



ST. JOHN'S

EPISCOPAL SCHOOL

Handbook 2018 – 2019

Mr. Mark Crotty – Head of School
The Rev'd David S. Houk – Rector

848 Harter Rd., Dallas, Texas 75218
214-328-9131
214-320-0205 fax
www.stjohnsschool.org

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.

Directory Use Policy

This directory is for school use only and may not be used for any commercial or other purpose in contacting parents, teachers, or students via telephone numbers, street addresses, or email addresses.

Changes to Online Directory Listings

When an amendment to the online directory listing is necessary, please access Parents Web at www.stjohnsschool.org/pw1. Click the **Family Information** button in the left menu to update your contact information.

Extra Directories

Each family receives one complimentary student directory. Extra copies may be purchased for \$15 by contacting the Purchasing Agent at estephens@stjohnsschool.org or 214-328-9131 ext. 106.

Frequently Called Numbers

Admission	Nancy Jacobs	214-328-9131 x103
Advancement	Karla Wigley	214-328-9131 x105
After School Program	Lani Jones	214-328-9131 x108
After School Desk	4 – 6 p.m. only	214-328-9131 x116
Church Office	Melissa Newsome	214-321-6451
Clinic	Amy Johns	214-328-9131 x109
Communications	Liz Hamilton	214-328-9131 x128
Gym & Field Use	John Walker	214-328-9131 x119
Receptionist	Darlene Williams	214-328-9131 x100
Student Billing	Lani Jones	214-328-9131 x108
Student Records LS	Glenda Allman	214-328-9131 x118
Student Records MS	Dora Steele	214-328-9131 x102
Lunch Caterer	Acct. Inquiry	214-340-0061

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St. John’s Episcopal School does not discriminate on the basis of race, color, and national or ethnic origin in the administration of our employment policies, educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

St. John's Episcopal School

GUIDING PRINCIPLES

Mission

St. John's Episcopal School is dedicated to a program of academic excellence designed to train the mind, strengthen the character and enrich the spirit of each student in a Christian environment.

The Five Tenets

Created as an outreach of St. John's Episcopal Church in 1953, we are the oldest Episcopal school in Dallas and remain committed to the five tenets of an Episcopal education:

- Academic excellence
- Corporate worship (Episcopal/Christian chapel)
- Religious studies based on basic biblical content
- Meaningful and integrated community service and service learning projects
- An inclusive community where the dignity of every human being is respected

These principles are reflected in our mission statement, guide our decisions and actions, and shape the environment we create for our students. The principles also influence the work of our Board of Trustees in its governance role.

Academic Philosophy

We integrate core and enrichment subject curricula across grade levels to accentuate critical thinking and problem solving, encourage creativity and innovation, and promote teamwork. Our challenge is to educate and prepare students for the 21st century and to help them build the foundation they will need to be successful and lead fulfilling lives.

Picture of a Graduate

The ideal St. John's Episcopal School graduate embodies a passion for learning and for life. This quality fuels his or her scholarship, character, and connections.

Scholarship

- The ideal graduate loves to learn, motivated by genuine curiosity.
- The ideal graduate brings optimism, confidence and discipline to solving problems through the use of critical thinking skills.

Character

- The ideal graduate strives to live with integrity.
- The ideal graduate shows tenacity and resiliency.
- The ideal graduate practices compassion, respectfulness, and altruism.

Connections

- The ideal graduate collaborates in a supportive, helpful fashion.
- The ideal graduate communicates clearly, correctly and gracefully.
- The ideal graduate is community- and globally-conscious.

School and Parent Partnership

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

- provide conditions conducive to learning;
- supervise the child's daily grooming to adhere to the dress code policy;
- read the school and student handbook;
- 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;
- support the school financially; and
- adhere to all policies and procedures as specified in the school's handbook.

THE HISTORY OF ST. JOHN'S EPISCOPAL SCHOOL

In 1953, St. John's Episcopal School was established as a parish day school by St. John's Church in response to the growing need for a good pre-school in the newly developed areas of Casa Linda, Casa View, Lochwood, and Lake Highlands. By 1955, it had expanded to include grades one, two and three. The addition of the middle grades, four, five and six, was completed by 1974. Responding to parental requests, the seventh grade was established in 1987, followed by the eighth grade in 1989. St. John's Episcopal School is incorporated as a non-profit educational institution governed by a Board of Trustees.

The School is accredited by the Texas Private School Accreditation Commission (TEPSAC), which is accepted by the Texas Education Agency (TEA); by the Independent Schools Association of the Southwest (ISAS); and by the Southwestern Association of Episcopal Schools (SAES). We are members of the National Association of Independent Schools (NAIS), Texas Association of Non-Public Schools (TANS), Educational Records Bureau, Elementary School Heads Association (ESHA) and Independent School Management.

St. John's Episcopal School Board of Trustees

Mike Androvett	(h) 214-321-3131
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(Continued on next page)

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 6304 Club Lake Court, Dallas 75214 (c) 214-632-6303

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 3315 Southwestern Blvd., Dallas 75225 (c) 214-641-2113

Ex Officio Members:

Mark Crotty (Head of School)..... (h) 214-350-1395
 4309 Shady Hill Dr., Dallas 75229 (w) 214-328-9131

Meagan Skarbek (PA President) (h) 214-663-4750
 6708 Northridge Dr., Dallas 75214..... (c) 214-663-4750

For more information about the Board of Trustees, please visit the school website, www.stjohnsschool.org.

PARENT & STUDENT HANDBOOK

The information, policies and procedures in this Directory and Handbook are subject to change at the discretion of St. John's Episcopal School. Nothing contained in this Directory and Handbook shall be construed as a contract.

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.

Arrival/Dismissal Times (continued)

3rd – 4th Arrival: 7:45–8:00 a.m. Dismissal: 3:30 p.m.
(Wednesdays: 3:00 p.m.)

5th – 8th Arrival: 7:45–7:55 a.m. Dismissal: 3:45 p.m.
(Wednesdays: 3:15 p.m.)

- **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.
- Any student arriving or departing outside of normal arrival or dismissal hours must be signed in and/or out by a parent or other approved adult (see Tardies). Between 9:00 a.m. and 4:00 p.m. (3:30 p.m. on Wednesdays), the reception desk will be at the main entrance of the school. All other times, the reception desk will be at the Lower School carpool entrance.
- Any 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.
- **Attendance** – Regular and punctual attendance is an important factor in academic success. In accordance with state law, a student's attendance record could be a factor in advancement to the next grade level or in high school admissions decisions. Division Heads will contact the student's parents if excessive absences become an issue.
- **Tardies** – A student is counted as tardy to school if he/she is not present by 8:00 a.m. Tardy students must be accompanied into the building by an adult and signed in at the reception desk. Between 9:00 a.m. and 4:00 p.m. (3:30 p.m. on Wednesdays), the reception desk will be at the main entrance of the school. All other times, the reception desk will be at the Lower School carpool entrance. Lower School students who arrive during chapel time should be escorted to the church by a parent after sign-in. Middle School students should report to daily chapel or class upon signing in. Students will not be

permitted to sit in the school or go to their lockers during chapel. Division Heads will contact the student's parents if excessive tardiness becomes an issue.

St. John's does not distinguish between excused and unexcused absences in the calculation of tardies and absences. The only exceptions are for eighth graders who are shadowing or interviewing at high schools and students who miss classes due to school-related event participation. In those cases, the absences are excused if the parents notify the student's advisor of the dates in advance.

In regards to attendance, parents should:

- Notify the school by 9:00 a.m. in the case of an absence due to illness. Between 9:00 a.m. and 4:00 p.m. (3:30 p.m. on Wednesdays), the reception desk will be at the main entrance of the school. All other times, the reception desk will be at the Lower School carpool entrance.
- Provide a note from a health care professional when their child is tardy due to a scheduled appointment. Whenever possible, parents should make doctor, dentist, and orthodontist appointments outside of school hours.
- Notify the Head of Lower or Middle School of any anticipated absence at least a week prior to the absence. Students who do not inform teachers/school prior to extended absences may not be allowed to make up work.
- Inform the Head of Lower or Middle School 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, Division Heads will contact parents regarding excessive absences.
- Notify the school nurse if a student has contracted a contagious illness. Students must be fever free for 24 hours without the use of fever-reducing medication (Advil, Tylenol) before returning to school.

