



St. John's
EPISCOPAL SCHOOL

FAMILY HANDBOOK

A GUIDE TO THE HISTORY, CULTURE, POLICIES, AND PROCEDURES OF STJES

Revised September 2021

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GENERAL INFORMATION

WELCOME

We hope that this handbook will facilitate your understanding of the philosophy, organization and policies of St. John's Episcopal School. St. John's is truly a community school with every family a beloved member. This handbook outlines expectations so that we can work together to provide a safe, loving environment for our children to shine.

At St. John's we strive to embody the following values-

- Kindness - the quality of doing good rather than harm
- Honesty - the quality of being honorable and upright in character and action
- Respect - showing care, consideration, and regard for others
- Compassion - the feeling for another's hardships that leads to help and support

These values are intertwined in every aspect of the St. John's experience.

HISTORY

St. John's Episcopal School was founded in 1961. The school was created as an outreach to the greater Olney community "to send forth well-balanced individuals - disciplined, courteous, and self-reliant . . . generously equipped with academic knowledge - all of this to be done within the climate of a warm, Christian experience."

St. John's School was originally housed in the basement of St. John's Church. It was funded with monies from the St. John's Church Vestry. In September 1961, the school opened with four teachers, 26 students, and a secretary. A Board of Trustees was appointed by the church vestry to govern the school and to ensure its educational, financial, and spiritual success.

The School Board of Trustees was closely connected to the Church Vestry from the earliest days of the school. The Reverend James Valliant served as Chair of the Board of Trustees. When the Reverend Jack Scott succeeded Jim Valliant as Rector, he originally served as Chair of the Board of Trustees. As the expectations for the Chair increased, the Reverend Scott assumed the role of Vice-Chair, handing over the Chairmanship to an elected Board member.

The St. John's Episcopal School Board of Trustees serves as the governing body of St. John's School, and in that function, acts within the parameters of similar independent school Boards across the country. Policies and procedures are developed along guidelines provided by national (National Association of Independent Schools-NAIS), regional (Association of Independent Maryland Schools-AIMS), independent school organizations, and the National Association of Episcopal Schools (NAES).

The Board of Trustees is responsible for the general well-being of the school, for the financial integrity of the school, and for hiring and supervising the Head of the school. The Head of School is responsible for implementing policies and for running the day-to-day operations.

The Board of Trustees are elected by the board and approved by the Vestry of St. John's Church which ultimately holds responsibility for all school decisions and policies. The Church Vestry, as the solely incorporated entity, holds all legal and fiscal responsibility for the school. The Vestry, in turn, is responsible to the Episcopal Diocese of Washington.

The Vestry appoints two of its members to serve on the Board. Additionally, the Rector of the Church serves as Vice-Chair of the Board. The Vestry approves the school's yearly budget. Trustees serve one, three-year term, but are eligible to serve a second three-year term.

WHERE TO GO WITH QUESTIONS

IF YOU HAVE A QUESTION CONCERNING . . .	PLEASE CONTACT . . .
your child, your child's experiences during the school day, curriculum in the classroom or social matters in the classroom	the Class Teacher <i>If a matter requires more attention, your child's teacher will bring the issue to the Associate Head of School</i>
general curriculum, questions or concerns not being resolved by your child's teacher, educational accommodations, assessment testing, and/or student social emotional concerns	the Associate Head of School/Resource Director <i>If your question requires more attention, it will be brought to the Head of School for review.</i>
Upper school student behavioral concerns and student council, and/or student Advisory Program	the Dean of Upper School Students (Grades 5-8)
school policies and general administrative matters	the Head of School
Eagle Express e-newsletter & Eagle Update school calendar, FACTS technical support, student emails, Google Classroom technical support, and/or non-fundraiser special events	the Director of Operations/Certified Medication Technician (CMT)
information about Parent Association meetings, and/or parent involvement in the school	the Parent Association Leadership Group
volunteer opportunities at the school	the Volunteer Coordinator
enrollment contracts, billing questions, and/or financial matters	the Director of Finance and Human Resources
Annual Fund, Auction, Endowment, and/or fundraising events	the Development Associate
enrollment, marketing, outreach, and/or promoting our school	the Admissions Director
the Board or school governance	the Board President
the school's finances	the Board Treasurer
something not covered in the above sections, including but not limited to school forms, student service hours, room parent questions, Chromebook provisioning, FACTS questions, reporting student illness/ absence, student health services, etc.	the Office Coordinator/ School Registrar/ Certified Medication Technician (CMT)

RELIGIOUS LIFE

St. John's Episcopal School was founded in 1961 as an outreach ministry of St. John's Episcopal Church, thus furthering the mission of St. John's and the Episcopal Diocese of Washington, D.C.

St. John's Episcopal Church is called by Christ in love, to live in truth and action. As such the church, and its ministries, work to fulfill the mission of the Episcopal Church as outlined in the Catechism that is found in the 1979 Book of Common Prayer, the primary worship resource, aside from Holy Scripture, of the church. The Catechism describes the Mission of the Episcopal Church as:

In doing this work, we strive to give the tools of the faith, lead by example, and fulfill the call of our Baptismal Covenant: we strive for justice and peace among all people, respect the dignity of every human being, and love our neighbor without exception.

St. John's Episcopal School fulfills this ministry as it:

- Recognizes and affirms that the external world is God's creation, and that we are all made in God's image
- Recognizes that science and religion are not in conflict. God is the primary scientist and mathematician and the work of understanding God's creation does not conflict with our faith in God as creator.
- Recognizes and affirms that students have a spiritual dimension to their identity and that spiritual growth is important.
- Recognizes that the language and images we use to describe God and our experiences influences a student's outlook on the world and their agency within the world.
- Recognizes and affirms the beliefs and traditions of the Episcopal Church.
- Recognizes that we are in a critical position to influence children's development and therefore models the utmost respect for religious beliefs and traditions instilled in our students through worship and the faith practices of their family.
- Recognizes the importance of studying and teaching religion beyond virtues and character development
- Seeks, as faculty and administration, and as a community, to live out our faith and to be an expression of God's love.
- Seeks to live together in ways which follow the example and teaching of Jesus Christ.

St John's Episcopal School lives this through:

- Gathering regularly as a school community, students, faculty, and administration for chapel.
- Morning classroom devotions, when not meeting for chapel, and moments of prayer and reflection as situations arise within lessons.
- Offering thanks before meals and all assemblies of the student body.
- Reflecting with both students and faculty on successes and failures and positive and negative choices through a faithful lens including humility, forgiveness, redemption and restoration.
- Observing and supporting major occasions of the church calendar.
- Offering a ministry of student prayer teams, with appropriately nominated students, led in ministry by the Chaplain, with tools for discretion, discernment, and prayer for the student body by prayer request.

The school Chaplain, a clergy member of the Church, oversees the religious life of the school:

- Leads the chapel program and oversees the religion curriculum and religious programs.
- Is always available as a resource and for support to faculty, administration, students and their families.
- Is to be consulted concerning questions of theology, church history, and issues of faith and doctrine.
- Is the primary liaison with the church community.

For families who do not practice the Christian faith:

The real work of faith formation happens in the home. There is no displacing that reality nor can the school ever be a greater influence on the student's faith than their household's religiosity. While our verbiage and traditions are derived from the Christian faith, we provide space for respectful disagreement, wonderings, and dialogue. During our common

worship, no child is required to say or sing anything contrary to their faith tradition, but they are expected to stand or sit reverently and respectfully.

Acknowledging that while this may not be their faith, it is the faith of classmates and thereby deserves the appropriate respect that they, too, would wish for a non-practicing person to offer within their own faith tradition. Respectful observation, questions and comparisons are tools and skills as they continue to grow and learn in a diverse world.

Religion classes leave room for dialogue around different faith understandings, related tools or scripture to the lessons presented, and even different outlooks and practices from varying denominations with the Christian tradition. We offer tools and an educational lens to understand the Christian tradition, with an Episcopal slant, but ultimately hope to invite conversation from the class and into the homes about faith and religion.

Please contact the Chaplain directly for any concerns, questions, or further discussion about religious teaching at the school.

TRAITS FOR SUCCESS

The school's Traits of Success are a shared responsibility of parents, faculty and staff, and members of the STJES community, who come together to support positive character development. We offer multiple opportunities for students to learn about, discuss and exemplify these Traits each month:

- September ● Organization
- October ● Attentiveness
- November ● Courage
- December ● Faith
- January ● Persistence
- February ● Positive Attitude
- March ● Flexibility
- April ● Generosity
- May ● Responsibility

COMMUNICATION

Below you will find several methods by which our school communicates with families. Much of the information you will receive from the school arrives via e-mail. We encourage you to add grandparents and friends to our mailing list for general information via our website. Our mailing lists are never sold and are used exclusively for STJES communications.

FACTS – The school database used for admission, billing, contact information, academic records, and Upper School cumulative graded, and report cards. Please note that the FACTS billing login is different from the FACTS Parent Portal login.

Please contact the Business Office for help with anything related to billing and the Front Office for anything related to the Parent Portal side which houses: admissions, directories, report cards, Upper School grades, and service hours.

Eagle Express and Eagle Update –

- **Eagle Express** – A bi-monthly newsletter that is sent through Constant Contact via email. This is the primary informational communication sent by the school. It includes, upcoming event, important school news, educational pieces, volunteer opportunities, church events, community events, as well as classroom sharing,

- **Eagle Update** – A bi-monthly school calendar that alternates with the Eagle Express. The Eagle Update is sent through Constant Contact, an email program, and contains a calendar format of upcoming events.

Both these publications are sent to email lists that are gathered through the website and family contacts through FACTS.

