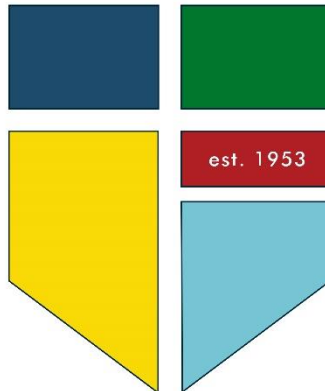


# ST. JOHN'S 101:

What You Need to Know for the First Day of School

2022–23

**ST. JOHN'S**  
EPISCOPAL SCHOOL



Welcome, newest Lions! Each year, we share essential information to help new families familiarize themselves with St. John's. The information in this booklet typically outlines what students and parents can expect in the upcoming School year; however, events are subject to change. Any changes to health protocols or the planned schedule will be communicated to families via e-mail.

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## General and Division Contact Information

<b>MAIN NUMBER</b>	214-328-9131		
Darlene Williams	Receptionist	x100	dwilliams@stjohnsschool.org
<b>ADMINISTRATION</b>			
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Jayne Johnson	Associate Head of School for Academic and Student Affairs	x117	jjohnson@stjohnsschool.org
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Chris Patterson	Chief of Staff	x101	cpatterson@stjohnsschool.org
<b>ADMISSION AND ENROLLMENT MANAGEMENT</b>			
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Lani Jones	Associate Director of Admission and Registrar	x108	ljones@stjohnsschool.org
<b>ADVANCEMENT</b>			
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Whitney West	Director of Auxiliary Programs	X121	wwest@stjohnsschool.org
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<b>ATHLETICS</b>			
John Walker	Director of Athletics	x119	jwalker@stjohnsschool.org
Devin Darnell	Assistant Director of Athletics for Boys Sports	x180	ddarnell@stjohnsschool.org
Cindy Isbell	Assistant Director of Athletics for Girls Sports	x208	cisbell@stjohnsschool.org
<b>STUDENT FORMATION</b>			
Mary Odom	Director of Student Formation and Dean of Students	x364	modom@stjohnsschool.org
Jake Minton	Assistant Dean of Students for Lower School	x363	jminton@stjohnsschool.org
Dave Ray	Counselor	x127	dray@stjohnsschool.org
<b>CHAPLAINS</b>			
Shannon Newsom	Primary and Lower School Chaplain	x110	snewsom@stjohnsschool.org
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<b>LEARNING SUPPORT</b>			
Izzy Alvarado	Director of Learning Support	x137	ialvarado@stjohnsschool.org
Marthe Turlington	Primary and Lower School Learning Specialist	X223	mturlington@stjohnsschool.org
<b>WELLNESS CENTER</b>			
Amy Johns, RN	Wellness Center Nurse	x109	ajohns@stjohnsschool.org
<b>TECHNOLOGY</b>			
Aaron Wallace	Chief Technology Officer	x135	awallace@stjohnsschool.org
Help Desk	Technology help desk for all tech support needs		help@stjohnsschool.org
<b>SAFETY AND SECURITY</b>			
Kimberly Fretwell	Director of Safety and Security	x126	kfretwell@stjohnsschool.org
<b>LUNCH ORDERING</b>			
Carol Graham	Director of Events and Catering	x124	cgraham@stjohnsschool.org
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<b>PARENT LEADERSHIP</b>			
Tiffany Fisher	Parents Association President		tiff.1028@gmail.com
Jason Cassidy	Booster Club President		jcassady@caldwellcc.com
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### UNIFORMS

Uniforms may be purchased through Mills Uniforms online or at any Dallas location. St. John's school code is 3386. For further information on uniforms, please see the School Handbook, the New Families webpage, or the SJES Parent Portal

[www.millswear.com](http://www.millswear.com)

### SJES WEBSITE/PARENT PORTAL

St. John's offers parents an internal website that is a rich resource for our School community. Parents are encouraged to log in to the SJES Parent Portal as a go-to source for information. New Families are given access to the SJES Parent Portal by early July. Until then, the New Families page on our website is publicly available and contains all necessary information until families have access to our SJES Parent Portal.

[www.stjohnsschool.org](http://www.stjohnsschool.org)

<https://www.stjohnsschool.org/admission/newfamilies>

**CAMPUS HOURS**

Office hours are 7:30 a.m. – 4:00 p.m. and campus hours are 7:30 a.m. – 6:00 p.m. Monday through Friday from mid-August through May. During the summer months, the School offices are open Monday through Thursday, but closed on Friday.

DIVISION	GRADE LEVEL	SCHOOL STARTS	SCHOOL DISMISSES	EXTENDED DAY
Primary	Preschool-Kindergarten	8:00 a.m.	2:30 p.m.	2:30-6:00 p.m.
Lower	Grades 1-2	8:00 a.m.	2:45 p.m.	2:45-6:00 p.m.
Lower	Grades 3-4	8:00 a.m.	3:00 p.m.	3:00-6:00 p.m.
Middle	Grades 5-8	8:00 a.m.	3:30 p.m.	3:30-6:00 p.m.

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**CARPOOL**

Carpool logistics, including pick-up and drop-off times and locations, will be shared in the August Return to School communication. As a courtesy to our neighbors, please do not use the residential streets as a cut-through to or from Buckner Boulevard. So that neighbors can leave their homes, please do not block driveways or alleys on Harter Road.