Lower School Students

- Lower School students are credited with attendance if they are present for at least four hours of the academic school day.
- Students who are absent from class for any reason are responsible for class work and assignments and should make arrangements for completing all work in a timely manner. (See Make-Up Work for details.)

Middle School Students

- Any student arriving after 8:00 a.m. must sign in at the reception desk or risk being counted absent.
- Any class a student misses is counted as a partial absence. A student who is absent for any part of four class periods will be counted absent for the day.
- A student who has not been at school for at least four full class periods of the school day will not be permitted to participate in athletic and/or extracurricular events after school on that day, except by permission of the Head of Middle School.
- A student who is absent or injured in the days leading up to an overnight class field trip must have the permission of the Head of Middle School and the release of a physician (if the absence is due to illness or injury) to participate in the field trip.
- A student who is absent on the day before a weekend may not participate in scheduled school events that weekend without permission of the Head of Middle School.

- **Carpool**

- **Drop-off and pick-up:** Lower School and Middle School carpool doors open at 7:45 a.m. For morning drop-off, pre-K – 5th grade students should use the Lower School entrance at the first donut; 6th – 8th should use the Middle School entrance at the second donut. 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 to plan your pick-up arrival time.

GRADE	M/T/TH/F ENTER CAMPUS	M/T/TH/F DISMISSAL TIME	WED. ENTER CAMPUS	WED. DISMISSAL TIME
Pre-k at 2:00	1:30	2:00	1:30	2:00
Pre-k at 3:00	2:20	3:00	2:20	2:30
K-2	2:20	3:00	2:20	2:30
3-4	3:20	3:30	2:50	3:00
5-8	3:40 (Middle School donut)	3:45	3:10 (Middle School donut)	3:15

- 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. WE WILL NOT PUT A CHILD INTO A CAR WHEN A PHONE IS BEING USED.**
- Please remain in line and do not attempt to pull around another car.
- Early morning drop-off is available from 7:00 to 7:45 a.m. at the cafeteria.
- 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.
- 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 together vertically 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.
- Advance notice by noon must be provided to the Lower School or Middle School office on any day that a person not known to the school staff is driving the carpool. That driver should display your carpool number. Otherwise, the driver must report to the school office and provide proper identification before the child will be released.
- It is imperative that you notify your Lower School child’s homeroom teacher – through an email that copies the LS Administrative Assistant – about carpool changes, including information that you may be picking up your child early. Middle School parents should email the Middle School Administrative Assistant with a cc to the student’s advisor and to the Head of Middle School. If a parent

- must pick up a student before regular dismissal time, he or she must notify the school before 2:00 p.m. All carpool changes must be received prior to 2:00 p.m. If a last-minute carpool change is necessary, please call the school receptionist so that notification can be relayed to all those who need to know.
 - 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. To avoid carpool confusion, please remember to notify your regular carpool driver if your child is ill or will be going home with a different carpool for the day so that driver will know not to expect your child.
 - 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.
 - You are strongly encouraged to carpool with other families. Multiple-child carpools greatly reduce environmental pollution and the length of carpool lines.
 - 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. When students are not picked up by 30 minutes after dismissal time, they 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 RenWeb 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.
- **Forgotten Items** – If a parent chooses to deliver an item left at home by a Middle School student, the receptionist will direct the parent to drop off the item in a designated area either in the fifth grade hallway or across from the Head of Middle School's office.
 - **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 across from the Head of Middle School's office. 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.
 - **Lunch – 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. Monthly menus are posted on the ParentsWeb Resource Documents page and sent via the weekly electronic newsletter. GWCDC uses the Dinerite DRX system for billing and purchasing. For account inquiries, contact info@guesswhoscomingtodinnercaterers.com or 214-340-0061.

LUNCH PERIOD SCHEDULE

Pre-k 11:30 – 12:00 (Pre-k students may pre-order box lunches to be served in the classroom.)

Kindergarten 11:30 – 12:00 (K students may pre-order lunches to be served in the classroom)

1st grade 10:55 – 11:20

2nd grade 11:20 – 11:45

3rd grade 11:45 – 12:10

4th grade 12:10 – 12:35

5th & 6th grades 12:40 – 1:05 (Wednesdays 12:45 – 1:08)

7th & 8th grades 1:05 – 1:30 (Wednesdays 1:08 – 1:30)

- **Messages – 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.** 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.** In the event of a real emergency, especially a last-minute appointment, please contact the receptionist for Pre-K – 4th grade students and the Assistant to the Head of Middle School for 5th – 8th grade students before noon so messages can be delivered to the student in time. Students are given written notice of changes at break or lunch. Unless it an emergency, classes are not interrupted to retrieve a student. Middle School students will be dismissed to the receptionist’s desk for pick up before their next class begins to minimize class disruption. Parents may not go to classrooms except at the invitation of the teacher.
- **Parking – Visitors should park in any paved, available undesignated space. No driver should leave a car 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 grass (across the creek) and along the unimproved surface parallel to Harter Road is prohibited other than for special school-sponsored events.

- **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.
 - **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. [3:30 p.m. on Wednesdays]; all other times at Lower School carpool desk). Visitors must sign in and out with the receptionist and put on a St. John’s ID badge. This is imperative for the safety of your children. Parents are permitted to visit during the school day:
 - To have lunch with their child
 - To attend a pre-arranged appointment, meeting, or event
 - To attend a pre-arranged volunteer assignment
 - **Unscheduled classroom drop-in visits are not permitted without expressed permission of the Division Head**
 - **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 front foyer of the school. 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

- **School/Parent Communications** – In addition to The Parent & Student Handbook, regularly scheduled parent conferences and scholastic reports, the school maintains several other parent communications.
 - **ParentsWeb** (www.stjohnsschool.org/pw1) is a secure portal for St. John’s parents linked to our school information system, RenWeb. ParentsWeb is home to the school calendar, directory, resource documents, family billing, and information regarding homework, sports, and other school activities.

- **The RenWeb Home mobile app** provides the functionality of ParentsWeb to parents and students. iOS and Android versions are available in the iTunes App Store and Android Market to St. John's users at no charge.
 - The **Weekly Newsletter** is emailed to parents after 4:30 p.m. on the first school day of the week. It includes news, notes of special events, lunch menus, etc. Archived newsletters may be accessed on the website under School Life/ News and Publications (<https://www.stjohnsschool.org/school-life/news-events>).
 - The **Annual Report** includes a summary of the previous fiscal year's finances and recognition of donations received.
 - **The Messenger** is the school magazine highlighting programs, students, faculty, and alumni.
 - **To Keep Things Whole** (<http://tokeepthingswhole.blogspot.com>) is a blog maintained by the Head of School reflecting on education, leadership and inspiration.
 - **SJES Facebook Page** (<https://www.facebook.com/sjesdallas>) sharing everyday moments of the students and teachers.
 - **SJES Instagram Page** (<https://www.instagram.com/sjesdallas>) capturing special moments at St. John's through pictures and videos.
 - **SJES Twitter Account** (<https://www.twitter.com/sjesdallas>) and school hashtag #SJESDallas where teachers share everyday classroom moments.
- **Faculty/Student Communications** – Email, voicemail, fax, and written communication between faculty and students are permissible. The following guidelines are applicable and appropriate:
 - **eBackpack** is an app faculty and students use to transfer files to one another. eBackpack (not email) is the primary way for this transfer to occur.
 - All communications from a faculty or staff member to a student should be copied to the parent(s) and Division Head.
 - All communications from a faculty or staff member to a student regarding personal information that a student requests not be shared with a parent should be immediately forwarded to the Division Head AND the Head of School to determine appropriate action.

