

ST. JOHN'S EPISCOPAL SCHOOL



2021-22 PARENT AND STUDENT
HANDBOOK



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MISSION STATEMENT

We are dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment.

FIVE TENETS OF EPISCOPAL EDUCATION

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

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

-Adapted from the National Association of Episcopal Schools by St. John's Episcopal School Board and St. John's Episcopal Church Vestry

ST. JOHN'S CODE

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

All members of the St. John's community abide by the St. John's Code:

I am St. John's.

I am respectful.

I am responsible.

I am honest.

I care.



PARENT AND STUDENT HANDBOOK

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

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. The School reserves the right to modify and/or amend the content of this Handbook at any time during the year. The most updated version of the Handbook can be found on the St. John's Parent Portal.

If you have any questions about the Handbook or any of its policies, please contact the Associate Head for Academic and Student Affairs.



SCHOOL AND PARENT PARTNERSHIP

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

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

- read and adhere to all policies and procedures as specified in the School's Handbook including advising the School of changes of residence, telephone, parents' employment, and any circumstances that affect the welfare and the safety of the child;
- provide a home environment that supports conditions conducive to learning and the development of healthy habits and positive learning attitudes;
- supervise the child's daily grooming to adhere to the dress code;
- adhere to all carpool guidelines;
- be involved in the life of the School by making every effort to attend scheduled conferences to discuss the progress of the child; read and respond to School communications; support the School financially, and when feasible, support the School through volunteerism and service opportunities; and
- commit to understanding and upholding the values of respect, responsibility, honesty, and care within a diverse faculty, staff, and family community.

In addition, the School recognizes effective partnerships are characterized by clearly defined responsibilities, a shared commitment collaboration, open and transparent communication, mutual respect, and a common vision of the goals to be reached.

The School agrees to:

- seek and value parent perspectives;
- model clear and open dialogue through face-to-face, written, and digital communications, both formal and informal; and
- the accessibility of teachers and administrators during published work hours;
- support and provide a variety of parent education opportunities; and
- actively seek the knowledge necessary to work effectively with a diverse parent body.

Family Matters

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



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

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

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family members (defined as parent, guardian, student, or other person associated with the student) is essential to the fulfillment of the School's mission, educational purpose, and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during School-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its mission, educational purpose or program, the School reserves the right to dismiss the family or family member from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events for reasons that the School deems appropriate.

To communicate concerns and for your issues to be addressed in a timely manner, it is important that you talk with the person who is most knowledgeable and can take action. It is also our policy not to generally discuss any significant question or concern by email or texting application, as there is too much chance for unintentional miscommunication. To best serve our community, we strive for clarity in our conversations, therefore, if you send us such a message, please expect a reply inviting you to set up a time to speak directly.

- **Teacher:** When you have a question or need clarification of a situation concerning classroom matters or social problems, please speak to your child's teacher. Contact them by calling the School office or by leaving a message on voicemail or email to request an appointment. The faculty member will return your call as quickly as their schedule permits. This will allow the teacher to collect any necessary materials and arrange for a time to adequately discuss the situation. **Please do not attempt to conference with teachers in the hallway or lunchroom.** Unscheduled, impromptu meetings do not allow teachers the proper focus and deliberation you deserve.
- **Asst. Dean of Students for Primary and Lower School:** The Assistant Dean supports whole-child development by managing Primary and Lower School student behavior through a restorative, growth-oriented process. Teachers will involve the Assistant Dean in behavior-related conversations, and the Assistant Dean will serve as a liaison between the Student Formation Team and the family.
- **Middle School Advisor:** When you believe your question or concern is bigger than one particular class or assignment, please contact your child's advisor. The advisor is the primary liaison between the student, the family, and the faculty. The advisor acts as a mentor and advocate for the student and can help to facilitate concerns and plans of action to ensure student success.



- **Middle School Grade-level Leader:** Each grade in Middle School has a corresponding grade-level leader. This faculty member helps coordinate grade-level calendars and activities, understands and monitors the instructional and advisory needs for the grade, and assists the Associate Heads and Dean of Students. For matters that concern grade-level activities and field trips or general social, behavioral or academic concerns at a grade level, please contact the grade-level leader.
- **Director of Student Formation and Dean of Students:** The Director of Student Formation leads a team responsible for creating, promoting, and maintaining an atmosphere in the School that is conducive to learning and for supporting the whole child. In a dual role as Dean of Students, contact the DoSF with questions regarding the Middle School advisory program, Middle School student organizations, experiences, and overnight trips, Middle School student behavior, and the secondary school placement process.
- **Associate Head of School for Academic and Student Affairs:** If you have concerns related to your child's academic experience **after meeting with the teacher**, please contact the Associate Head for Academic and Student Affairs.
- **Head of School:** For matters that remain unresolved, please call the Chief of Staff to the Head of School to schedule an appointment. The Head of School is charged with implementing the mission of the School and board policies. The Head of School may consult with other administrators to resolve the issue.



GENERAL INFORMATION, PROCEDURES AND POLICIES

Admission and Enrollment Management Office

The Admission and Enrollment Management Office strives to accept students from diverse backgrounds who will have a successful learning experience at St. John's.

As an independent Episcopal School, St. John's seeks to attract, enroll, and retain families committed to our mission. To create an environment of collaboration and open participation, St. John's values different ideas and perspectives. As such, we are committed to accepting qualified students of any race, color, creed, ethnic, or national origin, and we do not discriminate in our admission or financial aid processes. Furthermore, we strive to provide a balance of boys and girls at every grade level and seek to admit students who will have successful experiences at St. John's.

If a transgender or non-conforming gender student or their parent/guardian wishes to request accommodations at the School, please contact the Head of School. If a student requests transgender or non-conforming accommodations without knowledge of the parent or guardian, it is the School's practice to notify the parent or guardian. The Head of School and/or their designee(s) will work closely with the student and the parent/guardian to discuss individual needs and requested supports and accommodations. The School will determine whether requested support and accommodations will be implemented.

Enrollment, Re-enrollment, and Admission Procedures

The enrollment process is not complete until all forms and fees have been filed. Students are not automatically re-enrolled for the upcoming school year. Re-enrollment occurs on February 1 with the completion of an annual contract and accompanying deposit that must be submitted by the re-enrollment deadline. Contacts received after the deadline will incur a \$100 service charge. Students who have not completed the re-enrollment process by the published deadlines will forfeit their enrollment.

After-School Program

The After-School Program (ASP) provides academic enrichment, recreational opportunities, and social development in a safe and caring environment. The program serves preschool through eighth grade St. John's students on school days from dismissal – 6:00 p.m. All students must be picked up by 6:00 p.m. The program operates only on regularly scheduled school days. It is not available on early dismissal days including Grandparents and Grandest Friends Day, the day before the Christmas holiday, Games Day, or the last day of School.

For more information on hours, pricing or to register for the After-School Program, please visit the [Auxiliary Programs page](#) of the website.

Communication

In addition to The Parent and Student Handbook and regularly scheduled parent conferences and scholastic reports, the School maintains several other electronic parent communications. Please visit the Communications page on the Parent Portal, <https://www.stjohnsschool.org/parentportal>, for additional information.

Daily Procedures for Parents

Arrival/Dismissal Times

Refer to the School's website for arrival and dismissal times by grade level.

Early Morning Drop-off

Early morning drop-off will be offered when not under high transmission pandemic protocols.

Carpool Guidelines

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



All carpool drivers must be listed as an authorized driver for the student in the SchoolPass platform.

From 7:30-8:05 a.m. and 2:45-4:00 p.m., **enter** the campus by turning into the drive from your designated entry direction and **exit** by turning right onto Harter Road. As a courtesy to our neighbors, please do not use the residential streets as a cut-through to or from Buckner Boulevard. Please review the carpool map on the Parent Portal, <https://www.stjohnsschool.org/parentportal>, for carpool arrival and departure patterns and details.

All carpool ride changes should be submitted through SchoolPass.

- Parents must enter rideshare service permission and information in SchoolPass for a child being picked up by an approved ride-share service (see Ride Sharing Policy on page 55). Approved rideshare services must identify themselves to the carpool attendant and provide the student's name.
- We cannot allow a child to go home in a different carpool unless permission is granted through SchoolPass.
- Younger students who ride with students dismissed at a later time may be picked up at their dismissal time or may wait for the later carpool. Please stop at the Lower School entrance to pick up your younger student before proceeding to the Middle School entrance to pick up your older student. To facilitate smooth traffic flow, please arrive for carpool at the dismissal time of your oldest rider.
- If your child regularly walks or rides a bicycle to School, the School must have your written permission. Please instruct your child to go directly home. If there are any changes to the daily procedure, the School must receive written notice through SchoolPass.

Parents, grandparents, and other caregivers who are approved to drop off or pick up a student must follow all carpool guidelines and be entered as authorized drivers into SchoolPass.

- Absences, late arrivals, and early dismissals should be entered into SchoolPass.
- To expedite the carpool process, drivers are asked to display carpool hangtags prominently from the rear-view mirror during drop-off AND pick-up every day.

Please be prompt when picking up your student. Students not picked up by 4:15 p.m. (or 5:40 p.m. for students enrolled in After School Care) will be held in a supervised area until picked up and a late pick-up fee will be posted to the student's SchoolAdmin account.

Carpool Safety Policies

- **Cell phones should not be used while driving on campus.**
- Please remain in line and do not attempt to pull around another car, unless otherwise directed.
- Children should depart and enter the car only from the curbside and only at designated drop-off areas.
- If you have difficulty getting your child to exit the car, please pull out of line and park.

Violations of safe driving practices on campus may result in disciplinary action up to and including immediate dismissal from the School or non-renewal for future academic years. Please notify your spouse, partner, parents, children who drive younger siblings, babysitter, nanny, and anyone else who drives your child to or from School of this policy.

Closings/Delays

The Head of School will decide to close or delay the opening of School on an as-needed basis. Notification will be through the FACTS Parent Alert notification system, which will send text messages to parents, and posted on the School's website.



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

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

Health Screening Process

In keeping with best practices, St. John's strongly encourages families and requires faculty/staff to perform daily self-screenings, including temperature checks, at home prior to arrival at School. We will discontinue screening and testing for students on SchoolPass. We do not anticipate returning to this screening process unless the health department's guidance warrants it. Our Pandemic Coordinator will follow up with families regarding students who are absent to determine if the illness may be COVID-related and advise accordingly. Any individual exhibiting COVID-19 symptoms will be sent to the Wellness Center for evaluation by the Pandemic Coordinator and may be referred to their healthcare provider for testing and care.

Lost and Found

All clothing must be labeled. Items that have no identifiable owner will be quarantined for a period then donated to local charity. Unlabeled uniform items will be quarantined for a period then donated to Parents Association Uniform Resale or charity.

