing in the spring. At that time, parents will need to confirm that they would like their child to take standardized tests in a separate, extended time setting.

ATHLETICS

St. John's does not field competitive sports teams in **Lower School**. Students participate in intramural sports as part of the physical education program. For students interested in team sports competition, there are a number of associations in the area that students may join.

Middle School students may opt to participate on competitive sports teams through an inclusive athletic program. Students' abilities are assessed so they can be grouped on appropriate teams, assuring that all students have a place to play and a level of personal success. Refer to the Middle School Athletics Summary on our website for more information.

HIGH SCHOOL ADMISSION

The School partners with parents to help identify high schools that are the best match for each of our graduating eighth graders. The high school admission process is a collaborative effort between School, students, and parents. The School prepares parents and students for the process, guides them throughout, and with parent release provides school records and recommendations to applicant's schools.

AFTER SCHOOL PROGRAM

For a fee, students may participate in the After School Program. It offers supervised activities for students from afternoon dismissal until 6:00 p.m. **Students who have not been picked up one-half hour after their carpool begins will automatically be sent to the After School Program, and their parents will incur the drop-in fee of \$20.** Middle School students staying for Homework Club must be picked up no later than 4:45 p.m. (4:15 p.m. on Wednesdays) or the student will be checked into the After School Program and their parents will incur the drop-in fee of \$10.

In addition to supervised child care, the After School Program offers extracurricular classes in a variety of educational and instructional areas such as dance, chess instruction, and drama. Availability in some classes is limited.

All students must be picked up from the After School Program by 6:00 p.m. A fine per family of \$5 per minute for the first 5 minutes and \$1 for every minute thereafter is assessed at the time the carpool driver arrives. The After School Program operates only on regularly scheduled school days. It is not available on Grandparents and Grand Friends Day, the day before Christmas holiday, Games Day, or the last day of school.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/guardians and students over age 8 must sign the form below

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

_____ Student	_____ Age	_____ Date
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_____ Parent or Guardian	_____ Relationship	_____ Date
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_____ Parent or Guardian	_____ Relationship	_____ Date
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