- **To communicate concerns and for your issues to be addressed in a timely manner**, it is important that you talk with the person who is most knowledgeable and can take action.
 - **Teacher:** When you have a question, want more information, or need clarification about a situation concerning classroom matters or social problems, speak to your child's teacher. Contact him/her by calling the school office or by leaving a message on voicemail or email to request an appointment. The faculty member will return your call as quickly as his/her schedule permits. This will allow the teacher to collect any necessary materials and arrange for a time to adequately discuss the situation. **Please do not attempt to conference with teachers in the hallway or lunchroom.** Unscheduled, impromptu meetings do not allow teachers the proper focus and deliberation you deserve.
 - **Middle School Advisor:** When you believe your question or concern is bigger than one particular class or assignment, contact your child's advisor. The advisor is the primary liaison between the Middle School student, the family, and the faculty. The advisor acts as mentor and advocate for the student and can help to facilitate concerns and plans of action to ensure student success.
 - **Middle School Grade-level Leader:** Each grade in Middle School has a corresponding grade-level leader. This faculty member helps coordinate grade-level calendars and activities, monitors the instructional and advisory needs for the grade, and assists the Middle School Division Head and Middle School Dean of Students. For matters that concern grade-level activities and field trips or general social, behavioral or academic concerns at a grade level, please contact the grade-level leader.
 - **Division Head:** If you have concerns **after meeting with the teacher**, follow the same procedure with the Division Head.
 - **Head of School:** For matters that remain unresolved, please call the Administrative Assistant to the Head of School to schedule an appointment. The Head of School is charged with implementing the mission of the school and board policies. The Head of School may consult with other administrators to resolve the issue.
 - **Board of Trustees:** If matters of policy have not been satisfactorily resolved by the above procedures, parents may contact the President of the Board of Trustees **in writing**. Comprising 21 voting members, the board's primary functions are to retain a Head of School, set overall policy, and assure the financial integrity of the school.

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. December 15 is the application due date for candidates applying for admission.
- St. John's does not discriminate on the basis of race, sex, creed, or national origin in the administration of its admission policies, scholarship and loan programs, educational policies, or athletic and other school administered programs.
- **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 on February 20.

Tuition

- Parents are responsible for tuition and fees for the year as outlined in their enrollment contract and the Contract Release and Tuition Refund Policy. Access to RenWeb, grades and final transcripts are not available until all accounts are settled. **Tuition payments not received in the business office by the 5th day of the month will be considered past due. All past due amounts shall bear interest at a rate of .83% per month, assessed on the 6th of each month until the tuition is paid current.** It is the policy of St. John's Episcopal School that failure to pay tuition within forty-five (45) days following the due date will result in suspension of the student unless previous arrangements have been made with the Director of Finance and approved by the Head of School. No student for whom tuition is in arrears at the end of the school year will be permitted to begin classes the following school year without (a) curing the entire arrearage prior to the day classes begin in the fall or (b) obtaining approval of the Board of Trustees Finance Committee prior to the month classes begin in the fall. A \$25.00 check charge will be

- imposed for each check returned to the school by any bank due to non-payment.
 - **Tuition Insurance** – St. John’s strives to provide all students with the very best educational experience possible. If, due to academic or behavioral difficulties, a positive educational experience is not being attained, the school may recommend or require that a child withdraw during the school year. Therefore, we strongly recommend that families faced with the possibility of such circumstances enroll in our tuition insurance program. Then, if the school is faced with the difficult decision to withdraw a child during the year, the family and the school will each be protected. Our focus can remain on what is best for the child.
 - **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. For more information, please contact the Business Office or visit <https://www.stjohnsschool.org/admission/tuition-and-financial-assistance>.

Advancement

- The Advancement Office manages the school’s alumni and development programs. Advancement Office staff members work closely with parents, volunteers, teachers, and Board and community members to ensure the success of these initiatives. The development program raises funds to support the operational, capital and endowment needs of the school through the annual fund, capital campaigns and special events.
 - **Annual Fund** – The St. John’s Fund supplements the school’s operating budget and directly supports the programs and environment that distinguish a St. John’s education. Curriculum, fine arts, library enhancements, and faculty benefits are just some of the areas enriched by the Annual Fund. With a commitment to providing as affordable an education as possible, every dollar raised helps offset tuition increases.

Diversity

- In a diverse community, the unique experiences of an individual help to inform and to educate others towards 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. Towards that end, St. John's is dedicated to fostering an atmosphere of equal opportunity in three key ways:
 - Encouraging the enrollment of students from diverse economic, cultural, ethnic and religious backgrounds
 - Seeking to hire excellent faculty and staff from diverse backgrounds
 - Promoting a bias-free environment by addressing issues of diversity and equity in all aspects of the school and the students' education

Employee Gift Acceptance Policy

- Due to potential conflicts of interest and issues of fairness and morale, faculty and staff at St. John's are not permitted to accept gifts that are reasonably estimated to be worth in excess of \$25 (for example a gift card of \$25 may be accepted; an all-expense-paid vacation and/or the use of a summer house may not be accepted). Any gift or offer that exceeds the above stipulations must be reported to the Head of School, who will determine whether the gift may be appropriately accepted for the benefit of the school. In the spirit of this policy, we ask that parents do not pool resources to increase the amount of a gift.

HEALTH

Health Policies

- **Clinic** - A registered nurse or other qualified professional will staff 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, 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.**

- **Chronic Illness** – All children with chronic mental or physical disorders must be evaluated prior to acceptance for enrollment at St. John's Episcopal School to assure that the school is capable of meeting the child's needs. The evaluation must include parent/guardian permission in writing for the school to contact any health care provider the school deems necessary to obtain adequate information to carry out the evaluation. The parent/legal guardian must also agree in writing to notify the school promptly of any change in the child's health status, whereupon re-evaluation may be needed. If a chronic mental or physical disorder should occur subsequent to admission, the parent or guardian is required to disclose the condition to the Head of School and grant permission in writing for the school to contact any health care provider the school deems necessary to obtain adequate information to determine the capability of the school to meet the child's current needs.

- **AIDS** – A student who tests positive for HIV or has been diagnosed with AIDS will be allowed to partake fully and equally in the educational, social, and extracurricular activities offered by the school as long as such participation does not present a health or safety risk to the student, other students, faculty or staff that cannot be eliminated through reasonable accommodation. St. John's Episcopal School will review, on an on-going basis, the enrollment of a student with AIDS and make decisions regarding whether and under what circumstances the student may remain at school. The school will make these decisions in accordance with the school's interpretations of its policies and the applicable laws and in light of medical opinion and advice. To assure confidentiality, all medical information disclosed by a parent/guardian of a student who has tested HIV positive or has been diagnosed with AIDS will be maintained in a separate confidential file.

- **Immunization Records** – Students with incomplete immunization records will not be allowed to attend classes, effective the first day of school.
- **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 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. All medication will remain in the school clinic and must be properly labeled and in its original container. Students may not have any medication in their possession at school or on school-sponsored trips except asthma inhalers, EpiPens, insulin or dietary enzymes with approval from parents, clinic staff and the student's health care provider. This includes medications such as Advil, Tylenol, etc. Medication is to be dispensed only by the nurse or school employee designated by the Head of School. The parent/legal guardian must submit to the school office an authorization form for the dispensation of medication. Unused medication is to be picked up by the parent/legal guardian within two weeks of the last dose or at the end of the school year.

- **AT SCHOOL**

- The school will accept no more than a 30-day supply of a student's medication. A physician's order is required to administer any non-prescription drug for longer than 10 days.
- Any medication considered a controlled substance must be delivered to the nurse or receptionist by an adult, and an adult must pick up all medication immediately after it is discontinued. Non-controlled medication will be sent home if not picked up within two weeks after it is discontinued or the last prescribed dose has been administered.

- Expired medication will not be administered at school. Please check the expiration dates on any medication brought to school to be administered there.
 - School personnel shall not administer medication in a dosage that exceeds the recommended maximum dosage stated in the most current Physician's Desk Reference unless the request is accompanied by a written order from the student's health care provider.
 - A registered nurse must administer the first dose of medication that has not been previously administered to the student to observe for any adverse reaction to the medication. If a parent brings in a new medication, and the nurse cannot be present to administer the first dose, the parent must administer the first dose and remain to observe the student for at least 20 minutes.
- **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 personnel designated by the Division Head will keep and administer medications on a field trip and follow Clinic Guidelines in the administration of medication.
 - 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.
- **Nut-sensitive Policy:** To create the safest, healthiest and most inclusive environment for all students, the school has implemented a nut-sensitive policy, which states that we will attempt to maintain an environment free

of all peanuts and tree nuts. (Tree nuts include nuts such as cashews, almonds, pecans, walnuts, pistachios.) Foods containing these items are not allowed at school for snack, lunch or celebrations. The list includes peanuts and peanut butter; granola bars that contain peanuts or tree nuts; granola that contains peanuts or tree nuts; cakes, cookies or other baked goods with peanuts, peanut oil, peanut or nut-tree flour; and toppings containing tree nuts, peanut butter or tree-nut butter.