Lunch Policy

Parents must provide a lunch for their student daily. They should send a home packed lunch or use the School's ordering options.

- If a student arrives to School without a lunch, an emergency lunch will be provided, a lunch fee will be posted to the student's FACTS management record, and parents will be notified by the Business Office.
- Lunches dropped off by parents must be in a sealed container (lunch box). Meals delivered by outside vendors will not be accepted. Information about lunch times and ordering options for each grade level can be found on the Parent Portal.
- Candy, gum, and glass containers are not permitted at School.
- Food brought into the School must comply with the School's nut-sensitive policy. (See Health section for additional information.)
- Students are required to bring a reusable bottle of water to School each day.

Messages and Forgotten Items

Parents may drop off homework, lunch, athletic clothes, etc. with the receptionist at the Lower School carpool entrance.

Please limit requests to deliver messages to a child to cases of an emergency. **Parents may not call directly into a classroom at any time.**

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

Please enter afternoon carpool changes into SchoolPass by 2:00 p.m. Classes are not interrupted to retrieve a student. Parents may not go to classrooms except at the invitation of the teacher.

Non-Carpool Student Pick Up

If you must pick up your child at a time other than carpool time, use the SchoolPass app to note the request. Students will be released by the receptionist through the Lower School carpool entrance at the back of the School to the parent



waiting outside the building doors. Please note that while carpool is in progress, parents are expected to pick up their children according to regular carpool procedures and NOT through the School's reception area.

Parking

Visitors should park in any paved, available undesignated space.

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

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

Signing In or Out of School

Between 7:30 a.m. and 2:30 p.m., the reception desk will be at the Lower School entrance of the School. A student arriving or departing outside of normal school arrival or dismissal hours must be signed in and/or out via SchoolPass. Upon late arrival, students should enter through the Lower School entrance. When leaving before 2:30 p.m., students should be released through the Lower School reception desk to the parent or approved adult waiting outside the building doors. After 2:30 p.m., students leaving early are released through the front entrance. A student leaving School due to illness must be signed out through the Health and Wellness Center by a parent or other approved adult. Their pick-up location is at the Middle School carpool entrance.

Visitors

For the start of the 2021-22 academic year, we will only welcome essential visitors to campus. This includes parents and vendors who are on campus for a scheduled appointment. For the safety and security of our students, vendors and repair personnel are only permitted to enter the building through the main entrance to the School so that they can be checked in according to our security protocols. Parents with an appointment should check in with the School Receptionist at the Lower School Entrance. Individuals must wear a mask regardless of vaccination status. Nonessential visitors and activities involving external groups or organizations will not be allowed on campus during the School day. The School reserves the right to limit visitors on campus at its discretion.

St. John's Diversity Statement of Purpose:

In a diverse community, the unique experiences of an individual help to inform and to educate others towards a deeper and wider perspective. Children need to ponder the wonder and complexity of the differences and similarities that make us uniquely and collectively human. Each child thus grows emotionally, spiritually, socially, and intellectually; and is better prepared for the challenges of higher education, the workplace, and our increasingly connected and complex world. To that end, St. John's is dedicated to fostering an atmosphere of equal opportunity in three key ways:

- Encouraging the enrollment of students from diverse economic, cultural, ethnic, and religious backgrounds
- Seeking to hire excellent faculty and staff from diverse backgrounds
- Supporting a bias-free environment by addressing issues of diversity and equity in all aspects of the School and the students' educations

Employee Gift Acceptance Practice

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



Records

Directory

An online directory is available through the website's secure Parent Portal. **Directory information is for School use only and may not be used for any commercial or outside purpose in contacting parents, teachers, or students.**

Address/Phone Changes

Parents are responsible for updating any changes to their contact information through the Parent Portal or by contacting the Database Manager at 214-328-9131 ext. 179.

Student Records and Requests

To review a student's records, the parent or legal guardian of the student must provide a written request to the Registrar, registrar@stjohnsschool.org. A written request for copies of specific documents, either for the parent or to be sent to another school, will generally be honored within five (5) school days from the date the request is received. During the high-volume winter enrollment season, requests may be consolidated for expediency. Records, grades, and transcripts will not be released if a family's account is in arrears. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

Tuition

Parents are responsible for tuition and fees for the year as outlined in their enrollment contract and fee schedule. Tuition payments not received in the business office by the 5th day of the month will be considered past due. All past due amounts shall bear interest at a rate of .83% per month, assessed on the 6th of each month until the tuition is paid current.

Non-payment of any financial obligations due herein shall also be grounds for immediate dismissal from SJES of parent's child. Reenrollment is contingent upon settlement of all outstanding balances due to the School. Access to grades, transcripts, and student records is not available until all accounts are settled.

Tuition Assistance

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

Tuition Insurance

St. John's strives to provide all students with the very best educational experience possible. Unexpected financial hardships can arise, and in many circumstances, tuition insurance can help. Families should refer to the terms of the tuition insurance to learn more about the circumstances in which a claim will be paid. Tuition insurance is offered to all families and required for families on a monthly payment plan.



GENERAL STUDENT GUIDELINES, PROCEDURES AND POLICIES

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

Attendance

Regular and punctual attendance is an important factor in academic success. Students are expected to attend all classes, homeroom or advisory, and chapel. When a student is absent from School, a parent should enter the absence into SchoolPass by 8:30 a.m. To report an absence, tardy, or early dismissal, please enter that information into SchoolPass no later than 2:00 p.m. Students with excessive absences or tardiness are subject to withholding of course credit, retention in their current grade level, dismissal from the School, or non-renewal of enrollment for future academic years.

Absence Policy

- When a student misses any part of a school day, the absence must be entered into SchoolPass. Please notify the School Wellness Center if a student has contracted an illness.
- Students who are absent for more than four hours (Primary and Lower School) or three class periods (Middle School) will be counted as absent for the day.
- Students who are absent from class for any reason are responsible for making-up class work and assignments and should complete all work in a timely manner.
- If a student accumulates more than five absences from a class during a quarter, he or she may lose the ability to make up missed work in that course. The following steps will generally be taken:
 - The School will review the student's attendance record and determine if there were extenuating circumstances in the student's situation.
 - If needed, the family will be given the opportunity to submit any relevant extra information regarding the absences.
 - The School will determine whether the student will be allowed to complete the makeup work and how further absences will be addressed.
 - The School will determine if official documentation in addition to written notification from the parent is required for future absences.
 - The Associate Head for Academic and Student Affairs or Director of Student Formation will meet with any student and his or her parent(s) who is repeatedly absent for announced assessments.
- Absences and Participation in Extra-Curricular Activity
 - In order to participate in School-related extracurricular activities or events, a student must be present for at least half of the school day, except with permission from the Associate Head for Academics and Student Affairs or Director of Student Formation or Director of Athletics.
 - If a student misses any part of the school day due to illness, they may be prohibited from participating in extracurricular activities for that day.
 - A student who is absent or injured in the days leading up to a class field trip must have the permission of the Associate Head for Academics and Student Affairs or Director of Student Formation and the release of a physician (if the absence is due to illness or injury) to participate in the field trip.



Planned and Extended Absences

For a planned absence of more than one day, the Associate Head for Academic and Student Affairs or Director of Student Formation must be notified by the parent at least a week prior to the absence.

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

For extended absences other than illness or family emergency, the family is responsible for providing any needed support for make-up work and missed instruction. The responsibility for arranging make-up work rests with the family.

The Associate Head for Academic and Student Affairs or Director of Student Formation and the School Wellness Center must be notified in the event of an extended illness or chronic condition causing frequent absence and provide a physician's letter to the Clinic for the student's permanent file. If the School has received no communication, the Associate Head for Academic and Student Affairs or Director of Student Formation will generally contact parents regarding excessive absences.

Tardiness

A student is counted as tardy to School if they are not in homeroom/advisory by the start of class. Tardy students must be checked into SchoolPass by an adult and enter through the Lower School entrance.

Academic Expectations

Scholastic Expectations for Primary and Lower School

- Turn in class assignments, homework, and other work on time.
- Arrive to class on time with necessary work, books, paper, pencils, or other materials.
- Participate in classroom discussion and activities while avoiding disrupting the learning environment with excessive, unnecessary talking or other distracting behavior.

Consequences for Inappropriate or Inadequate Scholastic Efforts

Possible but not exhaustive consequences for inappropriate scholastic behavior include:

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

Academic Expectations for Middle School

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

- Be on time to all School-related classes or activities. If the student is tardy to a class because an instructor has detained him or her, the student should obtain a note from the teacher explaining the tardiness.
- Be prepared to fully participate by completing all classwork, homework, and assignments.
- Take personal responsibility for their own work.
- Encourage classmates in their efforts.
- Participate constructively and positively in class discussions and other class activities.
- Use allocated class time to complete schoolwork as instructed.



Consequences for Inadequate Scholastic Efforts

- Failure to complete and turn in class assignments, homework, or other work on a consistent basis will result in a required meeting with teachers and administration to create an accountability plan to help ensure the student's success.
- A student who has an average of 70 or below in a core class (English, math, science, social studies, world language) at semester will receive an academic warning. A student who has an average of 70 or below in a core class at the end of the quarter or semester will be placed on academic probation for three weeks at which time the student's status will be re-evaluated. Any student who has two or more core class averages of 75 or below may also be placed on academic probation at the discretion of the Associate Heads.
- A student whose final average in math or English is below 70 will be required to attend a summer program approved by the Associate Heads of School in order to advance to the next grade. A student whose final average in any other core subjects is below 70 may be required to complete approved summer work to prepare him or her to succeed at the next level. Parents arrange and incur the costs associated with summer programs.
- If an eighth grader has a third-quarter average of 70 or below in any classes second semester, St. John's will send updated grade reporting to the high schools to which the student has applied, if requested by the high school.

Academic Warning and Probation

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

A student on academic probation may be required to attend teacher office hours until the student's parents are notified by the Associate Heads of School for Academic and Student Affairs or the student's teacher that probation has been lifted.

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

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

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

Academic Policies

Promotion Policy

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

Grade Point Averages (GPA)

In Middle School, semester and final grade averages are weighted on the student's report card. Refer to the Parent Portal to view course weights at each grade-level. Questions about the weighting of grades may be addressed to the Associate Heads of School. Questions about grades should be addressed to the teacher.



Homework

Homework is designed to enhance learning in the classroom and help prepare students for future educational demands. Students will have homework in accordance with their grade-level and expected developmental stage. A student's homework should reflect the student's authentic work, which helps teacher gauge understanding. In Middle School, attendance at teachers' office hours may be required of a student who regularly fails to complete and/or turn in homework. Parents should contact the appropriate classroom teacher to discuss any homework issues or concerns. At times, teachers allocate class time for the completion of homework, and students are expected to use such time for its intended purpose.