Teacher Communications – Teachers will send monthly updates to families about what is happening in the class.

Google Classroom –

- Preschool through Grade 4 access as needed
- Grades 5 through 8 use Google Classroom daily to share information with students and families.
- The school maintains a “**Go Eagles**” **Google Classroom block**. The students and parents have access to information such as student service information, links to past newsletters, school delays/closings due to weather, general school announcements, etc.

Please note that Google Classroom is one of the GSuite applications that students have access to when they are logged into their school email.

School Calendar - The Google school calendar is accessible on-line to parents through the “Parent” tab on the STJES website as well as in the weekly email communication from the school. The calendar includes vacations, holidays, and special events. Adjustments will be made, as necessary, throughout the school year. Our academic calendar generally conforms to those set by schools similar to STJES. All school events and any unforeseen changes to the school calendar will be announced via the Eagle Express and in the “Go Eagles” Google Classroom block. They will be updated on the school’s Google calendar. *Printable PDFs of the school’s academic calendar are available upon request.*

Email - All students and staff are given a STJES.org domain email. This is the most common form of communication.

Text Message – In the event of an emergency, school closure, or other immediate announcement, you will be notified via text message through the cell phone number listed in FACTS. **It is imperative that each family’s contact information in FACTS be kept up to date.**

School Website - The website is filled with a wealth of information about the school. Families can access the FACTS Parent Portal under the “Parent” Tab.

Social Media – STJES has a presence on Facebook, Twitter, Instagram, and LinkedIn.

Phones - The school’s voice-mail system is set up so that each faculty member has a mailbox. Students are able to use the classroom phone to call home in case of an emergency only with the permission of the teacher. Cell phone use by students is not permitted during the school day.

Report Cards - All report cards are issued electronically at the end of each semester through the FACTS Parent Portal and links are emailed to parents. *Report card dates are on the school calendar.*

FINANCIAL POLICIES

Admissions/Enrollment/Re-Enrollment

All admissions inquiries, applications, enrollment and re-enrollment occur through the St. John’s SIS system. Admissions questions should be directed to the Director of Admissions who can be reached at admissions@stjes.org. Candidates will be invited to spend a day or part of a day at St. John’s. Academic readiness, behavior, character, and a candidate’s ability to work within a group setting will be evaluated. Applicants are also asked to submit current school transcripts, teacher recommendations, and a family survey. All decisions are made by the Admissions Committee. To apply to St. John’s, please go to the Admissions [Application](#).

- **Admission Policy Regarding Siblings & Church Members** - While admission is open to all, regardless of ethnic or religious background, priority is given to siblings of students and active members of St. John's Episcopal Church.
- **Non-Discrimination Policy** - St. John's Episcopal School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at AIMS member schools. St. John's Episcopal School does not discriminate on the basis of race, color, national or ethnic origin in the administration of their education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.
- **Automatic Renewal** - Enrollment contracts are renewed every year automatically with notice from the business office.
- **Tuition Refund Plan** - The School offers a Tuition Refund Plan ("TRP"). The TRP provides for the payment of unpaid Tuition in certain specific circumstances, as set forth in the Plan documents and subject to the Plan requirements and limitations, where a Student withdraws voluntarily or involuntarily from the School, after attending the requisite number of consecutive school days. All Parents are automatically enrolled in the TRP.
- **Re-Enrollment** - Admission and/or re-enrollment for the Academic Year shall be conditioned upon Student's satisfactory completion of the previous academic year, the School's receipt of any legally required immunization documentation, and Parents' payment of any outstanding balances due to the School for the Student and/or any other students for which Parents have financial responsibility. The Head of School may, at her discretion, not offer re-enrollment.
- **Non-Payment.** The Student may not be permitted to attend classes; take examinations; attend or participate in the School or extracurricular activities. paid.

Please see your enrollment contract for specific details not enumerated above.

Tuition - The Board of Trustees sets, and the Vestry approves, tuition rates in December of each year. Student re-enrollment information is sent to families after the 1st of the year. It is the goal of the Board of Trustees to keep tuition increases at a moderate level to address program needs, faculty and staff compensation levels, and facility needs.

Enrollment contracts and re-enrollment communication occurs through the FACTS SIS portal. Communication about re-enrollment and tuition rates comes via email to families from FACTS. Tuition deposits for re-enrollment are generally due in February and are processed through your FACTS Tuition payment account. Re-enrollment is contingent on families being current on all accounts.

Financial Assistance - St. John's offers financial aid on a demonstrated need basis. In order to determine the amount of need fairly, St. John's uses [School and Student Services](#) (SSS). After compiling parent-supplied information, SSS determines a suggested financial contribution. The St. John's Financial Aid Committee then reviews the SSS recommendation and parent provided information to determine the aid award on the basis of need, school policy, and the availability of funds. Families may apply for financial aid for the following school year beginning on November 1 and all applications for aid are due by February 15th. The Financial Aid Committee reviews applications for financial aid. The first consideration in all cases is given to the level of financial need using data provided by School and Student Services (SSS) for Financial Aid, tax forms, and other information provided by applying families.

Business Office - The Business office is responsible for the administration of the school's financial processes. Questions regarding tuition contracts, payments, billing, purchasing, and human resources should be directed to the business office. You can contact the business office by email at business@stjes.org or by phone at 301-774-6804 x 114.

POLICY, PROCEDURES, AND GUIDELINES

SCHOOL HOURS

Preschool – Half Day	8:20 a.m.–1:00 p.m.	Monday-Friday
Full Day	8:20 a.m.–3:00 p.m.	Monday-Thursday
Kindergarten - Grade 4	8:20 a.m.–3:00 p.m.	Monday–Thursday
Grades 5 – 8	8:20 a.m.–3:20 p.m.	Monday–Thursday
Friday Dismissal – Preschool - Grade 4	1:30 p.m.	Friday
Friday Dismissal – Grades 5- 8	1:45 p.m.	Friday

Extended Day Hours -

Preschool- Grade 8	7:00–8:00 a.m.	Monday–Friday	
Preschool	Start time based on tuition option till 6:00 p.m.	Monday–Thursday	Friday 1:45–5:00 p.m.
Kindergarten - Grade 4	3:15–6:00 p.m.	Monday–Thursday	Friday 1:45–5:00 p.m.
Grades 5–8	3:30–6:00 p.m.	Monday–Thursday	Friday 2:00–5:00 p.m.

Arrival and Dismissal Procedures – Safety is our priority. We ask that parents be patient, drive slowly, and pay close attention to all children and to faculty and/or staff who are directing traffic.

Please place the Family Name placard in the front window of your vehicle during arrival & dismissal.

- **Preschool** - Preschool students are signed in and out upon arriving and leaving, parking places are reserved for preschool vehicles to make unloading and entering the building both safe and efficient. Preschool students and accompanying adults are asked to please hold hands while crossing the parking lot.
- **Kindergarten - Grade 8** – Parents will remain in their vehicles and enter the drop-off/pick-up line. Parents will be requested to pull forward as close to the yellow line as possible. Parents will be provided with a window placard with the family’s last name and indicates to the staff which grade(s) your children are in.

Changes in Usual Routine - If a child's usual method of transportation home is changed for any reason, please provide a written note or an email to the Front Office.

Safety Reminders -

- The use of cell phones is prohibited while driving on campus.
- **Morning Drop Off - All students** should arrive in the morning between 8:00 a.m. and 8:15 a.m. for drop-off. The bell will ring at 8:20 am.
- **Afternoon Dismissal** –
 - **Lower School Families** (Preschool through Grade 4) should arrive between 2:50 p.m. and 3:00 p.m. for pick-up.
 - **Upper School Families** (Grades 5-8) should arrive between 3:10 p.m. and 3:20 p.m. *Parents with both Lower and Upper school students can arrive at either time.*
- Parents are asked to pay attention and to move forward as the line moves.
- Parents should always pull all the way to the front of the line.
- Parents may not make left turns out of the parking lot during arrival and dismissal.
- Parents may not park in handicapped or reserved spots (including auction reserved spots).
- Parents please use crosswalk for safety.

Parking - When parking during school hours, parents are requested to use the lower parking lot (in front of the main school entrance) or the gravel lot by the playground. The upper parking lot is reserved during the day for church functions. The yellow curbs directly in front of the church and school are emergency fire lanes. Unattended parking is not permitted.

Absences - Please call or email the Front Office if your child will be absent from school.

Regular or routine doctors, dentist, and orthodontist appointments should be made so that they incur the least impact on student attendance and in accordance with the school calendar and schedule, preferably outside of the school day.

Regularly scheduled holidays are listed on the school calendar. Parents are strongly discouraged from taking students out of school at any other time.

If your child is ill or injured and needs to be excused from Physical Education for one to three days, **a note from the parent is required.** If a student needs to be excused from P.E. class for more than three (3) days, a doctor's note, stating the extent of the injury/illness and the time period the student is to be excused, must be provided. A follow up physician's note, indicating that physical activity may be safely resumed, is required after a prolonged period of non-participation.

Punctuality – Students who arrive late must go directly to the Front Office to check-in before going to class. Should student absence and/or tardiness become a pattern, a mandatory meeting will be held between the parents, the class teacher (Lower School), and the Associate Head, and/or the Dean of Upper School Students to discuss remediation of the issue.

Please note that it is extremely important for the student's and class' experience of the daily rhythm to arrive and depart on time. **The bell rings at 8:20 a.m. and school begins promptly at 8:25 a.m.** Students are considered Tardy once the class teacher has completed greeting the students at the door. Students sliding into the classroom after 8:25 are disrupting the flow of the lesson for the whole class and often missing vital information and/or work. Repeated tardiness is disrespectful and disruptive.