To navigate these food restrictions, go to:
<https://www.stjohnsschool.org/school-life/current-families> for information on how to read labels to check the safety of a product and for a list of safe options for lunches and snacks.

To increase student safety in regard to food allergies, the school requires the following:

- Families of children with nut allergies must inform the school nurse upon admission.
 - If the allergy is discovered after the student's admission, the family must inform the school as soon as possible.
 - Thereafter, the school expects the family to work with the nurse to develop an appropriate medical response in the event of an allergic reaction.
 - This Emergency Action Plan must be completed and signed by the child's physician and parents.
 - When applicable, families must provide the nurse with EpiPens prescribed for their child.
 - Families of children with nut and/or seed allergies are expected to sign a letter of agreement concerning the extent of St. John's responsibility for their child's medical condition.
- **Screenings:** Students in Pre-K – 1st grade have an opportunity for a 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.

TECHNOLOGY

- **Email** – If a faculty member finds it necessary to email a student, he or she will copy the student’s parent/guardian and the Division Head. In most cases, faculty and students will use eBackpack, rather than email, to transfer files to one another.
- **Responsible Use Policy** –The school’s **Responsible Use Policy (RUP)** was created as part of the *Imagine* iPad program. The policy 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://www.stjohnsschool.org/school-life/current-families>.

- To read more about the *Imagine* iPad program, go to www.stjohnsschool.org/imagine.
- **Social Media Policy** – School policy is that employees refrain from establishing or continuing online friendships with current or former students who are under 18 years of age and also refrain from posting anything on a social site of such a person unless such participation is approved by the Head of School. Online friendships include those available through Facebook and any other site where users reveal personal information and share photos, videos, personal interests, “status” updates and other aspects of their lives.

PARENT ORGANIZATIONS

- **Crusader Club** – The Crusader Club is an organization that provides an opportunity for active participation and financial support to the school and promotes and encourages social interaction among male parents and guardians of St. John’s students. Members assist the Parents Association with many of its events and host annual events, including Crusader Cares Day and the Crusader Club Golf Classic.

- **Parents Association** – The Parents Association communicates and cooperates with the School Administration, the Board of Trustees, and the Rector to ensure a close working relationship to further benefit the goals and achievement of our students. Specifically, the Parents Association engages in community activities and fundraising as approved by the Board of Trustees and may provide such volunteer assistance to the school as may be requested.

EVENTS

- **Baccalaureate** – Parents, families, and friends are invited to attend a baccalaureate service for the eighth grade in May. Students join the congregation of St. John’s Episcopal Church for the Sunday morning Eucharist service. It is an opportunity for families and the congregation to recognize the graduates and send them on their way with prayers and blessings. Eighth grade students are required to attend and wear full dress uniforms.
- **Birthday Recognition** – Birthday blessings will be given in chapel to kindergarten through eighth grade students on the Monday, Wednesday or Friday that best corresponds to their birthday or, in the case of summer birthdays, their half-birthday anniversary. Parents are welcome to attend birthday blessings and can find the monthly birthday blessing schedule posted on ParentsWeb as a Resource Document in the School Information section.
 - **Parties:** No birthday or other party invitations may be distributed at school or through school email lists. Birthday recognitions are outlined in the “Birthday Celebrations in Lower School” document on RenWeb.
 - **Faculty/Staff Birthday Recognition:** In keeping with the Employee Gift Acceptance Policy, Parents Association volunteers present each employee with a birthday remembrance – not to exceed \$25 – on behalf of the students and parents. The Employee Gift Acceptance Policy prohibits faculty and staff at St. John’s from accepting gifts that are reasonably estimated to be worth in excess of \$25. Any gift or offer that exceeds the above stipulations must be reported to the Head of School, who will determine whether the gift may be appropriately accepted for the benefit of the school.

- **Christmas Gifts to Faculty and Staff** – In the spirit of holiday giving and gratitude, parents are encouraged to honor the tradition of contributing to a collective Holiday Gift Fund, which is disbursed equitably among all faculty and staff in mid-December. The Parents Association administers the fund to ensure anonymity. Individual holiday gifts must comply with the Employee Gift Acceptance Policy.
- **Event Scheduling** – To request the use of the Parish Hall or any school facility for student or parent functions, please contact the Head of School Administrative Assistant, who will provide information and required forms.
- **Graduation** – Parents, families, and friends are invited to attend a graduation ceremony for the eighth grade. The event is usually held during the last week of the school year in the church, and it is followed by a reception hosted by the Advancement Office.
 - **Dress for graduation** – While students wear gowns during the ceremony, dress for graduation and the following reception should be appropriate to the occasion. Students are measured for graduation gowns in winter of their eighth grade year.
- **Grandparents Day** – Special programs are presented for grandparents, who are invited to visit in both Lower and Middle School the Friday morning before Thanksgiving break.
- **Holiday Activities**
 - **Halloween Activities** – Parents of students in pre-k through fourth grade coordinate party plans with classroom teachers. Halloween activities are planned for the last 90 minutes prior to dismissal on the last day of school closest to Halloween.
 - **Christmas Activities** – A Lower School Christmas worship service is held during chapel time in the month of December prior to the Christmas break. Classroom parties planned by the teachers are held during the last hour of the school day prior to holiday break. The children also participate in community service projects during the month of December. Middle School students participate in a Day of Service on the last day before Christmas break.
 - **Valentine's Day Activities** – In grades pre-k through four, parties are held the last hour of the school day closest to February 14. Parents coordinate with teachers in planning the event. Students may bring one Valentine for each person in the homeroom.

- **Open House Nights** – Parents visit students’ classrooms where teachers describe goals and programs for the year. Parents also visit the various enrichment classes. Open Houses are **parent-only** events and are held very shortly after the beginning of the school year.
- **Picture Day** – Individual and class pictures are taken at the beginning of the school year; full dress uniform is required. Parents preorder a selected picture package. Order form and check must accompany the student on Picture Day.
- **Parent Education Events** – St. John’s aims to help parents by providing the most recent research on how children, think, learn, and grow and what best practices might be for preparing them for an ever-changing future. To that end, we provide an assortment of speakers and events. Please check the school newsletter for event details.
 - **Head and Division Head Meetings** – Periodically during the school year, the Head of School and/or Division Heads hold informative sessions for the St. John’s community on a variety of topics.
 - **Great Minds Speaker Series** – This series, designed to enrich our community, features guest speakers exploring topics related to health and wellness, child rearing, and social-emotional growth. The series is coordinated by our Student Support Team.

STUDENT EXPECTATIONS

Picture of a St. John's Graduate

The ideal St. John's Episcopal School graduate embodies a passion for learning and for life. This quality fuels his or her scholarship, character, and connections.

Scholarship

- The ideal graduate loves to learn, motivated by genuine curiosity.
- The ideal graduate brings optimism, confidence and discipline to solving problems through the use of critical thinking skills.

Character

- The ideal graduate strives to live with integrity.
- The ideal graduate shows tenacity and resiliency.
- The ideal graduate practices compassion, respectfulness, and altruism.

Connections

- The ideal graduate collaborates in a supportive, helpful fashion.
- The ideal graduate communicates clearly, correctly, and gracefully.
- The ideal graduate is community- and globally-conscious.