Honors Designations

In 2021–22, we will elevate recognition of sixth through eighth graders who earn academic honors and academic honors with distinction by implementing published Dean and Head of School Honor Rolls, respectively. Our goal is to recognize the effort required to meet high academic standards.

Mission and Portrait of a Graduate Connection: Academic excellence, loves to learn, motivated by genuine curiosity, demonstrates tenacity and resiliency.

Membership: The Dean's Honor Roll is for students who earn an overall average of 90 or above in a semester (noted as "Honors" on the report card). The Head of School Honor Roll is for students who earn an average of 90 or above in each class in a semester (noted as "Honors with Distinction" on the report card).

Focus: Academic leadership through class participation.

Limitations: In fifth grade, we are teaching students to manage their grades through effort, work completion, and work submission. Throughout this year during which fifth graders are acclimating to Middle School, they are not eligible to receive academic honors.

Make-up Work

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

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

In the case of a planned absence, parents must notify the Associate Head for Academic and Student Affairs or Director of Student Formation in writing in advance, and the student must arrange for make-up work with his or her advisor and teachers before the absence. If the student fails to do so, the privilege of completing make-up work may be denied. Lack of notice of a planned absence and/or failure to make prior arrangements with teachers may also result in academic penalties.

Excessive absences and/or repeated absences when there are planned assessments may also affect whether a student is permitted to make up work. Refer to the Attendance section above for details.

Student Participation in Athletics and Co-curriculars

Students must be current and in good standing (grades of 70 or above) in all academic work to participate in athletics and extracurricular activities.

Summer Skills Work Expectations

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



fall. Students in grades two through eight may also have required summer math assignments to sharpen their skills throughout the summer.

Textbooks and Supplies

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

General Student Behavior Philosophy, Policies, and Consequences

Restorative Discipline Philosophy and Practices

At St. John's, we believe that discipline is a community wide responsibility and that through restorative practices, students are provided opportunities to experience personal growth through their mistakes.

All students and adults are expected to contribute to the process of maintaining the standards of behavior that St. John's expects of its community members. The St. John's Code is posted in all classrooms and sets expectations for honor and conduct.

In **Primary and Lower School**, individual classroom teachers align the St. John's Code to clear behavior expectations, so students learn what behavior is expected in different settings (gym, playground, classrooms). Teachers will generally provide an opportunity for students to bring themselves within boundaries of proper behavior before disciplinary consequences are imposed. Classroom disciplinary techniques vary from grade to grade based on developmental appropriateness. As much as possible, immediate and logical consequences are used for inappropriate behavior. Consequences generally include a conversation and opportunity for reflection with the teacher first for minor infractions and a visit to the Assistant Dean of Students for Primary and Lower School for more major or persistent infractions. Teachers may partner with the Student Formation Team in implementing a behavior plan or chart for students who struggle controlling their behavior.

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

To support our philosophy, a **Discipline Review Board** (DRB) comprised of faculty and staff operates to help maintain a healthy community where all members feel safe and nurtured and to provide equitable accountability.

The Discipline Review Board helps ensure that cases of major infractions are heard with a balanced emphasis on both community needs and the individual needs of students that appear before it. When deliberating with regard to a disciplinary case, members of the Discipline Review Board strive to be fair, objective and focused on the learning of students involved, as well as providing an opportunity for the repair necessary for a healthy St. John's community.

Communication of Student Discipline

As matter of policy, the student discipline process is generally confidential and only teachers and advisors will be informed on a need-to-know basis. Members of the community involved in the process are prohibited from speaking to other parents about student discipline other than their own child.

At the discretion of the Leadership Team, the community will be informed about the issues that come before the Student Discipline Board. The purpose of this communication is to educate the community about behavioral expectations and to be forthright about the processes with which these standards are upheld.



Counseling for Restoration

In some situations, the Asst. Dean to the Lower School or Dean of Students may recommend mandatory meetings with the school counselor. The length and frequency of these meetings is determined by the counselors, students and administration with a focus on what is best for the student involved.

Disciplinary Status Defined

A student's history of behavioral infractions may have an impact on their disciplinary status. There are two different disciplinary statuses that can be assigned when infractions occur, Disciplinary Warning and Disciplinary Probation.

Behavior Card System Students in Grades Three through Eight:

- **Green Card:** Given to a student by any employee to recognize positive student behavior or patterns of student growth that, in the employee's opinion, warrant recognition.
- **Red Card:** Given to students by any employee for behavior-related concerns when a School or classroom rule/code is broken. Red Cards are not given for academic issues such as forgetting homework; those typically have grade consequences. Red Cards are intended to identify patterns of behavior and empower the student to correct himself or herself before the behavior becomes a major disciplinary concern.
 - Below are examples of student conduct that will invoke a red card disciplinary action. This list is not exhaustive but rather provides examples of prohibited conduct:
 - Failure to follow the St. John's Code and/or classroom behavior rules.
 - Discourtesy in words, manner, or attitude.
 - Any conduct that disturbs the good order of the School.
 - Chewing gum on campus, field trips, or School-sponsored trips.
- **"D" Card:** Given to Middle School students for each dress-code violation. Upon receiving the third "D" Card in a quarter, a student will receive a consequence as determined by the Dean of Students.

Major Infractions of St. John's Code or Campus Policies

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

- Cheating or another form of academic dishonesty.
- Stealing
- Disregard for the rights of others, such as physical or verbal bullying or abuse of a student or teacher.
- Telling deliberate falsehoods.
- Using either written or verbal foul or obscene language or gestures.
- Willful defacing or destruction of school property or property of others.
- Engaging in any hostile action, in word or in deed, which is motivated by bias.
- Threats or references to violence.
- Possession or use of any kind of weapons on campus.



In cases of student discipline, the Asst. Dean for Lower School or Dean of Students in collaboration with the Discipline Review Board will consider the individual student and the St. John's community. St. John's strives to incorporate transparency, precedents that have been set and principles of "Restorative Justice" into the decision-making process.

Re-enrollment privileges may be withheld from students who have chronic or egregious disciplinary violations. Full cooperation of the parents is expected in any disciplinary response.

Records Transfer from Lower School to Middle School

A student's disciplinary status may follow a student from the Lower School to the Middle School for a specified period of time. This decision will be made by the Associate Head for Academic and Student Affairs in collaboration with the Student Formation Team prior to the start of 5th grade. It should be noted that carrying discipline over from the Lower School to the Middle School is an exception.

Disclosure of Disciplinary Records to Other Schools

Upon request, St. John's Registrar submits student transcripts directly to schools for admission consideration. Letters of recommendation prepared for students by teachers and the Director of Student Formation are usually required as part of the student's high school or transfer application. The School submits these forms directly to the new school. Recommendations are confidential and are not released to students or parents.

Schools may wish to consider a student's disciplinary record as part of their admissions process. St. John's policy regarding disclosure of disciplinary records is that we will notify schools that request such information only of infractions resulting in Disciplinary Probation, suspension, or expulsion from St. John's. This includes incidents that occur during the 8th grade year after applications have been submitted. Parents are advised to consult with the Associate Head for Academic and Student Affairs in such cases.

If a student voluntarily withdraws from St. John's to avoid disciplinary action, we reserve the right to report the infraction to the schools, if asked by the School in their admissions process. We do not report disciplinary action that occurred at previous schools attended. We do not report academic warnings or probation to schools because that is an internal measure to assist students in improving their performance and academic performance is already reflected on student transcripts.

Primary and Lower School Behavior Guidelines

Sequence of Disciplinary Consequences for Behavior or Academic Integrity Violations

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

- If discovered cheating, a student will receive a zero for the assignment or test and parents will be notified. If a second offense occurs, a joint conference will be scheduled to include the student, parents, teacher, Assistant Dean of Students for Lower School and/or the Associate Head of School for Academic and Student Affairs.
- Initial behavior offenses will receive a warning from the teacher and request for behavior to cease. A serious offense will result in an immediate consequence.
- Repeated occurrences of the same inappropriate conduct will require that the student be sent to the office of the Assistant Dean of Students for Lower School.
- If misbehavior continues, the student may be required to call the parent(s) and may be sent home for the day.



- Parents will be contacted by the teacher when any behavior becomes chronic (i.e., a pattern seems to be developing or misbehavior is occurring with increased frequency).
- For repeated offenses or major infractions, parents will be required to come to the School for a conference with the teacher(s) and the Assistant Dean of Students for Lower School.
- Appropriate disciplinary action will be determined at that time and may include placing the student on a behavior agreement.
- When all of the above disciplinary measures have failed to correct inappropriate behavior, the student may be required to withdraw from School.
- A contract for the following year will not be offered to a child with unresolved or deliberately unaddressed behavioral issues.

Consequences for Red Cards

For students in grades three and four:

Lower School is the first-time students receive Red Cards, therefore a verbal warning, with an opportunity for redirection, is typically given before a Red Card is issued. Verbal warnings are not issued for major infractions or physical violence.

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

Middle School Student Behavior Guidelines

Behavior Expectations

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

- Appreciate the rights and personal belongings of others.
- Display courteous and respectful behavior.
- Use appropriate language at all times.
- Exhibit personal honor in all their actions.
- Express feelings in a constructive manner.
- Accept responsibility for their actions.



- Recognize inappropriate behavior and identify constructive alternatives.

Consequences for Red Cards

For students in grades five and six:

- A student accruing three Red Cards in a quarter will have their parents contacted.
- Upon receiving a fourth Red Card in a quarter, a student will serve a one-hour, after-school detention on a Friday as assigned by the Dean of Students.
- A student accruing six Red Cards in a quarter will be required to meet with the Dean of Students and serve a Saturday detention on a date specified by the Dean of Students.
- A student accruing nine Red Cards in a quarter will serve a Saturday detention on a date specified by the Dean of Students; the student will also be required to meet with his or her parents and the Dean of Students.

For students in grades seven and eight:

- A student accruing three Red Cards in a quarter will meet with the Dean of Students and have their parents contacted.
- Upon receiving a fourth Red Card in a quarter, a student will serve a one-hour, after-school detention on a Friday as assigned by the Dean of Students.
- A student accruing six Red Cards in a quarter will receive a Saturday detention on a date specified by the Dean of Students.
- A student accruing nine Red Cards in a quarter will serve a second Saturday detention on a date specified quarter by the Dean of Students; the student will also be required to meet with his or her parents and the Dean of Students.

Sequence of Consequences for Academic Dishonesty in Middle School

St. John's expects students to abide by the St. John's Code and complete their work with academic integrity. The escalating consequences below apply to acts of academic dishonesty such as cheating, copying, plagiarism, and submitting work that is not of a student's own creation. St. John's reserves the right to adjust these steps at its discretion.