EXTENDED DAY

Extended Day Enrollment - Open to all students. Extended Day contracts are sent out to each family in May. Parents who wish to use Extended Day must sign the contract and return it to the school. Students registered after this time will be admitted on a space-available basis.

Late Policy - The Extended Day Programs has two contracted pick-up times: 4:00 p.m. and 6:00 p.m. Pick-ups after the contracted times are billed at \$1 per minute.

Drop-Ins - A "Drop-in" is a student who is not enrolled on a regular basis in the Extended Day Program, but whose families are unable to pick them up after dismissal or, occasionally, need Morning Care. Since there are a limited number of spaces available on a drop-in basis, guardians need to call the Front Office, in advance, to sign-up for drop-ins. Parents/guardians sign students in with the staff in the morning, and sign them out with staff in the afternoon. Students not picked up from school by 3:35 p.m. will be automatically brought to Extended Day. A drop-in fee of \$15 per hour will be billed to your FACTS account.

Noon Dismissal Days - Extended day is available on all noon dismissal days and drop ins are allowed.

UNIFORMS

The dress code is designed to add a sense of community, diminish economic and social barriers between students, and increase a sense of belonging. We ask that families check the completeness of their children's uniforms each morning.

All uniform clothing and P.E. clothing can be purchased at Gorman's Garments and Gear.

Uniform Vendor -

Gorman's Garments and Gear
3333 Olney-Sandy Spring Road, Suite 001
Olney, MD 20832
301-774-4322
gormansgg@gmail.com

White oxford shirts may be found on the Kohl's Department store on-line web site, under School Uniforms:
<http://www.kohls.com/search.jsp?search=white+oxford+shirts&submit-search=web-regular&itemsPerPageFromURL=60>

General expectations of our uniform policy:

- Belts are required for all pants and shorts having belt loops, unless a banded shirt is worn.
- Shirts must be tucked unless banded.
- Hair (color or style), body art (writing or drawing on oneself, temporary tattoos), and/or accessories that attract attention and/or cause a distraction are not permitted.
- All students are asked to keep a raincoat and rain boots at school.
- Cold Weather Clothing – Students will be spending a significant amount of time outside and should come to school dressed in appropriate cold weather clothing, including coats, hats, gloves, etc

Dress Uniform - The dress uniform is worn special occasions including Chapel, school performances, Baccalaureate, or special field trips.

Kindergarten - Grade 4 Options

Articles of Clothing	School Day Choices	Dress Uniform
Pants	Khaki or Navy <i>any brand</i>	Khaki
Shirts <ul style="list-style-type: none">• <i>To wear with pants</i>• <i>Embroidering from Gorman's is optional</i>	<ul style="list-style-type: none">• White Oxford shirt Long or short-sleeved• White Polo-style knit shirt long or short-sleeved• Navy Polo-Style knit shirt, long or short-sleeved• White knit turtleneck	<ul style="list-style-type: none">• White Oxford Shirt <i>worn together with</i>• Embroidered Navy Sweater Vest
Shoes – worn daily	Solid white tennis shoes	Same
Socks - to wear with pants	Solid white crew socks (no logo)	Same
Belt	Brown or Black	Same
Jumpers	<ul style="list-style-type: none">• Plaid, dropped-waist jumper• Plaid, bibbed-front jumper	Same
Shirts – <ul style="list-style-type: none">• <i>to wear with Jumpers</i>• <i>Embroidering from Gorman's is optional</i>	<ul style="list-style-type: none">• White Peter Pan collared blouse long or short-sleeved• White Polo-style knit shirt long or short-sleeved• Navy Polo-style knit shirt, long or short-sleeved• White knit turtleneck	White Peter Pan collared blouse
Socks or Tights - to wear with Jumper	<ul style="list-style-type: none">• Solid white or navy socks (no logos)• Solid navy knee socks• Solid navy tights• Solid navy knit leggings	Same

Additional Options	<ul style="list-style-type: none"> • STJES navy polar-fleece jacket • STJES hooded sweatshirt • STJES embroidered navy sweater vest • STJES navy athletic cardigan • STJES navy crewneck sweater • Khaki/Navy shorts 	
Hair	STJES paid headband or bow Solid navy or white ribbons	Same
Jewelry	Minimal	Minimal

Grades 5 - 8 Options

Articles of Clothing	School Day Choices	Dress Uniform
Pants	Khaki or Navy blue	Khaki
Shirts <ul style="list-style-type: none"> • <i>to wear with Jumpers</i> • <i>Embroidering from Gorman's is optional</i> 	<ul style="list-style-type: none"> • White Oxford shirt long or short-sleeved • White Polo-style knit shirt long or short-sleeved • Navy Polo-style knit shirt, long or short-sleeved • White knit turtleneck 	<ul style="list-style-type: none"> • White Oxford shirt • STJES Navy/Gold striped tie • Navy blazer
Shoes	Solid black tennis shoes or solid brown / black shoes (<i>tie or loafer style</i>)	Solid brown or black shoes
Socks	Solid white crew (no logos)	Solid White
Belt	Solid Brown or black	Same
Skirts	<ul style="list-style-type: none"> • Plaid kilt – <i>At least middle finger tip length.</i> • Plaid, Box Pleated skirt – <i>At least middle finger tip length.</i> 	Same
Socks or Tights - to wear with skirt	<ul style="list-style-type: none"> • Solid white or navy socks • Solid navy knee socks • Solid navy tights • Solid navy knit leggings 	Same
Additional Options	<ul style="list-style-type: none"> • STJES navy polar-fleece jacket • STJES hooded sweatshirt • STJES embroidered navy sweater vest • STJES navy cardigan • STJES navy crewneck sweater • Khaki/ navy shorts w/brown or black belt 	None
Hair	STJES paid headband or bow Solid navy or white ribbons	Same
Jewelry	Minimal	Minimal

Please note that it is very important for all uniform pieces to be labeled with student names on the inside if not included under the crest.

Physical Education Uniform - Uniforms are required for students in Grades 5 through 8. The following is a list of items required for P.E:

- Navy shorts with St. John's crest or St. John's. *Student's name (first or last) under the crest is optional*
- Navy or Gold T-shirt with St. John's crest. *Student's name (first or last) under the crest is optional*
- Navy sweatpants and sweatshirt with St. John's. *Student's name (first or last) under the crest is optional*
- Athletic white socks
- Athletic shoes *must have laces.*
- Lock – The combination or spare key will be kept in the Physical Education Office.
- Bag for above items must fit completely inside the locker.

P.E. uniforms will be taken home at the end of each week for laundering.
Students in Grades 5 -8 are assigned a gym locker.

Out of Uniform Days - There are a number of out of uniform days scheduled throughout the school year. They occasionally coincide with a special theme day.

- See-through outfits, bare midriffs, open backs, low-cut tops, tube tops, tank tops, halter-tops, strapless, mesh or sleeveless shirts are not permitted. No skin should be visible between shirts and pants while seated or while hands are overhead. Undergarments must be covered.
- Flip-flops may not be worn due to potential safety hazards.
- Logos/designs of questionable taste, torn, or revealing items are not permitted.
- P.E. uniforms must be worn during P.E. class on out-of-uniform days (Grades 5- 8).

TECHNOLOGY

At STJES, we strive to help our students become proficient in using technology, navigate the digital world and understand the importance of being responsible digital citizens.

We use various types of technology in the classroom to engage our students, enhance our curriculum, and differentiate instruction to meet the unique needs of our individual learners. Student learning is supported by technology through the use of iPads/Chromebooks on the school's protected wireless network.

The school subscribes to a wide variety of online resources used to reinforce and extend classroom learning. All students have access to Google Apps for Education through GSuite - *a collaborative suite of productivity and creation tools for learning and reporting.*

Acceptable use policy for students -Every student is held responsible for his or her own actions and decisions. Faculty oversees technology use and remind student users to be respectful and accountable. This Acceptable Use Policy serves to prevent unlawful activities by users online, unauthorized disclosure of or access to sensitive information and to comply with the Children's Internet Protection Act (CIPA).

- Technology is only to be used for education, instruction, research, and school related communication. Students are not to check nor use their personal email while at school.
- Users must act in a responsible, ethical and legal manner when using technology.
- Students are not to use the internet to browse without permission.
- Users may not connect personal devices to the STJES network.
- While online, students should always use appropriate language.
- Copyright laws must be respected by all users. This means that if writing is not original or student created, proper credit must be given to the work's creator. The work remains the property of its creator, and if borrowed, must be properly cited.
- Users are strongly encouraged to not represent themselves on the internet that would be inconsistent with the STJES expectations of behavior.

- Internet safety is of utmost importance. STJES works diligently to block out controversial materials; however, on a global network, it is not possible.

iPads – Kindergarten uses iPads, provided and maintained by the school, in the classroom to enhance the classroom learning.

Chromebooks - By the first day of school, all students *new* to grades 4-8 must have purchased a Chromebook and a protective case for that Chromebook. The case is to be used to transport the Chromebook between home and school as well as between classes. We encourage parents to purchase insurance and an extended warranty for student Chromebooks.