STUDENT GUIDELINES

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.
- We believe a positive experience depends on maintaining **caring relationships** among all members of the school community: students, staff, and parents. To this end, we will do everything possible to foster mutual respect and discourage verbal, relational

and physical abuse whenever and wherever it becomes apparent in the school community. Upon substantiation, bullying behavior, defined as “any deliberate, willful, conscious action designed to inflict pain on another from which the individual so acting derives satisfaction,” will be met with immediate, firm, and appropriate disciplinary action. At the same time, we will address the needs of those identified as recipients of abuse. Parents are requested to immediately contact the homeroom teacher/advisor, Middle School grade-level leader, and/or Dean of Students with any behavior concern.

- 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 of Honor and Conduct:

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. At 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. 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 disciplinary problems. Full cooperation of the parents is expected in any disciplinary action.**
- Refer to <https://www.stjohnsschool.org/school-life/current-families> for details about our behavior expectations and discipline.

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 provide every 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 either a silent lunch or a time out for first or minor offenses, and a visit to the Division Head for more serious or persistent problems. Teachers may implement a behavior plan or chart for students who continue to struggle to control behavior.

- **General Conduct that Will Invoke Disciplinary Measures:**
 - Failure to follow Classroom Behavior Rules posted in each classroom.
 - 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.
- **Consequences of Inappropriate Conduct:**
 - 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 or teachers and the Division Head. Appropriate disciplinary action will be determined at that time.
 - 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 behavior 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 of 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.

- **The St. John's Code** – By Middle School, students are expected to know the St. John's Code, which sets expectations for honor and conduct, and to understand how their behavior aligns with the code.

- **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. **Possession or use of firearms, weapons, tobacco, e-cigarettes or related devices, alcohol, drugs, or other controlled substances will result in disciplinary action, including expulsion.**

Refer to

<https://www.stjohnsschool.org/uploaded/Files/SST/SJCode.pdf>

for details about our behavior expectations and discipline consequences.

- **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 to create an accountability plan to help ensure the student's success.
 - Failure to arrange for make-up work **before** a planned absence may result in the loss of the privilege of having the work accepted. (See Make-up Work below.)
 - A student who has an average of 70 or below in any class at mid-trimester or at the end of a trimester may be placed on academic probation for three weeks at which time the student's status is re-evaluated. Any student who has two or more class averages of 75 or below may also be placed on academic probation at the discretion of the Head of Middle School. Students on academic probation may not be permitted to represent the school in athletics or other competitions.
 - Students who fail a math, English, science, or social studies course in any trimester may be required to attend an approved academic summer program.

- **Academic Probation** – In the Middle School, the term “academic probation” applies to a student who may be at risk of failing a trimester or the year in any subject. Though this does not mean the student will not be promoted, it does place him or her under greater scrutiny and supervision with the objective of helping to improve his or her academic performance. By placing a student on “academic probation,” the school commits to providing the student with additional support for academics through learning-specialist involvement, daily supervised study hall (recess study hall and Homework Club), extra help sessions with teachers, and closer supervision of the student's progress.
 - A student on academic probation is required to attend afternoon study halls 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 may not be permitted to participate in athletics or extracurricular activities until notified that probation has been lifted. Extracurricular activities may include field trips and class activities.
 - 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 of the core subjects is below 70 may be required to take an approved summer course or receive a specified number of hours of tutoring in the summer to prepare him/her to succeed at the next level.

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.

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

The St. John's School Code is 3386.

Mills has been in business for more than 70 years and serves the finest schools not only in Dallas but also across the country. We are pleased to recommend them to you for uniform requirements.

- **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.**

Grooming:

- Neat, clean, and appropriate grooming is expected.

Hair:

- Hairstyle and cut should reflect good taste, not current fads, and be appropriate.
- Hair should be a natural-looking color.
- The length of boys' hair should be above the collar of the uniform shirt when head is erect, above the eyebrows, and no longer than the middle of the ears. "Tails" and designs cut in the hair are not allowed.
- Girls' hair should not cover the eyes or eyebrows.

Jewelry:

- Girls may wear one single pair of stud earrings, one watch, one simple necklace and/or one ring. One bracelet may be worn in lieu of a watch.
- Boys may not wear earrings. Boys may wear one watch, one ring and/or a simple necklace. One bracelet may be worn in lieu of a watch.

Cosmetics:

- **Make-up and nail polish are not permitted in grades pre-k through four.**
- Middle School girls may wear nail polish of any color other than black. Nail polish must be applied before arriving at school. Artificial nails are not allowed.
- Seventh- and eighth-grade girls may wear light mascara, base and clear lip-gloss. Make-up must be applied before arriving at school.
- No tattoos or henna applications.

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.
- St. John's long-sleeved athletic shirts issued to Middle School athletes may be worn over uniform shirts (except during Eucharist).

Uniforms:

- Uniforms must be in good condition and correctly sized.
- **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 shall 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 skort 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.

LOWER SCHOOL GIRLS UNIFORM

DRESS UNIFORM (Pre-K – Third):

- 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 (at least fingertip length) with black or navy modesty shorts
- 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**, lace-up athletic shoe with velcro closures (Pre-K and K) or white laces (first-third grades). No color other than white on logo, sole, or any part of the shoe.

STANDARD UNIFORM (Pre-K – Third):

- 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 (at least fingertip length) with black or navy modesty shorts
- School plaid skort
- 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**, lace-up athletic shoe with velcro closures (Pre-K and K) or white laces (first-third grades). No color other than white on logo, sole, or any part of the shoe.
- OPTIONAL: School sweatshirt; blue fleece jacket with St. John's logo

DRESS UNIFORM (Fourth):

- 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 (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts
- 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**, 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.

STANDARD UNIFORM (Fourth):

- 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
- 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**, 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.
- OPTIONAL: School sweatshirt; blue fleece jacket with St. John's logo

LOWER SCHOOL BOYS UNIFORM

DRESS UNIFORM (Pre-K and K):

- Navy regulation cardigan with school emblem on upper left side of sweater
- White knit, three-button long- or short-sleeved shirt without brand logo
- Navy blue twill pants with elastic waist; no belt
- White, navy, or black socks that cover the ankle
- **Solid black**, low-top athletic shoe with velcro closures. No color other than black on logo, sole or any part of the shoe.

STANDARD UNIFORM (Pre-K and K):

- White knit, three-button, long- or short-sleeved shirt without brand logo
- Navy blue twill pants with elastic waist; no belt
- Navy blue walking shorts with elastic waist
- White, navy, or black socks that cover the ankle
- **Solid black**, low-top athletic shoe with velcro closures. No color other than black on logo, sole or any part of the shoe.
- OPTIONAL: School sweatshirt; blue fleece jacket with St. John's logo

DRESS UNIFORM (First – Fourth):

- 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

- Brown or black belt with small buckle
- White, navy, or black socks that cover the ankle
- **Solid black**, low-top athletic shoe with black laces. No color other than black on logo, sole or any part of the shoe.

STANDARD UNIFORM (First – Fourth):

- 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
- **Solid black**, low-top athletic shoe with black laces. No color other than black on logo, sole or any part of the shoe.
- OPTIONAL: 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 (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts
- 5th – 7th grade: White oxford shirt, long- or short-sleeved
- 8th grade: Blue oxford shirt, long- or short-sleeved
- White, navy, or black socks (Athletic socks like Nike Elite are allowed; however, the only color on the sock may be white, navy, or black.)
- Girls' shoes: 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 (at least fingertip length) 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 (Athletic socks like Nike Elite are allowed; however, the only color on the sock may be white, navy, or black.)
- Girls' shoes: 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: School sweatshirt; blue fleece with St. John's logo.
- OPTIONAL: St. John's long-sleeved athletic and Crusader shirts issued to Middle School athletes and academic event participants may be worn over uniform shirts (except during Eucharist).

P.E. UNIFORM:

- Non-marking tennis shoes or sport shoes
- White, navy, or black socks (Athletic socks like Nike Elite are allowed; however, the only color on the sock may be white, navy, or black.)
- 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 (Athletic socks like Nike Elite are allowed; however, the only color on the sock may be white, navy, or black.)
- Boys' shoes: 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 (Athletic socks like Nike Elite are allowed; however, the only color on the sock may be white, navy, or black.)
- Boys' shoes: 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: School sweatshirt; blue fleece with St. John's logo
- OPTIONAL: St. John's long-sleeved athletic and Crusader shirts issued to Middle School athletes and academic event participants may be worn over uniform shirts (except during Eucharist).