- A first instance will result in a zero on the assignment or assessment until the student resubmits or reassesses for a maximum grade of 70. The teacher will specify the timeframe for resubmission or reassessment.
- A second occurrence will result in a zero on the assignment or assessment without the opportunity for resubmission or reassessment, plus a Saturday detention.
- A third occurrence will result in a zero on the assignment or assessment without the opportunity for resubmission or reassessment, plus a suspension from School with the possibility of expulsion.



Bullying Policy

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

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

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

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

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

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

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

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



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

Political Discourse on Campus

The School maintains a policy regarding Political Discourse on Campus to ensure an appropriate and welcoming environment for members of its community.

The School recognizes the value of the study of politics and engaging in political discussions, when developmentally appropriate. However, in an effort to maintain a supportive environment for everyone, members of the School community should avoid expressing or discussing personal political viewpoints on campus. Prohibited conduct includes:

- Usage of School time or assets, including but not limited to the School's Information Technology, to perform political activities;
- Speaking on behalf of the School when supporting a political candidate or cause;
- Usage of your affiliation with the School, the School's name, the School's logo, or the School's letterhead to support political candidates or causes;
- Distribution of political literature while on campus;
- Engaging in political conduct, discussions, or activities that violate the School's Policy Against Unlawful Harassment, Discrimination, and Retaliation or related policies; and
- Harassing, discriminating against, or retaliating against another person based upon their political beliefs or affiliation.

Should you have any questions regarding this Policy, please do not hesitate to contact the Assistant Head for Academic and Student Affairs.

Reporting Racism or Bias

The School does not tolerate racism or bias based on race, color, national origin or ethnicity whether it occurs on or off campus or at the School. Examples of racist comments and conduct include, but are not limited to:

- notes, cartoons, graffiti containing racially offensive language or pictures
- name calling, jokes or rumors involving race, color, national origin or ethnicity
- threatening or intimidating conduct directed at another or a group of individuals because of the other's race, color, national origin or ethnicity
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race, color, national origin or ethnicity
- written or graphic material, including on social media or circulated electronically, containing racial comments or stereotypes that degrade individuals or members of protected classes
- a physical act of aggression or violence upon another because of, or in a manner reasonably related to, race, color, national origin or ethnicity
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, national origin or ethnicity.



This policy applies to students, parents, employees and visitors. Anyone who is the victim of this type of conduct or who becomes aware of it must report it to the School's Chief Operations Officer or Dean of Students..

You will not be penalized in any way for making a good faith report of improper conduct. If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact the School's Chief Operations Officer or Dean of Students. Please do not assume that the School is aware of the improper conduct.

Cell Phones & Student Phone Use

Phones are available in classrooms for all emergencies. Students must have teacher or staff permission to use any phone in the school building.

As stated in the **Responsible Use Policy**, students may not use cell phones on campus at any time without explicit permission from a faculty member for each time of use.

- If a student violates this aspect of the Responsible Use Policy, the student will receive a red card, and the phone will be taken and returned directly to the student's parent with a reminder of the policy.
- A second violation will result in the student losing the privilege to have a cell phone on campus for a time period determined by the School, up to the remainder of the school year.

Dress Code

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

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

All students are expected to observe the dress code at all times. Improperly dressed students will be asked to call a parent and be sent home for the day.

Cosmetics

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

Free Dress Guidelines

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

- Clothing should be neat, clean, modest, reasonably well fitting, and not tattered or torn (i.e., no ripped jeans).
- Bare backs and midriffs are not allowed.
- T-shirts should be free of objectionable messages or advertisements; plain white undershirts are not allowed as external wear.
- Shorts, skirts, and dresses must be at least fingertip length.
- Yoga pants are acceptable.
- Students must wear athletic shoes or other closed-toe shoes appropriate for an active school day; boots or slip-on shoes may not be worn during the school day.



- A student who is immodestly or inappropriately dressed will be required to change before being permitted to attend class or participate in extracurricular activities. Parents will be called to bring a change of clothes.

Grooming

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

Jewelry and Accessories

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

Masks/Face Coverings

The St. John's face-covering policy meets Dallas County Health and Human Services and CDC requirements. Masks must be worn from the time a student or employee exits a car (or enters campus in the case of walking/biking) until they return to the car or exits campus. Students may remove masks when maintaining six feet of distance from another person if provided permission by a faculty member, such as when eating or drinking or taking breaks outdoors. Faculty may allow students to remove masks during recess and P.E. if students are outdoors and maintaining physical distance. Employees may remove masks when working alone in a classroom or office. Masks are part of the safety protocols and are a required part of the uniform.

- Masks must fully cover the nose and mouth, fit snugly against the side of the face, allow for breathing without restriction, and be comfortable enough to be worn all day or for extended periods of time.
- Masks must include multiple layers fabric or be disposable surgical masks (not N95 masks).
- Masks must be secured with adjustable or elastic loops. No tie closures.
- Masks may not have vents.
- Bandanas, gaiters, and gaping or flowing face coverings are not permitted.
- Face shields are not considered equivalent to face masks and are not permitted by students unless they are worn in addition to a mask.
- Masks may not have any written messages, unless issued by the school. Any pattern or design on a mask should be appropriate for a PK-8th grade school. If a mask distracts from learning, the student will need to replace it.
- Students should have an extra mask with them each day.

The School reserves the right to address its policy on masks and face coverings in its discretion.

Outerwear

- Only official and appropriately sized St. John's sweatshirts, sweaters, blazers, or fleece jackets may be worn in the building or during chapel.
- Students may wear a winter-weight jacket or coat to chapel on cold days; however, outerwear will be removed during the service.
- School sweaters for Primary and Lower School students and School blazers for Middle School students will be worn with the dress uniform beginning with the first Eucharist in November through the last Eucharist in March. Sweaters and blazers are the only items allowed over uniforms during Eucharist at other times of the year; sweatshirts and fleeces are not permitted.



Uniforms

- Uniforms must be in good condition and correctly sized.
- Jumpers and skirts must be no shorter than fingertip length; this means the skirt must fall to the tip of the longest finger when arms and hands are fully extended.
- Walking shorts are part of the standard uniform for both genders in all grades, and we encourage students to dress comfortably every day given that we will regularly use outdoor spaces.
- Oxford shirts must be completely tucked in and appropriately buttoned at all times.
- The white knit three-button shirts, which are required for prekindergarten and transitional kindergarten and optional for kindergarten through fourth grade students as part of the standard uniform, must be appropriately sized and may be worn untucked.
- Colored T-shirts or colored undergarments may not be worn under uniform shirts.
- Shoes may not be drawn on, written on, or decorated.
- All required items of the uniform should be worn appropriately.
- No miscellaneous items may be worn on, over, or under the uniform.
- No Crusader shirts or sweatshirts may be worn.
- All uniform items must be labeled with the student's name.
- **Dress Uniform:** Worn to Eucharist, on specified trips, to all events where students represent St. John's Episcopal School, for School pictures, and at other specified times. Note that shorts, the Lower School knit shirts, and the Lower School skirt are NOT part of the dress uniform.
- **Standard Uniform:** Worn to School every day, except when dress uniform is required or a free- or spirit-dress day has been declared.
- During the school day, if there is a need for school-wide remote learning, students will be required to wear the St. John's uniform.

Primary and Lower School Girls Uniform

Preschool Uniform

All items are non-embroidered and can be purchased at Lands' End, Target, Children's Place, Amazon, Old Navy, or other retailers.

Primary School Girls Dress Uniform

Prekindergarten, transitional kindergarten, and kindergarten students are not required to wear dress uniforms, but are required to wear the **navy, regulation cardigan sweater with School crest on upper left side of sweater** on the following days: photo day, Grandparents and Grandest Friends Day, Advent Concert, and specified field trips.



Primary and Lower School Girls Uniform				
	Preschool Girls	Pre-K, TK, and Kindergarten Girls	First through Third Grade Girls	Fourth Grade Girls
Dress Sweaters	Navy Cardigan Sweater		Navy regulation cardigan sweater with School crest on upper left side	Navy regulation cardigan sweater with School crest on upper left side
Standard Shirt	Navy Pique Knit Polo Dress (worn with Modesty Shorts)	White Peter-Pan collared short-sleeved blouse with red piping, white long-sleeved blouse with Peter-Pan collar, OR appropriately sized white knit, three-button, long- or short-sleeved shirt. School crest on knit shirt is preferred for standard dress days.	White Peter-Pan collared short-sleeved blouse with red piping, white long-sleeved blouse with Peter-Pan collar, OR appropriately sized white knit, three-button, long- or short-sleeved shirt. School crest on knit shirt is preferred for standard dress days.	White oxford shirt, long- or short-sleeved OR appropriately sized white knit, three-button, long- or short-sleeved shirt. School crest on knit shirt is preferred for standard dress days.
Dress Shirt	White, three-button polo shirt		White Peter-Pan collared short- or long-sleeved blouse	White oxford shirt, long- or short-sleeved
Dress or Standard Pants	Pull-on navy pants		Navy twill flat-front pants	Navy twill flat-front pants
Standard Shorts	Pull-on navy shorts	Navy twill flat-front pants or walking shorts; no belt		
Dress Skirt			Pleated skirt in School plaid (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts	Pleated or kilt skirt in School plaid (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts
Standard Skort	Pull-on navy skort	School plaid skort		
Dress or Standard Jumper		School plaid jumper (at least fingertip length) with black or navy modesty shorts	School plaid jumper (at least fingertip length) with black or navy modesty shorts	
Dress or Standard Socks		White, navy, or black socks that cover the ankle OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks.	White, navy, or black socks that cover the ankle OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks	White, navy, or black socks that cover the ankle OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks.
Shoes	Athletic shoes with Velcro closures; no light-up shoes	Athletic shoes with Velcro closures; No light-up shoes.	Athletic shoes with laces; No light-up shoes.	Athletic shoes with laces; No light-up shoes.



Accessories			Belts, if worn with pants, must be plain leather and solid brown or black with a small buckle	Belts, if worn with pants or shorts, must be plain leather and solid brown or black with a small buckle
Fleece Jacket, Sweatshirt	OPTIONAL: St. John's sweatshirt, no hoodies	OPTIONAL: School sweatshirt (no hoodies); blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn.	OPTIONAL: School sweatshirt; blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn.	OPTIONAL: School sweatshirt; blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn

Primary and Lower School Boys Uniform

Preschool Uniform

All items are non-embroidered and can be purchased at Lands' End, Target, Children's Place, Amazon, Old Navy, or other retailers.