Chromebooks are to be used for academic purposes ONLY and for learning and advancing student success. These parameters are in addition to our Acceptable Use Policy. Revisions or additional parameters may be made/added as needed:

- Chromebooks for Grade 1-3 are bought and maintained by STJES.
- Chromebooks for Grades 4–8 are bought and maintained by the students and their family.
- Chromebooks should come to school each day, charged, and in working condition.
- Chromebooks should not be used for gaming at school.
- No eating or drinking when using Chromebooks or iPads.
- All students are given access to predetermined STJES extensions for academic use. Students should NOT add extensions and/or apps to their Chromebooks that are not authorized by a teacher/admin.
- Upper School and Specials faculty have access to education management software, *Hapara Highlights*, that allow for seamless access and oversight of student work and Chromebook browser activity during school hours. Teachers will share this information with students and parents so they are aware that this tool may be used to support use of technology in the classrooms during school hours.
- Families in Grades K-3 should complete/sign the **Student/Parent iPad/Chromebook User Agreement for K-3 (Google doc)**
- Teachers may set additional requirements for Chromebook use in their classroom.

Inspection - Students may be asked to provide their Chromebook for inspection if there is reason to suspect there is inappropriate material being carried into the school.

The **Front Office** will be the first point of contact for the following repair Chromebook or iPad support.

- Password identification/Reset
- User account support
- Distribution of loaner Chromebooks
- Provisioning Chromebooks
- Restoring Chromebook to factory default

Cell Phones and “Smart” Devices (ie smart watches) - Cell phones and other smart devices must be turned off and stored in a locker/cubby during the day. Students cannot use these devices until they have left the building. Any use of these devices will result in their immediate confiscation. The student’s parent must retrieve the cell phone or smart devices from the Associate Head of School.

Online Gradebook and Assignments – *Grades 5- 8*

Teachers in Grades 5-8 will use online grade books: Google Classroom for daily assignments and related grades, and FACTS for cumulative grades.

Social Networking Sites – STJES blocks on-campus access to most social networking sites including, but not limited to Facebook, Instagram, Twitter. We strongly encourage families to have frequent, open discussions with their children about online activities.

As a school, our faculty and staff are mindful of our activities on social networking sites. It is for this reason that our faculty and staff are not allowed to initiate or accept social network friend requests from current or former students under the age of 18. In addition, no STJES faculty member can initiate or accept social network friend requests from current STJES parents.

FIELD TRIPS

Teachers will communicate information and details of planned Field trips with families, including a Field Trip Permission Form. The dates will be placed on the school calendar. Unless otherwise noted, students must dress in school uniform.

Parents are occasionally asked to help provide transportation. To ensure the safety of our students, all parent drivers must have their driving record cleared through the MVA.

Overnight field trips are occasionally taken by Upper School students (7th-8th grade). Teachers will communicate all information to families, including a packing list or special instructions.

Any student that requires medication administration on a field trip will only be allowed to attend if the medication procedures are complete and up to date.

LOCKERS AND CUBBIES

- Each student in the school is assigned either a cubby (Preschool– 4) or a locker (Grades 5 – 8).
- At any time, student lockers or cubbies may be opened by a teacher, the Associate Head of School, or the Head of School. In the event of this necessity, staff will be certain that another adult is present.

LOST-AND-FOUND

The Lost-and-Found bin is located in the Front lobby.

FOOD AT SCHOOL

Healthy food and drink are to be consumed during designated snack and lunch times. We ask that you pack healthy nutrient rich foods, low in refined sugars, and limit highly processed foods. Soda and chewing gum are NOT allowed at school, and candy is only allowed on special occasions.

All students are cautioned not to share food with a friend, as food allergies are common and may be serious. Use of food in the classroom as instructional aides or enrichment is carefully monitored to avoid food allergy contact. Proactive strategies are in place that make every effort to adequately protect our students who have been diagnosed with life-threatening allergies and who have a physician prescribed epi-pen at school.

- **Lunch** - A catered “hot” lunch is offered Monday through Thursday throughout the school year, unless otherwise indicated. A menu is posted on the Parent Page of our school website, as well as on the “Go Eagles” Google Classroom block. On Fridays, the school offers pizza as a food fundraiser.
- **Snack** – Snack time occurs during a mid-morning break in grades Preschool-4 and during fourth period in Grades 5-8. All students are to bring their own healthy snacks to school.
- **Water** is available for students to drink during the school day. Students may fill personal, unbreakable containers with water from our bottle fill stations located in our hallways.

BIKE SAFETY POLICY

Students

- Always wear a helmet.
- When riding into or out of campus, be a courteous and safe rider.
- Stay focused on where the cars are.
- Assume that drivers in cars have not seen you.
- Use proper hand signals when turning.
- Watch out for all pedestrians, and give them the right of way.
- No riding with headphones/earbuds.
- Do not cut in front of cars unless the driver waves you forward.
- Keep both hands on the handlebars unless you are signaling a turn.
- Riders may use the bike rack near the gym entrance to lock their bike

Families

- Parents should contact the Front Office to obtain the *Permission for Walking/Biking Home from School* form before their child rides to school alone.
- A helmet is necessary.
- Provide a bike lock to your child

BIRTHDAYS

Children may bring a treat to share with their classmates. Please coordinate with your child's teacher.

BUDDY PROGRAM

Starting in Kindergarten each student receives at least one younger or older student "Buddy" at the start of the school year. A variety of school events, gifts, and card exchange throughout the year are designed to encourage these relationships in the school community.

CHAPEL

Once a month, students in Preschool -8th grade will have a Chapel service led by the STJES chaplain or the Church Rector. Students in K-Grade 8 should wear their designated Chapel uniform on these days.

LIBRARY

The school library is open during school hours for use by students, parents, faculty and staff. Students in grades Preschool – Grade 8 have regularly scheduled library time each week. Students are not to check out materials if an adult is not present.

Students may check out materials during their library period or at any other time when the librarian is present (Monday-Thursday). Books are circulated to students for three weeks and a book can be renewed for another week unless another student is waiting for that book. Reference materials circulate overnight only.

There are no fines for overdue books. Replacement costs for lost or damaged books (along with a processing fee) are assessed at the end of the year.

Library and Birthday Books - Parents may choose to donate a book to the library in recognition of their child's birthday or other special event. The librarian acquires a special selection of current and favorite books for this purpose. Parents are asked to complete the birthday book form prior to the child's birthday, and send it in with a check to cover the

cost of the book. On the child's birthday, the child chooses a book from the birthday book cart in the library. A bookplate honoring the child and his/her birthday is placed inside the front cover of the book, and the child is able to check out the book before it is available for general circulation.

PERSONAL ITEMS

We ask that toys and personal articles remain at home. Service animals are welcome on campus. The school is not liable for personal items that are damaged, lost, or stolen.

ANIMALS IN THE CLASSROOM

With the approval of the Associate Head of School, certain animals, ones that do not permit heat lamps, may be kept in the classroom. Animal habitats will be of the appropriate size and be kept clean.

HEALTH

The Health Room at STJES is managed by Kotula Nursing Service which provides the school with a nurse consultant who serves as a resource for medical health issues. The school has an on-site certified medication technician (CMT), as well as staff trained in CPR, first-aid, and allergy and anaphylaxis emergencies.

The duties and responsibilities of Kotula Nursing Service and our CMTs include the following:

- Oversee the direct operations of the health room:
 - Provide first aid and emergency care to students, staff, and visitors
 - Contact Emergency 911 when necessary
 - Review and administer prescribed medications
 - Maintain accurate and confidential health records
 - Order and maintain health room supplies and equipment
- Identify and report safety and environmental problems

Health Forms - All students are required to submit a completed *Health Inventory Form, Immunization Form*, and have a *current physical* on file prior to the first day of school. Students will be excluded from school and will not be permitted to start the new school year until the forms are turned in. A copy of this form is on the STJES website on the Parent page, on FACTS, in this handbook appendix, and may be obtained from the Front Office.

Student Health Record Confidentiality – We strive to protect the privacy of its students' medical information to the greatest possible extent. Health information is confidential under State and Federal laws, and privacy practices are communicated to all staff and are reviewed annually. Personal health information may be collected from a parent, physician, nurse practitioner, or school nurse and stored as a paper copy in the school office, human resource office, or electronically in the school's database. Each of these situations for storage has protected access.

The following guidelines explain the school policies and procedures regarding confidentiality of medical information:

- "Medical information" is defined as any information, data, or documentation relating to a student's health. The term includes, but is not limited to, oral, written, or digital information concerning a student's mental or physical condition; medical records; dental records; genetic information, etc.

Medical information concerning students is maintained in separate, confidential medical files apart from academic records. Only authorized employees may ever have access to medical files and access is recorded in a log in the health office.

- Disclosure of personal health information of a child, parent, or employee will be held to the minimum necessary to obtain the health and safety of the individual. Medical information will not be discussed with any person, unless a

school employee needs to do so in order to carry out his or her job duties, or unless the person discussing the information is talking to, or otherwise communicating with, the subject of the information at that person's request. This may include:

- in the course of the application process and may include the Head of School, the Associate Head of School, reviewing teachers, school health resource nurse/school office health technician, Admissions Director, Director of Facilities, and/or the Business Office.
- with coaches of sports teams, scout leaders, emergency personnel, and camp personnel, only on a limited basis and only in a possible emergency situation or to avoid an emergency situation.

When requested in writing by the parent/guardian, the health form of a minor may be shared with another school or camp by the school resource nurse. Information may be released, as well, without personal identity when there is an issue of the public health as required by the Maryland State Public Health laws and officials or Federal Health Officers.

- Personal medical information may not be shared by email unless there is a specific parent/guardian request to do so.
- Any information, permission to give medication, or emergency authorizations received by fax communication, will be regarded as confidential.
- Permission to share personal information may be rescinded by notifying the school registrar in writing with original signature of the parent/guardian.

Illness/Injury - Please contact the Front Office if your child is unwell and is unable to attend school. The office staff is responsible for maintaining records of illnesses.

STJES requires that a child must be free of fever (*100 degrees Fahrenheit or above*), vomiting, and diarrhea for 24 hours **medication free** before returning to school.