P.E. UNIFORM:

- Non-marking tennis shoes or sport shoes
 - White, navy, or black socks (Athletic socks like Nike Elite are allowed; however, the only color on the sock may be white, navy, or black.)
 - St. John's P.E. shirt and shorts
- **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, and not tattered or torn in any way (i.e., no ripped jeans). Clothing should not be skin-tight. Tank tops or shirts exposing bare backs or midriffs are inappropriate for school. Bare shoulders, backs, midriffs, and/or thighs are inappropriate for school events – with the exception of teacher-approved costumes for performances. T-shirts should be free of objectionable messages or advertisements, and no boys' plain white undershirts will be allowed as external wear. Shorts, skirts, and dresses must be at least fingertip length. Yoga pants are acceptable, but the accompanying shirt must fully cover the student's bottom. Students should wear athletic shoes or other closed-toe shoes appropriate for an active school day; boots or slip-on shoes may not be worn. A student who is immodestly or inappropriately dressed will be required to change before being

permitted to attend class or participate in any extracurricular activities. Parents will be called to bring a change of clothes.

BUS TRANSPORTATION CONDUCT

- All students must be seated during the entire ride and may not change seats once the trip has started.
- 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.

CELL PHONES & STUDENT PHONE USE

- Students may not use cell phones or any cell phone functions (such as cameras or texting) on campus. If a student is found using one on campus without proper permission, the item will be confiscated and returned to the parent. Students may not take cell phones or other electronic devices on school trips. Cell phone use may be permitted by the athletic department after school hours. Students must adhere to the Responsible Use Policy (see Technology) when accessing Internet content via a cell phone.
- Phones are available in classrooms for all emergencies. Students must have teacher or staff permission to use any phone in the school building.

DANCE GUIDELINES (GRADES SIX – EIGHT)

- Attendance at school parties or dances is a privilege and is limited to students who are currently enrolled, 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.
- Cell phones are not allowed at school dances. If a student brings a phone, it is 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 bring 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.
- No student will be allowed to leave a school-sponsored activity unless he or she is accompanied by a parent or guardian.
- All school parties will be adequately chaperoned by staff.
- Good behavior is expected. Noncompliance will result in parent contact and removal from the event.
- 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.
- Dress for dances must be **modest and appropriate**. Students must meet free-dress guidelines to be admitted. (**Refer to free-dress guidelines for skirt/dress length requirement.**) In addition, girls' dresses must have two shoulder straps of at least two inches in width each. Noncompliance with dress guidelines will result in parent contact and removal from the event until the outfit is changed.

GUM

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

LOCKERS

- Lockers are to be kept neat and clean. Students should not write on their lockers or attach any stickers or magazine cutouts. Personal pictures and other items may be attached inside so that they can be easily removed. 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.)

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.

PROGRAM

CURRICULUM OVERVIEW

For specific information about each grade level, please see the school website.

LOWER SCHOOL

Students develop a strong academic foundation and are taught with a “growth mindset approach” allowing students to dream big, make and learn from mistakes and work hard to achieve goals.

In Lower School, our students are practicing and mastering a higher level of academic challenge while still experiencing the joy and wonder of learning. Teachers intentionally design hands-on experiences and direct lessons to provoke thinking, engage conversations, foster relationships and connect ideas and concepts. Our curriculum builds upon the foundational skills of literacy and mathematical thinking. Students continue to practice and master these skills while tackling concepts at a deeper level.

A combined focus of learning collaboratively and gaining individual skills helps students to understand concepts deeply. Students explore and come to understand the relationship between exercising freedom and taking responsibility. We invite students to make choices and then reflect on them. We expect children to be respectful and considerate of others, to balance the needs of others with their own, and to work collaboratively with a wide range of individuals.

Throughout our curriculum, teachers encourage creative problem solving, collaboration and independent thinking. Just as important, through the use of class discussion, teachable moments and individual attention, our faculty nurtures the well-being of our students’ social, emotional and behavioral growth.

MIDDLE SCHOOL

The table below outlines fifth – eighth grade classes and the number of times each class meets in a six-day rotation.

Class	GRADE			
	Fifth	Sixth	Seventh	Eighth
Advisory	5*	5*	4*	4*
Art	3	3		
Elective			5*	5*
English	8	6	6	6
History / Social Studies	8	6	6	6
Math	6	6	6	6
Music	3	3		
P.E.	3	3	3	3
Religion			3	
Science	5	6	6	6
Speech				3
World Languages	4	3	6	6
* Meets the number of days listed out of five days; does not follow the six-day rotation				

Middle School Curriculum

The Middle School program challenges students in ways appropriate to their increasing cognitive sophistication, their growing emphasis on friendships, their soaring interest in questions of morality, and even their rapid physical development. Students grapple with broader responsibilities, greater self-reliance, and increased independence. They are engaged in the process of becoming more self-directed learners with a passion for knowledge, a growing awareness of our diverse and complex world, and a sense of responsibility for the larger community.

Students participate in outdoor education opportunities, on athletic teams, and they design their own community service projects. They take part in electives such as the seventh and eighth grade musical, self-defense, and Makers Lab.

The Middle School program culminates in the eighth grade year with an emphasis on the capstone Service Learning project. This program is based on the principle that an ethical life includes service to others. Students are encouraged to broaden their perspectives and improve themselves and the world around them in increasingly sophisticated ways. By the time students graduate, they will have encountered rich and challenging experiences, many of their own making. St. John's students develop a strong sense of who they are, both as learners and as members of society.

ACADEMIC POLICIES

- **Parent Conferences** – Fall and spring, parent-teacher conferences are scheduled to discuss student progress and achievement. Participation in these two conferences is required. Grades pre-K – three receive progress reports, and grades four – eight receive grade reports at the end of each trimester. Beginning in fourth grade, students attend conferences with their parents. Additional conferences may be scheduled at any time or at the end of any trimester at the request of a teacher or parent. In grades four – eight, progress reports include teacher comments and are sent at mid-trimester and at any other time, as needed. The end-of-trimester grade reports include grades only.
- **Promotion Policy** – To be promoted to the next grade level, students must master grade-level skills necessary according to the criteria established by the curriculum. Parents of a student who is developmentally, socially, or academically unable to adequately perform grade-level skills required by the curriculum will be counseled 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. In Middle School, any student failing a math, English, science or social studies class at trimester's end may be required to successfully complete a school-approved summer school course. **Promotion may also be denied for excessive absences.**
- **Exams** – We introduce the term exam process in seventh grade and gradually help students build appropriate study skills and testing resilience in preparation for high school. Seventh graders take trimester exams at the end of the first, second, and third trimesters. Eighth graders take December exams covering first and partial second trimester content, and they take May exams covering third-trimester content. Students do not retain copies of term exams after grading. To

review term exam, the student or parent should contact the teacher to set up an in-person meeting. If the teacher is unavailable, the student or parent should contact the Middle School Division Head.

- **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 taken up with the Head of the Middle School. Should there be any question about a grade or average, please contact the teacher, advisor or Division Head.
- **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. All levels will be expected to complete as homework any significant classroom assignments not finished in the allotted time at school. Parents and students should work out a schedule to set aside a special time and place at home where the student can work in the proper study atmosphere. With the exception of joint reading time, **extensive homework assistance should be unnecessary.** Parents should refrain from giving undo assistance with homework because it skews the teachers' assessments of what students know and can accomplish on their own. Teachers will contact parents of students who repeatedly fail to turn in homework. In Middle School, attendance at 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.
 - **Lower School Homework Policy** - In first grade, students spend about 25 minutes each day on spelling, math, and reading homework. In second grade, daily spelling, math, and reading homework increases to about 35 minutes per day. In third grade, student homework may also include special projects, book reports, and test preparation. The daily average should be about 45 minutes. In fourth grade, students have about 60 minutes of homework each day that includes writing and reading assignments, test preparation, math, and occasional special projects. At all grade levels, weekends are usually free of required homework assignments with the exception of long-term project work. Daily homework should be routinely checked by parents to see that work is being completed. Daily homework assignments are noted by students in their

assignment notebooks. In third and fourth grade, homework assignments will also be posted on RenWeb. When a student is absent, parents should make homework requests in the morning. Teachers will then prepare assignments and collect books, and parents may pick up the materials at the front reception desk at carpool time. Please do not go to the classroom to request assignments.