Primary School Boys Dress Uniform

Prekindergarten, transitional kindergarten, and kindergarten students are not required to wear dress uniforms, but are required to wear the navy, regulation cardigan sweater with School crest on upper left side of sweater on the following days: photo day, Grandparents and Grandest Friends Day, Christmas Concert, and specified field trips.



Primary and Lower School Boys Uniform				
	Preschool Boys	Pre-K, TK, and Kindergarten Boys	First through Third Grade Boys	Fourth Grade Boys
Dress Sweaters	Navy Cardigan Sweater		Navy regulation cardigan sweater with School crest on upper left side	Navy regulation cardigan sweater with School crest on upper left side
Standard Shirt	White, Three-Button Polo Shirt	White knit, three-button, long- or short-sleeved shirt. School crest on knit shirt is preferred for standard dress days.	White oxford shirt, long- or short-sleeved OR appropriately sized white knit, three-button long- or short-sleeved shirt. School crest on knit shirt is preferred for standard dress days.	White oxford shirt, long- or short-sleeved OR appropriately sized white knit, three-button, long- or short-sleeved shirt. School crest on knit shirt is preferred for standard dress days.
Dress Shirt			White oxford shirt, long- or short-sleeved	White oxford shirt, long- or short-sleeved
Dress Tie			School plaid tie	School plaid tie
Dress or Standard Pants	Pull-On Navy Pants	Navy blue twill pants with elastic waist; no belt	Navy twill flat-front pants	Navy twill flat-front pants
Standard Shorts	Pull-On Navy Shorts	Navy blue walking shorts with elastic waist	Navy blue twill flat-front walking shorts	
Dress or Standard Socks		White, navy, or black socks that cover the ankle	White, navy, or black socks that cover the ankle	White, navy, or black socks that cover the ankle
Shoes	Athletic shoes with Velcro closures; no light-up shoes	Athletic shoes with Velcro closures; No light-up shoes.	Athletic shoes with laces; No light-up shoes.	Athletic shoes with laces; No light-up shoes.
Accessories			Belts, if worn with pants, must be plain leather and solid brown or black with a small buckle	Belts, if worn with pants or shorts, must be plain leather and solid brown or black with a small buckle
Fleece Jacket, Sweatshirt	OPTIONAL: St. John's sweatshirt, no hoodies.	OPTIONAL: School sweatshirt (no hoodies); blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn.	OPTIONAL: School sweatshirt; blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn.	OPTIONAL: School sweatshirt; blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn.



Middle School Girls and Boys Uniforms

	MS Girls	MS Boys
Dress Blazer	Navy blazer with School crest on left breast pocket	Navy blazer with School crest on left breast pocket
Standard Shirt	5th – 7th grade: White oxford shirt, long- or short-sleeved 8th grade: Blue oxford shirt, long- or short-sleeved	5th – 7th grade: White oxford shirt, long- or short-sleeved 8th grade: Blue oxford shirt, long- or short-sleeved
Dress Shirt	5th – 7th grade: White oxford shirt, long- or short-sleeved 8th grade: Blue oxford shirt, long- or short-sleeved	5th – 7th grade: White oxford shirt, long- or short-sleeved 8th grade: Blue oxford shirt, long- or short-sleeved
Dress Tie		Navy tie with St. John's Episcopal School stripe
Dress or Standard Pants		Dress: Gray flannel flat-front slacks
Standard Shorts		Gray flannel flat-front or walking shorts
Dress Skirt	Pleated or kilt skirt in School plaid (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts	
Dress or Standard Socks	White, navy, or black socks (Athletic socks are allowed; however, the only color on the sock may be white, navy, or black.) OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with P.E. shorts and socks.	White, navy, or black socks (Athletic socks are allowed; however, the only color on the sock may be white, navy, or black.)
Shoes	Athletic shoes with laces and non-marking soles; no high-tops	Athletic shoes with laces and non-marking soles; no high-tops
P.E. Uniform	Athletic shoes with laces and non-marking soles; no high-tops White, navy, or black socks (Athletic socks are allowed; however, the only color on the sock may be white, navy, or black.) St. John's P.E. shirt and shorts	Athletic shoes with laces and non-marking soles; no high-tops White, navy, or black socks (Athletic socks are allowed; however, the only color on the sock may be white, navy, or black.) St. John's P.E. shirt and shorts
Accessories	Belts must be worn with pants or shorts and must be plain leather and solid brown or black with a small buckle	Belts must be worn with pants or shorts and must be plain leather and solid brown or black with a small buckle
Fleece Jacket, Sweatshirt	OPTIONAL: School sweatshirt; blue fleece with St. John's crest. No Crusaders shirts or sweatshirts may be worn.	OPTIONAL: School sweatshirt; blue fleece with St. John's crest. No Crusaders shirts or sweatshirts may be worn.



Gum

Lower and Middle School students may only chew gum in classroom settings with special permission granted based on a diagnostic recommendation on file with the School and as outlined in the student's Student Support Plan.

Inspection Policy

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

Lockers and Cubbies

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

- Cubbies and lockers are to be kept neat and clean.
- Students should not write on or attach any stickers, tape, or magazine cutouts to the inside of a cubby or the outside of a locker.
- Students may not store food or drinks overnight in the cubby or locker.
- Personal pictures and other items may be attached via magnets inside the locker. No lights or excessive decorations are permitted.
- Student lockers may be subject to periodic checks and/or searches. Students will be asked to remove inappropriate materials.
- Students are responsible for completely cleaning and removing any residue from their lockers at the end of the school year.

On and Off-Campus Behavior

- The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to take action with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.
- The School's policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during School breaks, including summer break.



- In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.
- Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.
- The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers, or administrators any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

Residence

It is the School's position that in order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living accommodations, support, and supervision. As a result, the School requires that all students, regardless of age, continuously live with a parent or court-appointed legal guardian at least 25 years of age so long as the student is enrolled at the School. Failure to do so will result in the student's dismissal from the School. Living with friends, distant relatives, nannies, by themselves, etc. is not acceptable. There will be no refund of tuition where such enforced withdrawal occurs. A parent or legal guardian must immediately notify the School should a student's living arrangements change during the school year. The School reserves the right to request at any time and from time to time, satisfactory proof (in the School's sole discretion) of a Student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

Personal Property

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

School Sponsored Activities (Grades Fifth – Eighth)

- Attendance at School activities or dances is limited to students who are currently enrolled, unless the School has granted special permission.
- Students absent the day of the dance may not attend except by special permission of the Director of Student Formation.
- Cell phones are not allowed at School dances. If a student brings a phone, it is collected and labeled at the beginning of the dance and returned when the student departs the dance. The School assumes no responsibility for loss or damage of phones or other property students bring to dances.
- Students are encouraged to arrive on time. The doors will be locked 30 minutes after the dance start time, and students will not be permitted to enter or leave without advance permission from the Director of Student Formation.
- No student will be allowed to leave school-sponsored activities unless he or she is accompanied by a parent or guardian.
- School-sponsored activities will be chaperoned by staff.



- Good behavior is expected. Noncompliance will result in a parent being contacted and required to remove their student from the event.
- In the event that damage is done to school or private property, the person(s) responsible will pay for those damages and further disciplinary action will be taken.
- All school dances will end by 9:00 p.m., and parents are expected to pick up children promptly.
- Dress for dances must be **modest and appropriate**. Students must meet free-dress guidelines to be admitted. **(Refer to free-dress guidelines for skirt/dress length requirement.)** In addition, girls' dresses must have two shoulder straps of at least two inches in width each. Noncompliance with dress guidelines will result in parent contact and removal from the event until the outfit is changed.

HEALTH AND WELLNESS POLICIES AND PROTOCOLS

Accidents

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

Concussion Protocol

A concussion is a type of brain injury that changes the way the brain normally works. A concussion can be caused by a bump, blow, or jolt to the body that causes the head and brain to move rapidly back and forth. This motion causes trauma to the brain. Students can sustain a concussion from a fall, or when the student's head hits a hard object, such as a floor, desk or another student's head or body. The potential for a concussion is greatest during activities where collisions can occur. These activities include PE classes, time on the playground, and school sports. Concussion in children and adolescents can also occur outside of sports, such as motor vehicle accidents, a fall or collision from riding a bicycle.

Recovery from a concussion requires limitation of physical activity such as practice, drills, games, and PE classes, as well as brain rest. Mental activity should be limited to allow the brain time to heal. Activities such as assignments, quizzes and tests may need to be postponed or accommodated to allow the student's brain to fully heal. Even activities such as watching TV, texting, and computer use may slow recovery. Allowing greater time to complete academic tasks and encouraging frequent breaks from cognitive stressors will aid in brain recovery.

If a student sustains a concussion or exhibits any signs, symptoms or behaviors indicating a possible concussion from an injury during the school day, the nurse will contact parents and provide information on the nature of the injury and the symptoms exhibited by the student. The nurse will ask the parents to have the child evaluated by a medical professional. The student will be required to provide a written clearance from that provider to the nurse to resume physical and academic activities. The nurse will provide a copy of the clearance or management form from the physician to the Director of Student Formation. The management plan will be instituted as part of the St. John's Student Support Health Plan. The Student Support Health Plan documents the created by The Director of Student Formation in collaboration with the Health and Wellness Team document the student's management plan prescribed by the health care provider. Once the student receives medical clearance from their physician to return to physical activity, the student will be required to provide a written statement from the physician to return to play/physical activity.

If an athlete sustains a concussion or exhibits signs, symptoms, or behaviors indicative of a possible concussion during an athletic practice, game, or any associated activity, the athlete will be removed immediately from all athletic activity. The coach will contact parents and provide information regarding the nature of the injury and the symptoms exhibited by the student. The athlete may not return to any practice or game activity until he/she has been evaluated by a medical professional. The athlete's parent/guardian must provide written clearance from that provider before



he/she is allowed to resume physical activity. The school's athletic director will provide a copy of the clearance or management plan to the Director of Student Formation and the Health and Wellness Team. Once the athlete is cleared by their physician to resume physical activity, the coach will implement the Gradual Return to Play protocol. All St. John's coaches, trainers, officials, and any St. John's employee assisting the coaches and athletic participants will be compliant with the Concussion Training requirements of Texas Education Code, Section 38.158.

Food Allergen Policy

Information regarding student food allergy will be elicited at the time of enrollment and annually with re-enrollment. Parent reports of allergies that are not confirmed by a diagnosis will be noted in the student health record by the school registered nurse. We will attempt to maintain an environment free of all peanuts and tree nuts (cashews, almonds, pecans, walnuts, and pistachios). Foods containing peanuts or tree nuts of any kind will not be allowed at School for lunch, snack, and celebrations.

For a diagnosed food allergy, the parent will provide an updated **Food Allergy and Anaphylaxis Action Plan**- (Emergency Action Plan) prior to the start of each school year.