In addition, if your child shows signs or is diagnosed with any communicable disease, such as but not limited to measles, mumps, fifth disease, chickenpox, hand foot mouth, pinkeye, etc. Please notify the school immediately and seek medical attention to determine the correct course of action.

If you have questions regarding this policy, please consult the school administration. If your child becomes ill at school or is brought to school sick, you will be called immediately and asked to take them home to minimize the risk of infection to other children. STJES asks that children with severe coughs, runny noses, and/or sore throats remain home.

Medication Policy (Includes Herbs and Homeopathic Remedies) - In general, the administering of medications should be done as much as possible at home. However, when a doctor or other health practitioner prescribes a medication that must be given during school hours, a parent will be asked to complete a Medication Authorization Form, available in the office, on our website, and through FACTS.

The medication must be in the original packaging and must be labeled with the child's full name. Prescription medications must be accompanied by a copy of the prescription. Medications WILL NOT be dispensed without authorization. A designated Certified Medication Technician (CMT) will be responsible for the administration, storage, and proper record keeping of all medications. Please note that this policy is based upon Maryland Department of Health & Safety regulations. Medications that are no longer required to be administered or expired shall be returned to the child's guardian immediately.

Medical Notes - In certain instances, a student may need to be excused from physical activity for a period of time. Any child who is unable to participate in normal school day activities, including P.E. class, must bring a note from home that lists the reason and the length of time for non-participation. If non-participation more than three days we may ask for a doctor's note, stating the extent of the illness/injury and the time period that the student is to be excused.

Accident Procedures - In the case of an accident that involves your child, you will be notified by phone. Appropriate first aid will be administered, and if necessary, 911 will be called. In the event you cannot be reached, the office staff will call your listed emergency contacts in the order they are listed on the “Emergency Card.”

Head Lice Policy - Please notify the school immediately if your child contracts head lice. If your child is found to have live lice or nits at school, you will be notified immediately to come and pick them up. Students may not return to school until they are lice and nit free.

Check all household members for head lice.

- Treat those with live lice or nits.
- Treat family members who share a bed with the infected person, even if no live lice are found.
- Clean hair care items and bedding used by the individual with lice/nits.
- Clean additional items such as clothing, headgear, furniture, carpeting, and rugs. Washing, soaking, or drying (at temperatures greater than 130°F) will kill stray lice or nits. Items such as furniture, carpeting, car seats, and other fabrics or fabric-covered items can be vacuumed.
- Items that cannot be washed can be bagged in plastic for 2 weeks, which is the amount of time when any nits that may have survived would have hatched and nymphs would die without a source for feeding. Viable nits are unlikely to incubate and hatch at room temperatures; if they did, the nymphs would need to find a source of blood for feeding within hours of hatching.

Concussion - If we suspect that a student has sustained a concussion while at school, the student will be;

- removed from activity immediately until he/she can be evaluated.
- Parents will immediately be notified and will receive information stating the signs, symptoms, and treatment of the head injury. The parents will be advised to contact their physician or to take their child to the emergency room (depending on the severity of the concussion) for a follow-up exam and possible further examination.
- The student may not return to Physical Education, recess, athletic practice or compete in games until seen and cleared by a physician’s note.

CHILD PROTECTION POLICY

STJES complies with the statutory requirement to report suspected child abuse to the appropriate agency(ies).

COVID-19 INFORMATION

Recognition and Assumption of Risk: Parents understand that COVID-19 has been declared a worldwide pandemic by the World Health Organization. Parents further understand that COVID-19 is extremely contagious and is believed to spread by person-to-person contact; and, as a result, federal and state health agencies recommend social distancing and various other measures to mitigate the risk of contracting the virus. Parents acknowledge that the School has implemented reasonable preventative protocols, policies and procedures designed to reduce the spread of COVID-19 on the School’s campus for the 2020-2021 school year. Copies of the School’s COVID-19 Return to School Safety Protocols and Procedures may be found on the school’s website These include such measures as social distancing from other persons, the use of personal protective equipment, regular temperature checks and cooperation with other requirements and guidelines. Parents have discussed this with the Student and acknowledge the importance of their and the Student’s shared responsibility to adhere to these protocols in order to reduce the risks of contracting or spreading the virus at School.

Despite the protocols and procedures in place to mitigate the transmission of COVID-19 on campus, Parents understand and acknowledge there are inherent risks that the Student may become infected with COVID-19 due to their participation in classes on campus. These risks include, but are not limited to, the following: exposure to COVID-19, becoming infected with COVID-19, or becoming a symptomatic or asymptomatic carrier of the virus. It is possible that the Student is already an asymptomatic carrier of the virus before attending school and that the Student may infect other students, employees, or other individuals at School as a result of their participation in classes on campus. Parents understand that the Student’s possible exposure to COVID-19 during attendance while attending on-campus classes may result in the

Student spreading the infection to other family members or other persons. Parents recognize that any person who receives a positive diagnosis of COVID-19, including the Student or another family member, may encounter extended quarantine/self-isolation, additional tests, medical care, hospitalization, other potential complications, and the risk of death. Parents hereby acknowledge and assume the risks of the Student, and members of the Student's family becoming infected with COVID-19 at School.

Center for Disease Control and Prevention Information: Parents have reviewed applicable current information regarding COVID-19 and precautionary measures associated with returning to on-campus classes at the School published by the Center for Disease Control and Prevention (www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare), as well as state and local health departments, and are sending the Student to the School with a full understanding of such information. Parents acknowledge that they discussed this information with the Student as well.

Waiver and Release of Liability: Parents release the School, its Trustees, employees and agents from all claims, liability and damages that Parents or Student may have for personal injuries, illnesses, death, disability, medical expenses, or other loss resulting from Student's participation in on-campus classes, extracurricular programs, and activities at the School. Parents agree that this release includes personal injury, illness, medical expenses, or other losses caused by or resulting from negligence, active or passive, of the School, its Trustees, employees and agents; however the release does not apply to liability for gross negligence, willful injury, or fraud, and is not intended to release the School's insurers, if any, or non-agent third parties of any responsibility for any claims that may otherwise be asserted.

SAFETY

Inspection Reports and Drills - The Preschool and Extended Day Programs are licensed by Maryland Department of Health & Safety (MDDHS). STJES has a fire drill every month, and twice annually asbestos inspections, as well as annual inspections are performed by MDDHS, and the fire marshal. All inspection reports are available in the Facilities Office upon request. STJES carries liability insurance as required by the MDDHS.

Asbestos Management Plan - In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. St. John's program for fulfilling these responsibilities is outlined in our Asbestos Management Plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. There are two inspections conducted each year to ensure that St. John's is in compliance with current asbestos management regulations.

This plan can be reviewed during normal business hours without cost or restriction. If you have any questions about reviewing our Asbestos Management Plan, please contact the Facilities Director.

Security of Perimeters - During school hours, all perimeter doors are locked from the outside. All visitors must use the front door and check into the Front Office for a visitor pass. A buzzer and lock release mechanism is operated in the school office that allows selectivity of access.

Perimeter doors must never be propped open unless directly supervised by a faculty/staff member. When exiting the building, please ensure that doors close securely behind you. Report any security concerns to the Director of Facilities. Plant staff carry two-way radios to expedite responses.

WEATHER

In most cases, STJES follows Montgomery County School (MCPS) announcements regarding late openings, early closings, or no school due to snow. There are times, however, when the administration will make a decision that differs from MCPS, e.g. delays involving bus routes, and when that happens, all parents will be notified of that decision just as quickly as possible. It is imperative, therefore, that parents keep emergency contact information up-to-date in FACTS and on school records.

If the County is not in session, we will, send out email notifications, post the information on our school website & the “Go Eagles” Google block, and use FACTS texting for notification purposes.

School Hours

If MCPS is...	then STJES PK-8 will . . .
Delayed 1 hour	Open at 9:00 a.m.
Delayed 2 hours	Open at 10:00 a.m.
Closed	Be closed
Closed early	Close early
Cancels all after-school and evening sponsored activities	In most cases, cancel all after-school and evening sponsored activities. Final decision rests with the administration.

Extended Day

If MCPS is...	then STJES PK-8 will . . .
Delayed 1 hour	Open at 8:00 a.m.
Delayed 2 hours	Open at 9:00 a.m.
Closed	Be closed
Closed early	Open for 1 hour beyond the announced early dismissal time
Not closed early, but accumulation occurs after 12:00 p.m.	Close at 5:00 p.m.
Cancels all after-school and evening sponsored activities.	Close at 5:00 p.m.

STUDENT COUNCIL

The Student Council works to give students a voice in school affairs and opportunities to develop leadership skills for students in grades 5-8. Student council representatives are elected in the fall of the new school year.

Student Council representatives meet regularly with the Dean of Upper School Students to plan activities. Serving on the Student Council gives an opportunity to demonstrate responsibility, assume a leadership role, problem-solve issues, and help others.

RESOURCE SUPPORT

STJES welcomes diversity within its school community and serves a variety of academic needs from Preschool – Grade 8.

STJES will collect all relevant information to determine whether the school can appropriately and reasonably meet the student's needs. The information may include, without limitation, aptitude and achievement tests, physician's statements, teacher recommendations, and information regarding the student's physical condition, adaptive behavior, or social or cultural background.

STJES will work through a collaborative process to determine which educational strategies and accommodations can be implemented with the resources available at STJES so long as these accommodations do not constitute an undue burden or fundamentally alter the education provided by STJES.