- **Middle School Homework Policy** - Homework is the **student's** responsibility, and if a student has difficulty with an assignment, he or she should make arrangements with the teacher for extra help. Failure to complete homework and assignments may result in a required meeting and loss of certain privileges and free time. Ultimately, failure to complete homework (projects, reports, daily assignments, etc.) will be reflected in the student's grade and can result in the student not being allowed to participate in extracurricular activities. When a student is absent, he/she should check RenWeb for assignments and email teachers individually to plan for make-up work. (See Make-up Work below.)
- **Homework Club** – Middle School students may participate in Homework Club. Homework Club meets each day after school for 45 minutes in a designated classroom. Students may drop into Homework Club as needed. Parents should pick up Homework Club students at the Middle School carpool entrance at 4:30 p.m. Mondays, Tuesdays, Thursdays, and Fridays, and at 4:00 p.m. Wednesdays. Students remaining more than 15 minutes after the designated end time will be checked into the After School Program and a drop-in fee will be assessed. Participation in Homework Club is a privilege; if a student is consistently disruptive during that time, he or she will lose the privilege to participate.
- **Honor Roll** – A Middle School student receives recognition for academic achievement when he/she attains an overall average of 90 or better in any given trimester. Honors with Distinction are awarded to students achieving a 90 or better average in all subjects. Report card averages are calculated based on class weights, which derive from gradebook setup.

- **Library** – The mission of the St. John’s Episcopal School Library is to:
 - reflect and embody the school’s mission statement;
 - be an integral part of the school and its community;
 - provide a collaborative learning environment for all students;
 - offer relevant resources and instruction for all users;
 - encourage effective use of ideas and information; and
 - promote lifelong reading and learning, both for informational/research purposes and for pleasure.

Kindergarten and first grade students may check out one book at a time for one week; second grade students may check out up to two books at a time for two weeks each; third grade students may check out up to three items at a time for two weeks each; fourth grade students may check out up to four items at a time for two weeks each; fifth through eighth grade students may check out up to five items at a time for two weeks each.

The St. John’s library does not charge fees for overdue books, but students are expected to bring their books back on time. The charge for lost hardcover books is either \$10 or the cost of the book, whichever is greater. The cost for a lost paperback is \$5 or the cost of the book, whichever is greater. End-of-year grade reports may be withheld if materials are not returned or paid for by the end of the school year. The library welcomes donations of books and the time of volunteer parents.

- **Make-up Work** – Students absent from class for any reason are responsible for class work and assignments and should arrange to complete missed work in a timely manner. 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/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.
- **Summer Assignments** – Students entering grades three through eight are expected to complete summer reading assignments and return a printed copy of a completed, signed reading log on the first day of

classes. Grade-level reading lists are posted on the website for reference over the summer months. 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, and soft-covered books are covered by the student supply fee and are ordered and distributed by the school.

STUDENT SUPPORT SERVICES

Counselor

- St. John's Episcopal School employs a licensed psychologist to provide services to current students as an added support to their educational and emotional well-being. The counseling program mission is to provide a safe, caring, and positive environment for the students. The counselor supports and advocates for students, parents, faculty and staff; fosters emotional, social, and academic well-being; and promotes overall health and wellness through personal rapport, active listening, problem-solving, education, and referrals. The counselor is accessible to students and parents to offer support and guidance when needed.

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

- Individual short-term and crisis counseling for students
- 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.

Learning Specialists

- To better help manage the ways in which we offer academic support, we employ two part-time learning specialists to serve Lower School and Middle School students. As members of the Student Support Team, the learning specialists assist 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.

Academic Support

- **Student Support Team** – The Student Support Team (SST) consists of the school counselor, the learning specialists, 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).
- **Evaluations for Suspected Learning Differences** – The appropriate 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. 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 classroom accommodations and academic support. Parents should then schedule time to share the evaluation results with the student's teacher (or Middle School advisor) and the learning specialist. 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 copy of the evaluator's final report for the student's confidential file so the school has documentation to support 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 Plans for Students with Diagnosed Learning Differences or Special Needs** – Every effort is made to meet the needs of students with diagnosed learning differences or special needs. The Student Support Team will review third-party test results and recommendations to plan for accommodations as needed. 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 for approval 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. Test or evaluation results must be on file at school for students to meet with tutors or therapists on campus. Academic support space at St. John's is reserved for students who have documented learning differences or special needs.

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. Pull-outs should not disrupt the normal academic program. Academic tutoring, speech, and occupational therapy sessions 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.

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

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 may still need to make plans with teachers and parents as to when extended time will take place (advisory, before or after school, etc.). Students should 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, such as the East Dallas Soccer Association, YMCA, Church Softball League, etc.
- **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 as described

in the chart below, assuring that all students have a place to play and a level of personal success as described in the Middle School Athletics Summary on the following pages.

MIDDLE SCHOOL ATHLETICS SUMMARY

FALL								
Sport	5 th Girls	5 th Boys	6 th Girls	6 th Boys	7 th Girls	7 th Boys	8 th Girls	8 th Boys
Volleyball Three teams	X		X		X		X	
Soccer Two co-ed teams	X	X	X	X	X	X	X	X
Cross Country Co-ed team; girls and boys compete separately	X	X	X	X	X	X	X	X
Flag Football Depends on interest		X		X				
WINTER								
Sport	5 th Girls	5 th Boys	6 th Girls	6 th Boys	7 th Girls	7 th Boys	8 th Girls	8 th Boys
5th Basketball Separate girls' and boys' teams	X	X						
6th Basketball Separate girls' and boys' teams			X	X				
7th Basketball Separate girls' and boys' teams					X	X		
8th Basketball Separate girls' and boys' teams							X	X

MIDDLE SCHOOL ATHLETICS SUMMARY (continued)

SPRING								
Sport	5 th Girls	5 th Boys	6 th Girls	6 th Boys	7 th Girls	7 th Boys	8 th Girls	8 th Boys
Baseball Depends on interest				X		X		X
Softball Depends on interest			X		X		X	
Tennis Co-ed team; girls and boys compete separately	X	X	X	X	X	X	X	X
Track Co-ed team; girls and boys compete separately	X	X	X	X	X	X	X	X
Golf Co-ed team; girls and boys compete separately	X	X	X	X	X	X	X	X

CO-CURRICULARS

- 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. Parents are invited to attend chapel services, and parent seating is provided in the back of the church. Students must sit with their classes/advisories in their assigned pews. Students play an active role in the chapel services. Each student, fourth grade and older, will have an opportunity to serve as crucifer for the day, carrying the cross and leading the procession of students to the chapel. As students progress through Middle School, they may serve as acolytes, readers of the daily lessons and leaders of the prayers at Wednesday Eucharist. Parents are asked to specify during the annual enrollment process the level of Eucharist participation they desire for their child. For information about birthday blessings, please

see the section on Birthday Recognition in the Events section of the handbook.

Kindergarten and Pre-k students participate in their own chapel in the afternoons from 2:15 to 2:35. Kindergarten attends four afternoons a week (Monday, Tuesday, Thursday, and Friday) and Pre-k joins in on two afternoons (Monday and Friday) for a special time that's a little shorter.

- **Community Service**

Lower School students participate in various service projects benefitting organizations in the community outside of St. John's. Students in third and fourth grades also participate in year-long in-house service projects appropriate for their grade level. Such projects benefit the school community.

Middle School students are required to participate in school community service, including sharing responsibilities for carpool, morning announcements, and lunch room clean up. **Students are expected to be on time when their advisory has carpool duty, which means they must arrive by 7:30 a.m. on assigned weeks.** Each grade level also has a service project benefitting an organization outside of St. John's. During the third trimester of eighth grade, students participate in a capstone project, which is based on serving local organizations. To accommodate this valuable service learning experience, the eighth grade schedule changes in the third trimester.