Students with specific physician, parent, and school nurse permission will be allowed to carry an epinephrine auto injector on their person. Doing so will require completion of an **authorization to Self-Carry and/or Self Administer Epinephrine Auto Injector Form**. The school nurse will verify the student's competence to self-administer.

All students/staff are encouraged to wash hands before and after lunch and before returning to the class from recess, using running water and soap. Hand sanitizer is not an acceptable cleanser for the prevention of food allergic reactions.

It is strongly suggested that Middle School students carry their own auto-injector for before and after school activities; the physician will need to sign the Authorization to Self-Carry/ Self Administer form along with the Food Allergy Action Plan.

Health Information Sharing

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

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

Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will



apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

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

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to the Health and Wellness Center if their child has a confirmed communicable disease that poses a risk to others in the School community. The Department of Health shall be notified when a student is sent home because of a reportable communicable disease. In case of student absence due to the reportable communicable disease, a release from the



student's healthcare provider must be presented when the student returns to School (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Parents are reminded that anyone who takes deliberate action which endangers the health or safety of the school community, including coming to the School campus with a dangerous viral infection, will face disciplinary action, up to and including expulsion.

Health Policies

While the School is operating during a pandemic, an Advanced Practice Registered Nurse, or other qualified professional will generally staff the Wellness Center from 7:30 a.m.– 6:00 p.m. each operational day. The Wellness Center is for the benefit of students who need medication dispensed, become ill at School, or need medical attention while at School. The Advanced Practice Registered Nurse will be responsible for advising the St. John's community regarding the application of the COVID-19 protocol and assisting with contact tracing. To review the School's response and operational plan, visit the St. John's COVID-19 [website](#).

Students who exhibit signs and symptoms of illness or need medical attention while at School will be directed to the center to be evaluated by the Wellness Center staff. Hours of operation are generally from 7:30 a.m. to 6:00 p.m.

Immunization Records

The School requires that all students be compliant with the Texas Minimum State Vaccine Requirements. Returning students who do not have a current exemption on file and all newly admitted students must be up to date on vaccines and submit immunization records prior to the first day of school.

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

- **Note:** Students who have not received the required immunizations for medical reasons may be excluded from school in times of emergency or epidemic declared by the Texas Commissioner of Health.

Lice Policy

The school nurse will perform head checks on students showing symptoms of lice infestations. Symptoms of lice infestation are itching or scratching the scalp. If a child is found to have head lice while at School, the School Nurse will notify the child's parent(s) and provide the parents with information and further instruction for treatment of head lice. The student will be instructed to avoid head-to-head contact with others.

Medication Administration

- All medications that can be given outside of school hours should be given at home. Only those medications that cannot be given outside of school hours will be administered at school. Students will need to have the



proper documents on file in the requirements section of their Magnus Health portal if they need to take daily medication during school hours.

- Prescription medications given by the Health and Wellness Center staff must be in their original pharmacy container and will be dispensed according to the ordering physician's directions on the container. Parents are responsible for updating their student's information in Magnus Health when there are any changes in a student's medication dosage or needs. Parents are also responsible for ensuring the Health and Wellness Center staff has an adequate supply of medication and that medication sent is not expired.
- The Health and Wellness center stocks Advil, Tylenol and Pepto Bismol (or their generic equivalents) for students who may need them during the school day. If the staff determines that a medication is indicated, it will be given according to the manufacturer's directions and only if indicated by parental preferences stated in Magnus Health.
- All medication (prescription, non-prescription and over the counter) must be kept in the Health and Wellness Center unless there is a medical need for the student to carry it at all times (asthma inhaler or epinephrine auto injector for severe allergy). Students who self-carry medication will be required to have a statement signed by the parent and physician on file in Magnus Health stating the student has demonstrated that they know when and how to use the medication properly.
- All medication (prescription, non-prescription, and over-the-counter medication) must be taken home at the end of the school year. Medications will not be stored over the summer months.
- The Health and Wellness center staff will not dispense any non-FDA approved substance including but not limited to natural or homeopathic supplements.

Medication Administration on Field Trips

- Any medication sent on a field trip must be in the properly labeled, original container. The bottle should contain only the required number/amount of medication to be administered on the field trip. Vitamins and/or homeopathic medications should not be sent on the field trip. Medication must be provided to the Health and Wellness Center one week before the trip departure date or by the date specified by the Wellness Center staff.
- A copy of the Field Trip Medical form must be filled out for each student attending the trip and should list all medications that will need to be taken on the trip (both scheduled and as needed).
- For overnight field trips, parents must complete and sign an emergency release form. The form must be accompanied by a photocopy, front and back, of the family's insurance coverage card. If a family does not have current coverage for a child, the school requires 30-day notification so that alternate coverage can be arranged for the duration of the trip.
- All forms and documentation for the trip must be uploaded into Magnus Health one week before the trip departure date or by the date specified by the Health and Wellness Center staff.
- The Health and Wellness Center staff will collect medications and create a schedule for medication distribution and treatment administration for the trip medical chaperone.

Contact the Nursing staff if you have any questions regarding medication administration or policy.

Illness Policy

Please do not send your child to School if he or she exhibits any signs or symptoms of illness and instead monitor their symptoms at home. If your child gets sick while at School or is not feeling well, he or she will be placed into one of two isolation rooms and assessed in the Health Center. A sick student's belongings should



travel with them to the Health Center for convenience if they are sent home from the clinic. Symptoms of illness include, but are not limited to the following:

- Temperature greater than 100°F
- Shortness of breath or difficulty breathing
- Muscle pain or body aches
- Sore throat
- Cough (for those with asthma, a change in their baseline)
- Headache
- New loss of taste or smell
- Congestion or runny nose (for those with chronic allergies, a change in their baseline)
- Extreme fatigue

You may be asked to pick up your child from school and have them evaluated by their health care provider for guidance or treatment. If your child has a fever of 100°F or above, or has diarrhea or vomiting, you will be asked to pick up your child immediately from the Wellness Center. Students who must leave School during the day due to illness must be released by the School Nurse. We ask that you arrive at the school to get your child within an hour, if possible. Please have an alternate plan for pick up if you cannot arrive within a reasonable amount of time. Students may return with a signed physician's note with a return to school date, when free of symptoms of illness, or fever free for 24 hours without using fever-reducing medications. For any serious illness or sustained absence, a signed doctor's note is required to return to School.

Health and Wellness Center

- While the School is operating during a pandemic, a registered Nurse, or other qualified professional will generally staff the Health and Wellness Center from 7:30 a.m.– 6:00 p.m. each operational day. The Health and Wellness Center is for the benefit of students who need medication dispensed, become ill at School, or need medical attention while at School. To review the School's response and operational plan, visit the St. John's COVID-19 [website](#).

Screenings

Students are required to have a yearly physical and upload it into Magnus Health. Students who are new to the school or are in TK, PK, K, 1st, 3rd, 5th, and 7th grades must be screened for vision and hearing in accordance with State Health Department requirements.

Spinal Screenings. In addition, girls will be screened two times, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7). Boys will be screened one time at age 13 or 14 (or fall semester of grade 8). If any of these screenings were not performed as a part of the child's annual SJES physical, they will be done by the Health and Wellness Center staff. All screening results are not diagnostic and only indicate that further evaluation by an appropriate medical professional is warranted. Parents will be notified of the results of their child's vision, hearing, or spinal screening only if referral to a medical professional is necessary. If a student is enrolled within 60 days of the date the school is closing for summer AND the student will still be the appropriate age or entering the appropriate grade level during the first 120 days of the following school year, then the screening may be postponed until that time.

Students in pre-kindergarten, transitional kindergarten, kindergarten, first and second grades will be given a speech/language and/or reading screening by an outside provider. Results will be reported to the school and to parents.

Services for Students with Disabilities

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has



grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy

In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or School order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our School and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

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

Release for Communications with Physician

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

Assessment of Request

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

Limitations on Requests

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

Responsibilities for Implementing Accommodations

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

Release and Waiver

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



PROGRAM

Arts

The School's arts programs provide students with opportunities to develop foundational skills in the visual and performing arts and to explore and develop their interests and passions. From Primary School through sixth grade, students take both art and music classes. In seventh and eighth grades, students exercise choice in selecting elective classes, which include offerings in the arts. Throughout their years at St. John's, students participate in integrated projects that develop their speaking, presentation, and theatre skills, and those projects culminate in an eighth-grade musical. Emphasizing process and self-improvement, we encourage students to find joy and fulfillment in creative expression.

Athletics

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

Middle School students may opt to participate on Interscholastic sports teams through an inclusive after-school athletic program that runs throughout the School year. The Parent Portal will include details when those are available, and communication will be provided in the weekly newsletter.

Chapel

St. John's is a Christian school with firm roots in the Episcopal tradition. As such, regularly scheduled chapel services, which all students attend, are central to our life together as a community. Students in grades one through eight attend chapel three days per week when School is in session. Two of these daily prayer services are divisional and are designed specifically for students in either lower or middle school. On Wednesdays, we gather as a larger group to celebrate the Eucharist, where all baptized Christians are welcome to receive the sacrament of communion and all are welcome to receive a blessing or prayer.*

Students in pre-kindergarten, transitional kindergarten, and kindergarten participate in Primary School Chapel two times a week. Additionally, they receive Godly Play instruction once a week. At all levels, students are given opportunities to participate in various ways in services. Parents are invited to worship at chapel services as well.

*Visit the Parent Portal for Chapel Protocols [COVID-19 Return to School Operational Strategy](#).

Curriculum Overview

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

Field Trips

Various on-campus presentations and off-campus activities related to classroom studies may be offered throughout the year. Off-campus experiences throughout the Dallas Metroplex begin at pre-k and continue through eighth grade. In addition, special speakers and performers often visit students. Middle School students take overnight trips, which enhance the growth and personal responsibility of the students. Fourth graders may also participate in an overnight trip. The Director of Student Formation and Associate Heads of School plan and implement all programs.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.



A condition of a student's or parent's participation in any field trip is the execution of the school's standard Participation Release. For any students whose parents have not executed the release, the student will have the option of attending an alternative class for the period of the field trip or remaining at home.

Students must have signed permission slips executed by all parents or guardians in order to participate in a field trip. Discipline arising out of or related to field trips will generally be handled through the School's regular disciplinary process. The School may at any time require the parent(s), at their own expense, to arrange for travel home for a student due to injury, illness, or behavior.

Field Trip Behavior: In addition to trip-specific policies set forth by the School or the sponsors and chaperones of any trip, all of the School's regular policies and procedures, including those set forth in this handbook, apply while a student is on school related travel of any kind. Discipline will generally be handled through the School's regular disciplinary process. The School may at any time require parent(s), at their own expense, to arrange for return travel for a student due to injury, illness or behavior.