STJES will work to provide accommodations and modifications to students that have documented learning needs. Documentation should be from a qualified healthcare professional and include a diagnosis of an educational disability as demonstrated by neuro and/or psychoeducational testing. The documentation should include the current impact/limitations of the disability with a focus on the barriers to the educational environment. The documentation may be submitted in, but is not limited to a neuro or psycho educational evaluation, an Individualized Education Plan (IEP), 504 Plan or a private school support plan.

Accommodations will be provided by the student's classroom teachers with collaboration from the Resource Director and Resource Support Teacher. When accommodations are provided outside of the classroom setting and from the Resource Director and/or Resource Support Teacher, they will be scheduled up to 3 times per week to meet student needs.

Accommodations shall be reviewed and updated, if necessary, on a regular basis. When a student's needs exceed what the teacher can manage within the classroom, the family may be asked to seek and financially provide for outside services.

If it becomes evident that the student is not meeting the school's academic or behavioral expectations with the agreed support and modifications in place, families will be advised that the student requires placement in a different educational setting which is fully appropriate to meet the needs of the student.

Please note, as a private school, STJES is not covered by Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act, and does not prepare or participate in Individual Education Plans (IEPs).

STUDENT EXPECTATIONS

Our school is a community, and being part of a community requires a shared responsibility among all members. This Code of Conduct is an agreement between students, families and our school that reinforces the school's mission and guides behavior towards one another. All families will be informed of their student academic progress and behaviors. The information outlined in this section is designed to help guide us in building our community.

STJES use a variety of strategies to communicate student expectations. These proactive strategies and logical consequences outline a wide array of methods and choices to address various situations and the ages of our students.

GENERAL EXPECTATIONS OF ALL STUDENTS AND COMMUNITY MEMBERS

- Everyone's personal safety and well-being is foremost.
- Accept responsibility for personal decisions and actions.
- Treat all adults and students with courtesy and respect.
- Demonstrate stewardship of school resources and facilities.
- Remain within the school boundaries at all times during the school day, unless given permission.
- Leave gum, candy, personal entertainment devices, and toys at home. If these items are brought to school, a teacher will confiscate the item and give it to the parent at the end of the school day.
- In an angry situation, students must call upon a teacher to help with conflict resolution. Physical or verbal aggression **will not be tolerated**.

Examples of Unacceptable Behavior

- Aggressive behavior (physical or verbal)

- Disrespectful behavior
- Cheating
- Use of profanity
- Damage to property
- Use of cell phones at school, unless directed by a teacher
- Stealing
- Bringing toy weapons to school
- Bullying in any form (including cyberbullying, even if it occurs outside of school)
- Harassment

Through our discipline process, faculty, staff and administration use proactive strategies to communicate expectations. *Logical consequences* and focusing on the deed rather than the doer are used when the expectations are not met.

CONSEQUENCES

Logical Consequences

Restitution

- Apology/make things right.
- Repair or replace the item.
- Repayment of time
- School services, i.e., cleaning-up the mess.

Instructional

- Practice appropriate behavior, i.e., a rehearsal or role play.
- Research topic.
- Written assignment, i.e., paragraph, report, letters of apology.
- Complete a problem/solution worksheet
- Completion of computer-based work by hand

Required interactions

- Student to student, e.g., peer mediation, peace table (a guided, peaceful and respectful conversation between/among students in conflict)
- Student to teacher
- Parents
 - Parent contact, i.e., phone, e-mail, letter
 - Parent conference
- School personnel, i.e., Associate Head of School, Head of School, the Dean of Upper School Students, Extended Day Supervisor
- Associate Head of School, Head of School Office Referral when:
 - Behavior is a major disruption to the teaching/learning process, i.e., cheating on homework, quizzes, and tests
 - Behavior threatens safety of the students or staff
 - Behavior is illegal

Loss or Delay of Privileges

- Interaction with other students, i.e., time out
- Use of objects or equipment (inappropriate use of technology, i.e., any misuse of a cellphone or other wireless device on campus during the school day, will result in its immediate confiscation. The student's parent must retrieve the item from the Associate Head of School or the Dean of Upper School Students.)
- Activity, i.e., recess, field trip, assembly, guest speaker

The school has the right to take whatever action it deems necessary, regardless of prior communication and will address any serious infraction of school expectations on a case-by-case basis.

Repeated infractions by the student could result in an in-school or out-of-school suspension, denial of re-enrollment, or expulsion:

- any action which seriously endangers the safety of others
- possession of weapons or look-alike weapons on school grounds or at school activities
- the use or possession of illegal controlled substances, intoxicants (including alcohol), tobacco, or nicotine containing products at school or school-sponsored functions
- racial, religious, or sexual slurs or harassment
- theft
- use of vulgar, obscene language, or cursing
- serious incidents of bullying or harassment
- leaving school grounds
- actions which bring discredit to the school
- Technology User Agreement violations

Possible Consequences include, but are not limited to:

- The teacher and/or administrative representative meeting with the student.
- The Head of School, Associate Head, and the Dean of Upper School Students (if applicable) deciding upon further course of action. If the student is placed on a probationary period, the Head of School in conjunction with the Associate Head and/or the Dean of Upper School Students (if applicable) will determine the amount of time.
- The teacher or administration will notify parents immediately with a follow-up call by the day's end.
- A mandatory parent meeting will take place. A plan of support action will be drafted. The Probationary Policy may be activated.
- There is a possibility of immediate suspension based on the incident.
- In some cases, a meeting with a counselor may take place. They would have the opportunity to meet with the student and may observe the student in the classroom and during playground/recess periods.
- In many cases, the school is required legally to inform the police or social services or both, depending upon the circumstances.
- If no significant progress is made by the student, and the above measures have been exhausted, expulsion may be pursued.

If a student is to be sent home and/or suspended:

- A phone call is made to the parents by the teacher/Administration during the school day as soon as possible if the office has made the initial call. The school will notify you by the evening if the student will be asked to stay home the following day, or if there will be a suspension.
- The teacher must inform the Head of School if a child is being sent home or suspended, and also consults with the Associate Head and/or the Dean of Upper School Students (if applicable) regarding the length of any possible suspension.
- If the disciplinary action is the result of one student harming another, the parent of the hurt child will be called by the teacher.

A student who continually fails to complete work in a timely manner, has excessive absences, tardiness, or exhibits inappropriate behavior, may be denied further enrollment.

During the year, all students are evaluated on their academic and social adjustment. Those students who do not meet the school's standards may be placed on academic or disciplinary probation and may not be issued a re-enrollment contract.

The Associate Head of School has the authority to suspend, but expulsion or denial of re-enrollment to students is vested, by the Board, in the Head of School.

The school community includes all students and their families, faculty and staff, volunteers, and members of the Board. We expect faculty and families to work collaboratively in implementing our discipline policies for our students. Strong lines of communication between the school and families is essential. The school has the right to take action to prevent the

reputation of the school community from being injured by the inappropriate or unlawful behavior of a community member. Such action may include the issuance of demerits, suspensions, dismissals, or termination of employment.

UPPER SCHOOL (GRADES 5-8) DEMERIT SYSTEM

It is the school’s desire to help all of its students learn in the best possible environment. When an Upper School student’s behavior challenges this and/or falls outside of school expectations, the student will receive demerits. These demerits are entered into the school’s discipline system and will result in an email being sent home to parents.

Demerits are a way of identifying a behavior that is not in keeping with the school’s student expectations. The goal once a demerit has been assigned is to then involve the teacher, student, and parents in working toward a positive solution. The Dean of Upper School Students oversees the demerit system as well as works with the students when incidents arise.

Below is a chart listing the categories for our demerit system; this is meant only as a reference guide. Each incident of discipline will be handled independently and it is at the discretion of the Dean of Upper School Students, the Associate Head of School, and the Head of School to administer demerits in an amount that they deem appropriate.

Category	Demerit Range	General Description
Bullying	10 +	Intentional, targeted harassment
Decorum	1+	Behavior that is inconsiderate, impolite, unsafe, or otherwise unbecoming, i.e. throwing food, running, disrupting instruction, chewing gum
Dishonesty	5+	Lying, cheating, plagiarizing
Disrespectful Behavior	3 - 5+	Ignoring a teacher’s request, talking back; defacing school property
Dress Code Violation	1+	Wearing clothing other than the school uniform or missing uniform parts or pieces
Inappropriate Language	3+	Using profanity; vulgarity
Irresponsible Behavior	1+	Unpreparedness for class
Misuse of Technology	2+	Perusing non-academic sites; non-compliance with STJES Acceptable Use Policy
Physical Aggression	10+	Pushing; shoving; hitting with malice
Tardiness	1+	Unexcused lateness to school or class

In general, students are issued one demerit for a behavior that falls outside of school expectations. The number of demerits may be increased for successive violations or if it is deemed deliberate or defiant.

Before a demerit is issued to a student, a verbal warning is usually given, e.g., “If you continue to talk while I am instructing, you will be given a demerit.” If the student continues to engage in the unacceptable behavior, a demerit is verbally issued. The issuing faculty, staff, or administrator then completes a report in the discipline system, which is then submitted for review to the Dean of Upper School Students. This report serves to document the incident and includes the name of the student receiving the demerit, the name of the issuing individual, the date of issuance, the behavior category (listed above), and a description of the behavior incident. After administrative review, the report is electronically forwarded to the parents of the student, usually on the same day as the issuance of the demerit/s.

Demerits accrue throughout the semester; when a student accrues five demerits, the student must serve a detention with the Dean of Upper School Students of Students. During the detention, a student completes a reflective essay that must identify the errant behavior, the behavior that should have occurred, the behavior that will be shown in the future, and an apology to those affected by the negative behavior.

At the beginning of a new trimester, demerit records are expunged, and each student begins the new semester with a clean behavior slate.