- **Duke University Talent Identification Program** – To be eligible, a student must score at the 95th percentile on selected standardized achievement tests administered during the sixth grade. Eligible students who choose to participate must take the SAT tests in January of their seventh grade year. These tests are normally administered to students in their junior and senior years of high school. Based on their scores, these students may then be offered opportunities to participate in special summer programs for talented and gifted students at Duke and other universities. State and national recognition is awarded for high scores.
- **Eucharist** – Weekly Eucharist is a long-standing tradition at St. John's. It is a time for the school community to gather for worship, to hear God's Word, to pray together, and then to remember the life, death, and resurrection of Jesus as this is focused in the celebration of Holy Communion. Students who have been baptized and have

received instruction about the meaning and significance of this sacrament are invited to receive Communion, according to their personal desire and the desire of their parents. If it is a student's desire (or that of the parent) to not receive Communion, the student is welcome to come to the altar rail for a blessing or to remain in the pew. These options are also available for those students who have not been baptized or received adequate instruction about the Eucharist.

- **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 and selects parent drivers or chaperones when appropriate. **Parents who volunteer to chaperone overnight trips must complete an approved child safety training course.**
 - **Field Trip Drivers:** Parents who volunteer to drive on school-sponsored field trips must provide the school with a current driver's license number, date of birth, and proof of liability insurance. For security purposes, all drivers will also be subject to a background check. In addition, parents who chaperone overnight trips will be required to complete an approved child safety training course. Parents supervising field trips should make other childcare plans for siblings. Infants and toddlers may not accompany parents on field trips. All directions for the drivers are outlined in advance of the trip. Drivers are not to make any unscheduled stops. Cell phone usage should be restricted to times when the vehicle is not in motion. **When the car returns to school, the chaperone continues to be responsible for students until a teacher is available to resume supervision.**

▪ **Full Day and Overnight Trips**

The following field trips are part of the curriculum and required of all students:

- Fourth grade: one-day Texas history trip
- Fifth grade: two-day science/social studies trip to Camp JOLT and Eisenhower State Park
- Sixth grade: three-day trip to Camp Champions
- Seventh grade: three-day trip to Houston and Galveston
- Eighth grade: five-day American history trip to Washington, D.C., and surrounding areas

- **National Junior Honor Society** – The National Junior Honor Society (NJHS) is a service organization. NJHS members are expected to make a substantial commitment to community service beyond what is required of all Middle School students. A student may be dismissed from NJHS for failing to fulfill the expectations of the society. According to the constitution and by-laws, a student who is dismissed or who resigns cannot be re-admitted.

- **Eligibility** – To be eligible for selection to NJHS, a student must be in seventh or eighth grade and have achieved a cumulative average of 93 or better over the last five trimesters at St. John's. The student also must have a good citizenship record to be invited to participate in the selection process. The student will be notified of eligibility after the second trimester of seventh or eighth grade.

- **Selection** – Selection to NJHS is made by a Faculty Council. It is a process that is not based solely on grades. Eligible seventh and eighth graders are asked to present to the Faculty Council evidence of outstanding service, character, leadership and citizenship. Students will be notified whether or not they have been selected to NJHS in April.

- **Student Activities/Opportunities**

- **Geography Bee:** This activity is sponsored by National Geographic Society. Class representatives from grades five through eight compete for the school championship in January. The winner is given a written test to qualify for the state meet. Winners at the state level go to Washington, D.C. to compete for the national championship. Contact: Clay Buckley at cbuckley@stjohnsschool.org.

- **Instrumental Music Program:** Students who contract for instrumental music instruction with St. John's adjunct music faculty may schedule lessons before or after school. Lower School students may miss one P.E. class or a recess period per week if lessons must be held during the school day. Middle School students may not miss any classes. Contact: Chris Patterson, ext. 112
- **Model United Nations:** Through the year, students role-play the assemblies of the United Nations, representing the countries they have chosen by researching and preparing position papers and by submitting resolutions to the Secretariat. This educational opportunity allows students in fourth through eighth grades to become more proficient in the areas of public speaking, critical thinking, diplomacy, and interpersonal skills. Third-grade students may serve as pages. Contact: Clay Buckley at cbuckley@stjohnsschool.org.
- **Red Hot Peppers Jump Rope Team:** The Red Hot Peppers Jump Rope Team is open to students of all ages who can complete ten consecutive single bounces without missing. Students learn a variety of tricks, skills, and routines with single, Chinese wheel, double Dutch, and long jump ropes. Practices are held after school. Contact: Morgan Martinez (mmartinez@stjohnsschool.org) or Katie Specht (kspecht@stjohnsschool.org)
- **Spelling Bee:** Each year all students from grades five through eight may participate in the school Spelling Bee, held in January. The five top spellers represent St. John's School in the Episcopal Schools' Spelling Bee held later in the year. The winner of that Bee proceeds to compete at the regional level. Contact: Jennifer Powers, ext. 125
- **Middle School Clubs:** Middle School students may join a variety of faculty-sponsored clubs, which meet weekly on a regular basis during the lunch/recess hour. Club options are shared with students at the beginning of the school year.
- **Student Council –** The Student Council is an elected body of students who contribute to the life of the school by their service and leadership. Each Middle School grade elects its own representatives to Student Council. In the spring, Student Council officers are elected for the following year. These offices include president, vice-president, secretary, treasurer and parliamentarian. Newly elected Student Council executives must also be willing to attend a summer leadership camp. Student Council engages in many service projects and

fundraisers throughout the school year. This important organization is vital to student involvement in the mission of St. John's.

HIGH SCHOOL ADMISSION

- St. John's Episcopal School partners with parents to help identify high schools that are the best fit for each of our graduating eighth graders. The high school admission process is a collaborative effort between the Head of Middle School, eighth grade faculty and advisors, students, and parents. The team works directly with families to identify schools to which the student might apply, oversees the curricular aspects of high school admission, and provides for the orderly transmittal of supporting documents to the high schools. The admission process consists of:
 - An informational meeting for parents in September of the eighth grade year;
 - Communication of the class list and family contact information to the area's private high schools so information flows directly from high schools to potential applicants;
 - Timely communication of high school open house dates and testing dates to students and parents;
 - Process guidance throughout the fall and winter of the eighth grade year;
 - Preparation of students for their roles in the process through speech classes and advisory meetings;
 - Preparation and timely transfer of teacher recommendations and student records to high schools;
 - Advice as needed on all aspects of the process.

Schools require the current English teacher and the current math teacher to complete recommendation forms. Some schools will also ask for a third recommendation from an administrator or other member of the faculty. The high school supplies these forms as part of the admissions package and requires the parents to sign a confidentiality agreement, which bars the schools from sharing recommendation information with either the student or the parent. Parents should forward these forms to St. John's as soon as they receive them to ensure we are able to submit required documentation to the high schools by their deadlines. It is the policy of St. John's Episcopal School to represent the student in the most positive light on all recommendation forms. However, this does not preclude honesty in responses to questions about student maturity, work habits, parent involvement, etc. No student records or recommendations will be forwarded to a high school without the

explicit written permission of the parent or legal guardian. The student must also be in good financial standing with St. John's Episcopal School for records to be released.

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 Day, the day before Christmas holiday, Games Day, or the last day of school.

PHYSICAL EDUCATION

- All students are required to take physical education. Students wishing to receive credit for physical activities outside of St. John's must make a written request to the Athletic Director and the Head of the Middle School prior to the beginning of the term. To be considered for outside credit, students must be in seventh or eighth grade AND meet one of the following criteria:
 - Attend 10 hours of outside activity each week Monday – Thursday (drive time not included).
 - OR have a current SST plan in place with the St. John's learning specialist.

Students who opt out of P.E. must use the time as an unproctored study hall. If a student abuses the opt-out privilege, he or she will return to P.E. class.

STANDARDIZED TESTING

- Third through eighth grade students take nationally standardized tests during the month of April. Profiles from tests are sent to parents when the score reports become available.

SUMMER at ST. JOHN'S

- Our eight-week summer camp program is offered during the months of June and July between the hours of 7:30 a.m. and 6 p.m. (including before- and after-camp care programs). Students may choose from a wide variety of morning, afternoon, or full-day classes during each one-week session.