When the School is operating under pandemic protocols, all on-campus presentations and off-campus activities related to classroom studies may be suspended, though virtual experiences may be offered.

High School Admission

The high school admission process is a collaborative effort between School, students, and parents. The School prepares parents and students for the process, guides them throughout, and, with parent release, provides School records and recommendations to the high schools to which each applicant submits applications.

Middle School Student Leadership

Student Council

Student leaders will contribute to a positive, welcoming School environment by organizing student-inspired and student-led activities.

Purpose: Represent students; plan activities; encourage School spirit.

Mission and Portrait of a Graduate Connection: Character-development, problem-solving, integrity, collaboration, communication, and community-consciousness.

Membership: Representatives from rising fifth, sixth, seventh, and eighth grades are elected by peers annually; candidates must be in good standing in terms of academics and behavior; officers must be elected first as a representative, must be in sixth grade or above, and must have previously served on Student Council; requires commitment to attend regular meetings and participate in Student Council activities.

Focus: Community-building, student representation, School spirit, communication; drives to support community needs (e.g., tornado); and legacy service project Christmas in the Park.

Limitations: Members of Student Council may also participate in Student Leadership and Service or Student Vestry, but not in both of those organizations.

Outdoor Education

The School's outdoor education program leverages our East Dallas location and proximity to White Rock Lake and the Dallas Arboretum to build real-world, hands-on experiences into the curriculum. While exploring the natural world, students increase their understanding of the connections between humans and nature; they learn positive environmental habits, which lead to stronger civic contributions. In addition to providing a laboratory for learning, the School's community garden supports Aunt Bette's Community Pantry with fresh produce throughout the growing seasons.



Standardized Testing

Third through eighth grade students take national, norm-referenced, standardized tests. The School administers the Educational Records Bureau's (ERB) online version of Comprehensive Testing Program V (CTP V) in the fall and ERB's shorter Milestones assessment in the winter and spring. Student score reports are sent to parents after the CTP administration. The Milestones assessments are used by the School as formative assessment tools, and score reports are not sent to parents.

When operating under pandemic protocol, the testing schedule and plans may be modified.

Student Formation

The Student Formation Team (SFT) leads St. John's approach to whole-child development in a Christian environment. Chapel and spiritual formation, social, emotional, and physical wellness, behavior and discipline, and academic learning support reside under the Student Formation umbrella. This mission of the SFT is to serve the holistic development of St. John's students and provides significant opportunities for students to be formed by the mission of St. John's Episcopal School.

The SFT comprises the Dean of Students, Director of Student Formation, Associate Head of School for Academic and Student Affairs, Counselor, Assistant Dean of Students for Primary and Lower School, Chaplains, and Learning Support and Wellness Center staff. The SFT meets regularly in support students and their families, how to support faculty in differentiating instruction, apply classroom management strategies, and implement Student Support Plans (SSPs).

Counselor & Student Formation Coordinator

St. John's Episcopal School employs a qualified professional to assist in the Student Formation Team's work as it relates to whole-child development and social and emotional wellness. The Counselor is available to help students and parents with personal or social concerns that may arise and affect the student's academic performance or social conduct. The enrollment of your child is your consent to allow your child to receive support from the School's Counselor.

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

Students and parents should be aware that the Counselor may be required to report communications from students to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws. In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the Counselor.

The Counselor generally provides, but not limited to providing, the following services:

- Crisis intervention
- Individual support (this does not require written consent from parent/guardian and does not replace or take the place of long-term psychological counseling)
- Recommendations and referrals to mental health services in the community
- Classroom observation and consultation, including appropriate recommendations for parents, faculty, and administrators
- Confidential liaison communication between outside professionals and the School



If you have any questions or concerns regarding these services, please do not hesitate to contact Counselor or the Director of Student Formation directly.

Chaplains

St. John's Chaplains are called to work with all students across Primary School, Lower School, and Middle School as well as faculty and families during the academic year. Our Chaplains work collaboratively as members of the Student Formation Team and partner with the Leadership Team, Academic Team, and faculty members to further the mission of the School. Through their work, they champion the School's Code and philosophy through the orchestration of corporate worship and student formation.

The Chaplains embody the five tenets of Episcopal education to which the School is committed. Under the spiritual oversight of St. John's Church Rector our Chaplains plan, conduct, and oversee developmentally appropriate chapel services and a weekly Eucharist service. Additionally, they plan and implement special chapel programs such as Flowering of the Cross, Lessons and Carols, Baccalaureate, and other activities.

Using their experience and best practices as a foundation, our Chaplains formulate strategic, forward-thinking, and engaging chapel curricula that supports the work of the social and emotional learning program at St. John's. As part of a meaningful and integrated community service program, they also support service learning through chapel programming and by serving as service-learning facilitators when appropriate. Through their work, they provide students with experiences of giving to the community while also teaching them about the needs of the wider world and encourage St. John's graduates to engage in their communities as servant leaders.

Our Chaplains work to create an inclusive community where the dignity of every human being is respected by demonstrating sensitivity and cultural competency in relation to economic, cultural, and other identifiers present in the enrollment of a diverse student body. They foster high ethical standards, integrity, and respect for colleagues, alumni, parents, and students, and along with the broader educational environment, they represent the School in the external community.

Director of Student Formation & Dean of Students

The Director of Student Formation leads the Student Formation team and is responsible for carrying out its mission. In this role, the Director of Student Formation also serves as the Dean of Students, and helps create, promote, and maintain an atmosphere in the School that is conducive to learning. In this role, the Dean of Students (Dean) supports whole-child development by managing student behavior through a restorative-justice lens, leads the Middle School advisory program, and Middle School student organizations and experiences. Additionally, the Director of Student Formation & Dean of Students coordinates parent education by outside professionals. Parents are strongly encouraged to participate in this programming.

Learning Support

To better help manage the ways in which we offer academic learning support, we employ a Learning Support staff to serve Primary, Lower, and Middle School students.

Learning Support staff assist with the identification of students who may benefit from extra support. They also serve as a resource for faculty members, help families access appropriate support systems, spearhead the development of clear policies and procedures regarding students with learning differences, create Student Support Plans (SSP) for students with accommodations, and communicate SSP information to faculty.

Work with Learning Support staff may be required when the Student Formation Team deems necessary. Parents will be notified that Learning Support staff are supporting their child's learning. Please note that Learning Support staff do not take the place of subject-specific tutors or Certified Academic Language Therapists.



Academic Support and Tutoring on Campus

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

While the School is operating under pandemic protocols, on-campus tutoring may be suspended at the School's discretion.

In Primary and Lower School, Learning Support staff, teachers and tutors work with parents to create a schedule that meets the needs of each student, while minimizing missed instructional time. Students may be pulled out no more than five times each week for tutoring, and speech or occupational therapy sessions.

Middle School students may be excused from a world language if recommended by an evaluator in support of a student's language-based diagnosis. Students who do not take a world language because of a language-based learning difference, are required to utilize the Middle School Learning Lab and Learning Support staff during that period of their school day.

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

All tutors or therapists who work on campus or who virtually connect with students while students are on campus must be approved by the School, but final selection and financial responsibility rest with the parent. Additionally, the Student Support Team will have the ability to communicate regularly with the tutor or therapist to coordinate times, location, and gauge student progression.

Evaluations for Suspected Learning Differences, Emotional and/or Social Challenges

Learning Support staff, the Counselor, and the Director of Student Formation may recommend an evaluation for those students who are struggling academically when additional teacher, tutoring, or other support has not resulted in sufficient progress. Parents may also consult with Learning Support staff when they believe an evaluation may be necessary. Learning Support staff can provide a list of recommended evaluators to conduct psycho-educational testing and social, emotional, and attentional screening. In most cases, psycho-educational testing will provide cognitive scores (commonly known as IQ scores) and achievement scores in the areas of reading, math, and writing.

Depending on the evaluator and the concerns, the testing may also include checklists for common problems such as Attention Deficit/Hyperactivity Disorder (ADHD), other emotional concerns a classroom observation, or additional testing in areas such as memory and speech. All evaluation forms requesting information from the School should be routed through our Learning Specialist and not sent directly to teachers. Once completed, these forms are sent directly to the evaluator's office by Learning Support staff and are not released to parents.

Upon completion of an assessment, the evaluator may provide a diagnosis and provide recommendations for consideration of classroom accommodations. The evaluation must include:

- Date of evaluation
- Credentials and signature of evaluating professional
- Measure of cognitive ability (e.g., WISC, WAIS, Woodcock-Johnson)
- Academic achievement measures
- Child's strengths and weaknesses



- Diagnosis, if applicable
- If applicable, classroom accommodations and intervention recommendations. The recommendations section of the report is particularly useful in helping the School best support students with learning differences and/or social and/or emotional needs.
- to take standardized tests in a separate, extended time setting.

If a diagnosis is made, parents should request a meeting with members of the Student Formation Team to review the results and discuss potential classroom accommodations and academic support. Close communication between the administration, Learning Support staff, Director of Student Formation, Counselor, teacher or advisor, parent, and tutor or therapist is paramount to developing a successful plan.

- **The family must provide a complete copy of the evaluator's final report for the student's confidential file, so the School has documentation to support any accommodations.**
- Additionally, the Student Formation Team requires current evaluations (approximately within three years) to provide SSP accommodations.
- **Please note that a letter from a physician does not take the place of a full psycho-educational evaluation and will not qualify a student with learning differences for extended time.**

Student Support Plan (SSP)

Student Support Plans (SSP) are documents for students with diagnosed learning differences that support accommodations. The Student Formation Team will review evaluation results and recommendations from a psychologist, medical professional, or educational diagnostician to consider potential accommodations as needed as determined by the School. For students who require classroom accommodations, including but not limited to preferential seating, extended time on tests, and frequent breaks an SSP will be created and shared with parents before being shared with teachers. **It is important to note that St. John's does not modify curriculum.**

- **Accommodations vs. Modifications**
An accommodation changes *how* a student learns the material. A modification changes *what* a student is taught or expected to learn. For example, an accommodation for a student diagnosed with dyslexia might be to listen to an audio version of the class novel. A modification would be to read a shorter passage or an easier level text.
- **Classroom Assessments**
Once a parent has shared documentation with the School, students will be placed on an accommodations and extended-time list that is distributed to teachers. Although this list documents which students qualify for extended time, students at the Middle School level must still make plans with teachers and parents as to when extended time will take place. This is an important step in developing and honing self-advocacy skills. Students may not miss other academic classes to finish tests.
- **Standardized Tests**
Parents of students who have current documentation on file and who qualify for extended time will receive communication before annual standardized testing. At that time, parents must confirm their request for their child to take standardized tests in a separate, extended-time setting.
- **Extended Time on Tests**
For a student to receive extended time on tests, appropriate evaluation results or other documentation must be current (within approximately three years) and be on file at the School.