HARASSMENT – *Discrimination, Bullying, and Intimidation*

Diversity is one of the strengths of our society as well as one of the hallmarks of a great educational community. STJES is committed to maintaining an educational setting which is multicultural, multiethnic and multiracial. Respecting cultural differences and promoting dignity among all members of the school community are responsibilities each of us must share.

This policy is based on the belief that every member of the school community is equal in dignity and worth. The school views discrimination, bullying, and intimidation as types of harassment. Harassment is a form of repeated, persistent, and aggressive behavior directed at an individual or individuals that is intended to cause distress and/or harm to another person's body, feelings, self-esteem, or reputation.

We are committed to providing a learning environment that is free from discriminatory intimidation, insult, ridicule, or other forms of harassment. Sexual, physical, psychological harassment or other harassment based on race, color, religion, gender, national origin, age, sexual orientation, religion, or disability is prohibited.

Harassment or intimidation shall include, but not be limited to, verbal, physical or electronic gestures or threats, offensive or threatening communications of any kind including, gossip, jokes, unwanted or offensive contact, obscene or threatening gestures, or other form of willful conduct that puts someone in fear or in physical danger.

This encompasses cyberbullying which is bullying that takes place via electronic technology; examples include cell phones, computers, tablets, social media sites, text messages, electronic chats, and websites. Use of the Internet to harass, degrade or defame individuals, groups, or institutions is inconsistent with conduct becoming a STJES student. Unkind, harassing or derogatory text messages, emails, postings on social networking sites, the posting of embarrassing pictures or videos, and the creation of mean-spirited or derogatory websites or profiles are examples of cyberbullying; this list is not exhaustive. Posting or presentation of images, photographs, and/or audio recordings of individuals without their express permission is unacceptable. Cyberbullying will not be tolerated at STJES.

Procedures Reporting any form of Harassment - Students are expected to report harassment to a trusted adult. The school's goal is to listen, investigate, and to act so that all students feel safe and supported.

Incremental Consequences for Harassing Behavior -

Meeting with the:

- Associate Head of School - *Preschool through Grade 4*
- Upper School Advisor - *Grades 5 through 8*
- Notification to Parents/Guardian
- Empathy awareness
- Restorative justice
- Loss of privilege
- Suspension
- Expulsion

The school reserves the right to move to more severe consequences depending on the nature and severity of the behavior.

The school will not retaliate against any person who reports harassment of any kind. However, a person knowingly making a false or malicious complaint is subject to disciplinary action.

ACADEMICS

Grading – At the end of each semester students are evaluated on their academic progress as well as their demonstration of success traits.

- **Preschool - Grade 4:**
 - Receive a narrative comment outlining the semesters academic and social emotional progress.
 - During the 2nd semester, students will begin to receive letter grades for academics so they become familiar to transitioning to the Upper School grading system.
- **Grades 5 – 8:**
 - Receive narrative comments and letter grades for academics and feedback for social emotional learning.
 - Grades are in FACTS, which is accessible through the FACTS parent portal.

The School reserves the right to withhold report cards if an account is not current.

Letter Grading Scale – Grades 5-8

100-97	A+	89-87	B+	79-77	C+	69-67	D+
96-93	A	86-83	B	76-73	C	66-63	D
92-90	A-	82-80	B-	72-70	C-	62-60	D-

Below 60% F

Assessments- Students participate in a variety of assessments throughout the year. These assessments may be cumulative, formative or summative in design. For grades 5-8, these assessments will be factored into the student’s end-of-semester grade. Students in the Upper school may also have Midterm and/or Final Exams as deemed necessary.

Honor Roll - Report cards indicate Honor Roll placement for students in grades 5 – 8. In order to be on the Academic Honor Roll, a student may have no grades lower than 80. “Honors” is an 85 average or better in all core academic courses. “High Honors” is a 92 average or better in all core academic courses. grades of non-academic core courses are not included when figuring grade point averages, but are included regarding eligibility to be on an Honor Roll.

Standardized Testing - In the spring of each school year, Upper school students are administered the Educational Record Bureau’s CTP-5 tests, unless otherwise decided. The CTP-5 is a test of student achievement and reasoning skills in reading, written language, and math.

Parents and students are notified of the testing schedule. Results are reviewed by the faculty, the Associate Head of School, and the Head of School to assess strengths and weaknesses in individual and group achievement, as well as to support academic improvement initiatives. Parents receive an electronic copy of their child’s individual results, and a copy of the results is placed in each student’s permanent record.

HOMEWORK

Homework will be given on a regular schedule (K-8) to reinforce the skills taught in class and extend and enrich learning. At the beginning of the school year, teachers at each grade level will share with parents and students their expectations regarding homework.

General homework time expectations by grade level -*These times do not include independent reading time.*

- Kindergarten 10 - 15 min
- Grade 1 15 - 25 min
- Grade 2 25 - 35 min
- Grade 3 35 - 45 min
- Grade 4 45 min - 1 hour
- Grade 5 1 - 1 ¼ hours
- Grade 6 1-1½ hours
- Grade 7 1 - 1½ hours
- Grade 8 1 ½ - 2 hours

Teachers for grades 5-8 will post assignments on Google Classroom for review by students and families.

Make-Up Work - When a student is absent from school, the family should email the teacher as early in the day as possible, to make arrangements for obtaining assignments and materials needed. For students in Kindergarten through Grade 8 information can also be found on Google Classroom.

STUDENT COMMUNITY SERVICE

STJES Gives Back - Students participate in community service projects designed to inspire commitment to improving the world around them. Community service initiatives are developmentally appropriate and range from individual service projects to community wide activities.

- **Preschool - Grade 4:** Teachers select and coordinate community service projects wherein all of their students may participate.
- **Grades 5-8:** Advisors work to provide opportunities to complete some of the service hours during the year. Students may choose to complete additional community service throughout the summer and school year to meet and/or exceed the required hours.
- Students submit all hours using the **Service Hours Google Form** located on the “Go Eagles” Google Classroom block as well as on the service hours page on the school’s website.

Grade	Hours Required
5	6
6	8
7	10
8	12

AFTER SCHOOL ENRICHMENT

STJES offers a variety of after school enrichment programs that include athletics, performing arts, and STEM. Information related to these programs will be shared with families so they may have an opportunity to register students.

Our athletic programs serve as an extension of the school’s Physical Education program. These programs include interscholastic teams and/or intramural activities for grades 5-8 and other extracurricular activities for grades Preschool-4. Since the focus is on skill development, as many participants that can be reasonably accommodated will be allowed to participate.

Students who participate in these programs at St. John’s are expected to make a sincere commitment to the team.

For interscholastic and/or intramural activities, practices will be held at the end of the school day two-times per week. Practice days, and the tentative game schedules, are included with the registration materials prior to the season. Registration materials will be available to families prior to the start of the activities.

Our Athletic Director will schedule and/or cancel games, arrange transportation and dismissal/pick up times. In the event of inclement weather or other changes to the schedule the Athletic Director will notify the community.

Each student participating in the interscholastic activity is issued a uniform at the beginning of the season. It is the athlete's responsibility to take care of the uniform and bring it to all games/meets. Uniforms must be returned in good condition and in a timely manner at the end of the season. Students will be billed for any unreturned items.

FAMILY INVOLVEMENT

VOLUNTEERING

Through volunteerism, our school cultivates a joyful community of inclusion, participation, and gratitude. Our community is strengthened by a long and rich tradition of parental involvement. Parents serve on essential committees, are intimately involved in long-range planning, and offer a wide range of professional advice and services to the school. Most importantly, our children benefit from knowing their families are involved in actively supporting their school community.

Being involved in the school creates a vibrant fellowship, a healthier school community, an optimal student experience, and is an essential part of being a STJES parent.

Each family is encouraged to contribute to the community through volunteer opportunities. Joining our Parent Association (PA) is one of the best ways to connect with our community. We invite and encourage you to dive into the activities to make the school year as welcoming and rewarding as possible.

PARENT ASSOCIATION

The Parent Association (PA) is a community-building organization working to engage parents in the life of the school community. Every parent of a student at STJES is automatically a member of the Parent Association. The PA actively supports the work of the Board, faculty, and administration on behalf of our children, and contributes to the intellectual, physical, and social climate of the school.

The Parent Association is supported and directed by a volunteer leadership committee and will act as the communication bridge between the administration and the room parents.

The Room Parents of every class form the core of the Parent Association, which forms the foundation of the PA and is responsible for encouraging other parents to attend PA gatherings and to become more active in the life of the school. In addition to supporting their child(ren) teachers, Room Parents are the communication bridge between the PA Leadership Committee and the parent body.

The Parent Association (PA):

- Invigorates and organizes volunteer efforts by parents
- Provides a forum for parents to communicate and discuss issues of concern
- Serves as an advisory group to the Administration expressing to them the ideas and concerns of the parent body.
- Participates and supports school festivals and events.

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences occur in the beginning of November and will be listed on the school calendar. There will be one and a half days for conferences. Arrangements can also be made for additional conferences with your child's teacher(s) as needed. If concerns arise about your child or the school's program, please contact your child's teacher as soon as possible.

BOARD COMMITTEES

If you are interested in joining a Board Committee, please contact the Board Chair for information.

- **Trustee Committee:** Trustee Committee members work with the Board Chair to advise and aid in Board management. The Trustee Committee is responsible for reviewing the Board bylaws and for overseeing the process of Trustee nomination, Trustee selection, Trustee development, and Trustee evaluation. The Trustee Committee conducts an annual evaluation of the Head of School. The Trustee Committee oversees the relationship between the Board and Church Vestry.
- **Finance Committee:** The finance committee is responsible for ensuring the sound financial management of the school; developing and recommending the budget for the upcoming fiscal year; studying long-term plant and facility needs with regard to budgeting, and reviewing faculty/staff benefits and school insurance needs.
- **Development Committee:** The development committee is responsible for building community connections, for engaging various constituencies in the community, and for developing and executing fundraising programs to meet budgeted goals.
- **MAC Committee:** The MAC committee supports marketing, outreach, retention, and enrollment at STJES.
- **Auction Committee:** Help create a beautiful evening featuring dinner, a silent auction, live music, dancing, candlelight, and lots of laughter. The auction is our school's largest fundraiser and offers school service opportunities to fit just about any interest and involvement level.

ANNUAL EVENTS

The STJES annual celebrations strengthen our community. Here are a few:

Back-To-School Night –Scheduled during the first month of school and provides an opportunity for parents to meet with teachers.

Community Building Week –This is a week long, school wide series of events to help foster a relationship between the younger and older students to help build a strong community.

Fall Family Picnic – Time for students and their families to reconnect and a time for new families to get acquainted with our community.

Declamation Day - Students in Grades 3-8 are selected to present a poem during Declamation Day. Students in Grade 2 participate on a voluntary basis.

Book Fair and Library Night – The school hosts a week long book fair. One evening of the week students and parents are invited to wear their pajamas to the library.

Pumpkin Patch and Halloween Costume Parade –Volunteer parents and students help sell the pumpkins starting early October. Students earn community service credit for time worked in the patch. This event supports the school, church and

the Navajo Nation community in New Mexico. Our annual Halloween Costume Parade is a fun activity that gives all students the opportunity to display their costumes.

Grandparents' and Special Friends' Day - is an opportunity to honor and celebrate important people in our students' lives.

Christmas Tree Lighting - Early in December Santa Claus takes a break from his busy schedule and makes an exclusive appearance.

Faculty and Grade 8 Christmas Luncheon - On the last day of school prior to the Christmas break, the Grade 7 parents and students prepare and serve lunch to the faculty, staff, administration, and Grade 8 students.

International Festival – Preschool through grade 8 students and faculty honor and promote cultural awareness through various cross curricular activities that encompass a week long study of their assigned country along with creative projects, including art and music.

Field Day - A late spring event that is designed to be a fun day for all students.

Baccalaureate – This celebration includes the entire student body in a ceremony that says “good-bye” to our eighth-grade class and “graduates” students of each grade to their next grade. The Katharine Meyer Award for leadership is presented to a fourth-grade student, and selected eighth-graders give speeches. All parents are invited to attend.

Graduation – This ceremony is held in the St. John's Episcopal Church chapel in the evening on the last day of school in June. This ceremony is attended by the graduating Grade 8 class, their families, guests, and the faculty. A reception for the families follows the ceremony, which is hosted by the Grade 7 class.

AWARDS - *Presented at Baccalaureate and Graduation.*

Katharine R. Meyer/NAES Award - Named after a long-time fourth-grade teacher and is a leadership award presented to a fourth-grader who has exhibited the following qualities during their tenure in Lower-School:

- Demonstrated leadership in the classroom
- Encouraged a community of kindness, honest, respect, and compassion

The Fourth grade teacher nominate 3-4 students who they feel meet these criteria. The recipient is then chosen by a vote of the faculty. The award is presented at the Baccalaureate Service.

Hotchkiss Young Award - Named in honor of A. Hotchkiss Young, a longtime area resident and Church member who was instrumental in the founding and the growth of St. John's School. This award is presented each year to a member of the St. John's community who, through many years, has been actively involved in the school's growth and development. Along with the diploma comes recognition as an official member of the Class of 1961, the first year of the school's existence.

Valliant Award – An eighth-grade leadership award named after the founder of St. John's School, the Reverend James Valliant and is the school's most prestigious award presented to a Grade 8 student at graduation. The criteria for this award include:

- General excellence
- Class leadership
- Academic integrity
- Citizenship
- Participation
- Love

Faculty nominate 3-4 students who they believe meet these criteria. The recipient is then chosen by a vote of the entire faculty, with the award being presented at graduation.

Top Scholar Award - Presented to the Grade 8 student with the highest grade point average in academic core courses during their eighth-grade year. The award is presented at graduation.

FUNDRAISING

All fundraising activities are under the direction of the Head of School. Thanks to the generosity of the community, the school is able to raise substantial funds each year to support, enhance, and enrich the educational program for our students.

Annual Fund - serves as the foundation of all fundraising for each independent school, including St. John's. Each fall the school kicks off the Annual Fund campaign soliciting alumni, faculty/staff, grandparents, parents of alumni and current parents for their participation.

All gifts to the Annual Fund are voluntary, tax deductible, and a strong indicator of community support and enthusiasm for the school. Donations to the Annual Fund go directly to supporting the school's current year operating budget. The campaign strives for 100% current parent and faculty participation as potential corporate and foundation grant makers look to this as an important measure of any school's success and sustainability. Many employers will match charitable gifts to independent schools.

Please contact your Human Resources Department for the required forms, or ask the Business Office for assistance.

Auction - The Development Office works with a committee of dedicated parent volunteers to orchestrate the school's annual auction. This fun-filled evening is our main fundraising event of the year and includes a silent auction and dinner followed by a live auction. Many of the most sought-after items are services or items donated by St. John's faculty members. Proceeds from the auction go to support a number of areas in the school such as technology and faculty enrichment/summer grant programs.

Capital Campaign - When any independent school decides to raise funds for a building, endowment, or other major initiative, a Capital Campaign begins. A typical Capital Campaign is conducted over a 3 to 5-year period and is separate from the Annual Fund support needed each and every year for the operating budget.

Endowment - The Board of Trustees at St. John's has established five endowment funds for the School. An endowment is critical to the long-term health and stability of an independent school – first, because the principal serves as a financial cushion for the school in case of difficult times, and second, because the interest from an endowment helps to ease the pressure for increasing tuition to meet the expanding needs of a growing institution

- The John H. Zurn Endowment - Established in 2009 in honor of John H. Zurn, former Head of School for twenty years, this endowment will fund an annual award for an outstanding teacher. The award will recognize both service to St. John's and outstanding teaching.
- The Candace Leigh Downing Endowment - This endowment was established in 2004 in the loving memory of Candace Leigh Downing, Class of 2005. The interest from this endowment supports faculty development grants, distributed each summer for workshops and educational experiences that develop the quality of St. John's faculty.
- The Cultural Arts Endowment - Established in 2004 with gifts from St. John's families devoted to the cause of cultural arts education in the community, the interest from this endowment funds arts programs chosen by the Cultural Arts Committee.
- The Katharine Meyer Endowment Fund - Named in honor of Katharine Meyer, St. John's first fourth grade teacher, this endowment was established in 1999 to support and enhance faculty benefits. Katharine Meyer served the St. John's community for two decades and her family is still involved with St. John's today.

- The Reverend James Valliant Endowment for Financial Aid - Named in honor of the Reverend James Valliant, Founder of St. John’s School and former Rector of St. John’s Episcopal Church, the Valliant Endowment was established in 1988 to benefit families who might otherwise not be able to afford a St. John’s education. The interest from this endowment supports the School’s financial aid program.

Major Gifts - Each year, the Development Office and Head of School share a list of unbudgeted special projects, or “wish list” items, that the school would like to fund. In recent years, major gifts have made a significant impact on a number of areas in the school including athletics, landscaping, library needs, music, playground equipment and technology.

Planned Gifts - St. John’s Legacy Society recognizes those individuals who have made a planned gift to the School. A planned gift is a vehicle for members of the St. John’s community to make a gift to the School while securing the financial needs of your family and loved ones. Interested individuals are encouraged to consult their tax planners or attorneys, as well as the Head of School, so that proper vesting language is used. Planned gifts include establishing a trust or annuity, giving stock, real estate or life insurance, naming the School as a beneficiary of your pension plans or remembering St. John’s in your will.

Secondary Fundraising - St. John’s conducts a number of smaller, or secondary, fundraisers throughout the school year to fund the various needs of the School. All secondary fundraisers are voluntary contributions and families should not feel obligated to participate. The secondary fundraisers may include:

- Gently Used Uniform Sale– The used uniform program was created to help parents purchase uniforms at a discounted price. Current parents donate gently-used uniforms to the school, and then the uniforms are sold at a used uniform sale several times a year.
- Friday Food Fundraisers- Parents may participate in lunch fundraising options during the year.

SUPPORTING SCHOOL LIFE

FAMILY EXPECTATIONS

A strong sense of routine is one of the most important foundations for the healthy development of the children, as knowing what is to come provides children with a sense of security and comfort. Creating a healthful daily routine at home will support your child’s experience at school. Include a set routine for homework, family meals, and bedtime. Children should arrive at school having had a healthful breakfast to provide sustained energy to be fully present for morning activities.

Children adapt best to school when families consider the following:

- Provide a home atmosphere that is conducive to the child’s social, emotional, and educational well-being.
- Communicate and collaborate with faculty in implementing policies.
- Review the discipline policy and school rules with your child or children.
- Ensure that your child or children arrive at school on time and are picked up in a timely manner.
- Ensure that children are dressed appropriately for school and the weather.
- Please respect teachers’ time and schedule meetings accordingly.
- Ensure that your children get the appropriate time and environment for homework when given.
- Plan vacations to coincide with school breaks.
- Support your child’s class. Read school and teacher communications. Help with festivals, special events, and field trips.
- Treat teachers and staff with courtesy and respect, especially in times of disagreement
- Encourage limited access/use of electronic media during the school week.
- Become an active part of the school community.