SAFETY AND SECURITY POLICIES AND PROCEDURES

St. John's works to maintain a safe environment for all students and faculty. If a student is ever concerned about anyone's safety or welfare – theirs or someone else's – they should tell a trusted adult, such as a parent, guardian, teacher, advisor, counselor, or coach. Students and parents may also contact the Director of Campus Safety and Security, Kimberly Fretwell.

Child Abuse Reporting

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

Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to recordings, such as of virtual classes, and surveillance video.

Drugs and Alcohol

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

Testing

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

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Parents of students who are taking prescription or nonprescription drugs must notify the School Wellness Center.

Consequences

In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.



Government Agencies

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

Investigations

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

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

Off Campus Behaviors

The School does not wish to unnecessarily involve itself in a student's off campus behaviors; however, the School's rules and regulations apply at all times a student is enrolled in School.

St. John's disciplinary policies apply to on-campus activities or off-campus activities when part of an organized St. John's group. This includes transportation from St. John's to the event and back to campus.

Further, the School reserves the right to take action with respect to off-campus behavior when it deems it necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School. In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

In addition, the School retains the right to inform parents or law enforcement authorities if it has knowledge of illegal actions by a St. John's student. Should illegal behavior be deemed to have occurred, the School may elect to suspend its normal disciplinary process and apply consequences up to and including suspension and expulsion. Such exceptions are at the discretion of the Head of School.

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

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances



existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

Student/Adult Interaction and Communication

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

All School employees and outside tutors or vendors who work with students are required to complete SafeChurch training.

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

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

- Initiating or continuing communications with students for a non-School matter, including oral or written communications; telephone calls; electronic communications (e-mails, texts); social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off School property other than for approved field trips and School activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or call or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or School-sponsored events;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that is a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;



- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Surveillance and Monitoring

The School may conduct monitoring to help ensure employee and student safety and security, including video surveillance of non-private areas to identify safety concerns, maintain security, detect theft, and misconduct, and discourage and prevent acts of harassment and violence. Virtual class or other meetings involving employees and students may also be recorded.

Weapons, Threats and/or Serious Offenses

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

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

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

Firearms, guns, explosives, knives, and other weapons are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Guns are also prohibited from being in locked vehicles or trunks while parked or driving on campus. Employees, students, parents, and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, gun, explosive, knife, or other weapon. Campus security officers may be allowed to be armed on campus.

Serious offenses include, but are not limited to, destruction of property, fighting, possession or use of firearms, weapons, tobacco, alcohol, or drugs will be immediately referred to the Associate Head for Academics and Student Affairs or Director of Student Formation.

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

All serious offenses will be treated on an individual basis.



TECHNOLOGY POLICIES AND PROCEDURES

Cell Phones and Other Electronics Policy

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

Smart watches may not be used for gaming or messaging while on School property or at a School sponsored event. Students may use smart watches for telling time only. If a student is messaging or gaming with the device, it will be confiscated and given to the Dean or Assistant Dean of Students. Parents will be required to come to the School to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

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

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

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

Computer and Systems Usage Policy

All persons using the School's computers, the School's network, or personal computers on School property or over the School's network are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, smart watches, smart/cellular phones, video cameras, etc.) on School property or at a School-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers and devices should be used in a responsible, ethical, and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, up to and including expulsion for serious offenses.

E-mail

Students in grades four through eight are expected to use their School-provided e-mail for all School-related communication. If a faculty member finds it necessary to e-mail a student, he or she will use their School-provided e-mail and copy the student's parent/guardian and generally the student's homeroom teacher or advisor. In most cases, faculty and students will use Microsoft OneDrive or Teams, rather than e-mail, to transfer files to one another. Students are expected to check their e-mail daily.

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



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

Internet Access

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

Internet Filtering

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

Internet Safety

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

Network Access/Passwords

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

Pirated Software

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

Privilege

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

Purpose

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

Reporting Requirements/Discipline

Any student who accesses inappropriate material on the internet, receives harassing, threatening, or inappropriate materials via e-mail, text, or on the internet, must immediately report the concern to the teacher who is supervising the



activity or to the Director of Technology for the student's School so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy or the Responsible Use Policy will be subject to appropriate discipline and loss of computer or internet privileges.

School's Right to Inspect

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

Sexting

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

Technology Care

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

Viruses, Malware, and Ransomware

Every effort is made by the School to keep our systems free from viruses, malware, and ransomware. Even with the best techniques, however, it is possible for these threats to be transmitted across devices and the network. The School is not responsible for the transmission of any virus, malware, or ransomware threat to or from a student's device or for damage suffered from such transfer.

Reporting Lost Devices

Students must immediately report the loss or theft of any School devices, or electronic devices that may contain School related information. Lost or stolen devices should be reported to help@stjohnsschool.org.

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools, and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but are not limited to, Seesaw, Microsoft 365, Kodable, IXL, and other similar educational programs. A complete list of the program with the privacy policy for each can be found on our School's website.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school e-mail address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate



with the service provider. Students will receive a School e-mail address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child consisting of first name, last name, an e-mail address, username, and School-related information, such as School name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their voice will be heard, and their image displayed to others, and both may be recorded.

Students are reminded that they should not place any confidential or sensitive information into cloud storage.

Photos, Images, and Recordings

Parents agree to allow Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parents agree to allow Student to be interviewed by the media on campus or at School-related events. Parents also consent to the recording and distribution or live streaming of Student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parents release and hold the School harmless from any liability stemming from the use of the Student's name, photograph, voice, video, image, or information.

If you do not want your student's voices and images recorded during distance learning, we are relying on parents to take steps with their computer or the spacing of the child to the computer to block their child's image from being recorded. If you do not want your student's voice to be recorded, we would similarly ask that you instruct your child not to verbally participate and advise the teacher of such instruction.

Further parents and students are prohibited from recording employees or other students while on campus or during School activities without their express consent.

Prohibition on Sharing Information

The School prohibits screenshots, photos, audio/video recordings and distribution of any virtual educational experiences. This is in order to protect privacy, prevent cyberbullying and reduce distribution of content from virtual educational experiences. Parents/guardians and other household members who normally are not privy to day-to-day classroom activities, agree to respect and keep confidential any personal or private information inadvertently discovered about other students due to their proximity to virtual education. Parents and students must be mindful of anything in the background during virtual programs and activities and the School is not responsible for any content shared during those sessions.

Responsible Use Policy

The School's **Responsible Use Policy (RUP)** states that use of technology resources provided by SJES – whether that use occurs on or off campus – is a privilege governed by the RUP. **Students and their parents are expected to understand and abide by the RUP.** Third through eighth graders must review and sign the policy each year. Pre-k



through second grade parents must do so on behalf of their children. Violation of any aspect of the RUP may result in disciplinary action, including expulsion from School and civil and/or criminal prosecution, to be determined by members of the SJES administrative team. To see the full RUP, visit the Technology section of the Parent Portal found at <https://www.stjohnsschool.org/parentportal>.

Sequence of Consequences for Violations of the RUP

If a student violates an aspect of the Responsible Use Policy involving inappropriate use of technology or technology resources at School (e.g., playing games, texting, creating inappropriate memes), he or she will receive a consequence deemed appropriate by the Director of Student Formation.

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

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

Social Media Policies and Procedures

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

Use at School or a School-Related Event

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

Use Away from School Property

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

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

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

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

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



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

Students' Identity Online

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

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

School's Right to Inspect

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



TRANSPORTATION POLICIES

Bus Conduct

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

- Students should follow all directions of the driver, teacher, and chaperones.
- All students must be seated during the entire ride and may not change seats once the trip has started.
- All passengers must wear seat belts tightened properly during each trip.
- Windows may not be opened unless authorized by the driver.
- Arms and head must remain inside the bus at all times.
- Students should speak in a normal tone of voice and volume.
- Students should never throw items in or out of the bus.
- Students should only speak to the driver if necessary.
- Unnecessary noise is prohibited.
- No gum allowed.
- Eating, drinking, and mobile-device use are not allowed unless authorized by the driver.
- Trash must be discarded at the conclusion of each trip.
- Horseplay is prohibited.
- Destruction of School or bus transportation property is prohibited, and violations will result in disciplinary action.
- Emergency doors and hatches should be used only at the direction of the driver.
- Students should remember that the name of the School is posted on the bus, and their behavior should be appropriate and reflect the St. John's Code of Honor and Conduct.

Ride Sharing

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

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

Ride sharing services, such as Bubbl, VanGo, and Hop Skip Drive, that allow riders under the age of 18 are acceptable with advance notification to the School each time the service will be used. Please see Carpool Rules.



SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. Parents may be required to sign a waiver as a condition of on campus instruction. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Virtual Learning Policy

Parents and students acknowledge and agree that the School may decide, in its discretion, to convert its classes, programs and activities to be virtual. If the School converts to virtual learning and programming, the policies in this Handbook will apply whether students are on campus or engaging in distance learning.

Visit the Parent Portal for the [COVID-19 Return to School Operational Strategy](#).

COVID-19 Risk Acknowledgement

The School cannot promise that even with the measures the School is taking that students will not be exposed to COVID-19. By sending your children to our School, you acknowledge the contagious nature of COVID-19 and knowingly and voluntarily assume the risk that you and your child(ren) may be exposed to or infected by COVID-19 by coming to our campus and participating in School activities, such as but not limited to the sharing of supplies, belongings, and equipment, and that such exposure or infection may result in personal injury, illness, permanent disability, or death. You further acknowledge and understand the risk of becoming exposed to infected by COVID-19 may result from or be caused by the actions, omissions, or negligence of yourself or others, including other School families, School employees, or other third parties.



ACKNOWLEDGMENT AND RECEIPT OF PARENT AND STUDENT HANDBOOK

By signing the Acknowledgement, Parents agree that they have read and understand all statements and provisions set forth in the Student/Parent Handbook and agree to comply with these terms. If a parent has multiple children enrolled in the School by listing each child at the end of the form, the parent must complete an acknowledgement for each enrolled student. If parents with educational custody live in separate households, each parent must complete the form for each student for whom they share educational custody. Any student who does not have a completed Acknowledgment Form submitted to the School by the submission deadline will not be able to attend class until the signatures are submitted. Parents understand and agree that if this Acknowledgement is signed electronically, a photocopy or an electronically signed version of this Acknowledgement is an acceptable substitute for the original and holds the same force and effect as wet ink signature.

Please [click here](#) to acknowledge acceptance of the 2021-22 Parent and Student Handbook.