## **SCHOOL-TO-PARENT COMMUNICATION**

### **Parent Orientation/Back to School Night**

Each division (Primary, Lower, and Middle School) hosts a parent information night at the start of the School year. If on campus, parents gather for an overview presentation before being dismissed to their children's classrooms for more detailed information. Dates for 2022-23 are listed in the Key Dates section of this document.

### **Classroom Communications**

In Primary and Lower School (through 3rd grade), grade-level newsletters are sent home at the beginning of each week. Teachers also use Seesaw to send communications home and provide a glimpse into the school day for parents. To stay connected, parents should get into the habit of checking Seesaw regularly.

Middle School parents receive communication from grade-level leaders, teachers, and advisors, as needed. Middle School students use Office 365, Microsoft Teams, and FACTS to communicate with teachers. Assignments are listed in FACTS and accessed via Teams. Parents have access to assignments and grade book via FACTS.

### **School Communications**

The St. John's School Newsletter is a weekly e-newsletter published by the Communications Office every Thursday afternoon. It includes all-School and division-specific news and information. Notices of upcoming School events and reminders are also provided in this newsletter. All newsletters are archived and accessible in the SJES Parent Portal.

Please be sure to check your e-mail's spam folder, especially in the first few weeks of School, to ensure that you are receiving all electronic communications from the School. These communications are sent to the e-mail address(es) you have on file with the School. Parents may update their emails at any time through FACTS.

In case of inclement weather or another emergency that will impact the normal school day, urgent messages will be sent to parents via text message. Please be sure to include your cellular phone number and enable text messages to receive these important notifications.

### **Ways to Reach Your Child's Teacher**

Any questions or concerns regarding your child may be handled by contacting your child's teacher by e-mail or voicemail. Phone numbers are listed in the School directory, which is available on the SJES Parent Portal. St. John's e-mail addresses consist of the person's first initial and last name followed by "@stjohnsschool.org." Please remember that, during the Academic day, teachers are usually with students and are not able to reply immediately to messages.

## **QUICK LINKS: WEB PORTALS AND APPS**

### **SJES Parent Portal**

<https://www.stjohnsschool.org/parentportal>

Each parent has access to the SJES Parent Portal, a secure web page (accessible by log-in code and password) for St. John's families. Parents are encouraged to check the SJES Parent Portal frequently.

### **Magnus Health Portal and App**

<https://secure.magnushealthportal.com/>

Magnus Health is an online software solution for collecting, managing, and securely storing student health information. All of your child's health information is collected, stored, and managed in one location. Instructions and access to the Magnus Portal will be available by early July.

### **FACTS Family Portal and App**

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

Family directories for all grades and gradebook access for grades three through eight are available within the FACTS Family Portal. Each parent has a log-in code and password. Middle School students access their assignments via FACTS. *Instructions and access to FACTS Family Portal and App will be available by early July.*

### **School Admin - Enrollment and Re-Enrollment, Tuition Billing Management**

<https://stjohnsschool.schooladminonline.com/portal>

Each parent has a log-in code and password. With this portal, families can access and manage their enrollment, re-enrollment, and tuition billing.

### **SchoolPass Website and App**

<https://stjohns.school-pass.net/>

Each parent has a log-in code and password. All absences, arrival, dismissal, and carpool changes should be entered into SchoolPass. More information on SchoolPass, including helpful videos, are available on the SJES Parent Portal.

### **Seesaw Family App**

<https://web.seesaw.me/parents>

The Seesaw Family App allows families of Primary and Lower School students a window into their student's learning and a platform to engage in home-to-school connections with teachers and the School.

### **Office 365**

Office 365 allows students, faculty, and staff to meet, work together, create content, and share resources in Office 365 Education — featuring the simple, intuitive power of Microsoft Teams. Middle School students receive St. John's e-mail addresses at new-student orientation and use their assigned e-mail addresses to communicate with their teachers.

## WHAT INFORMATION MUST BE SUBMITTED PRIOR TO THE START OF SCHOOL?

- **Health information:** St. John’s uses Magnus Health, an electronic medical record portal, which consists of four parts: the vital health record, consent to treat form, physical form which must be completed by a health care professional, and an immunization record.
  - All forms must be submitted into the Magnus Health Portal by July 1. If your child has allergies, asthma, diabetes, or seizures, or requires medication during School hours, separate action plans must be downloaded, completed, and submitted to the Wellness Center by the first day of School.
  - The 2022-23 Physical Form is included in this packet. Please take this form with you to your child’s doctor or health care provider during their annual physical this summer. *Please do not email or mail the Physical Form to the School.* Instead, please upload this form and other relevant immunization forms directly to Magnus Health.
  - To access the Magnus Health Portal, select the Magnus icon via the SJES Parent Portal. We strongly recommend that you watch the 90-second video. Then, by July 1, enter the health information and submit the required forms into Magnus for each child attending St. John’s. Contact Nurse Johns if you are unable to submit information by **July 1**.
  - Please note: Students who are missing any of the four health components will not be admitted to class on the first day of School; they must remain home until the complete record is submitted.
- **Final Transcript:** Enrollment agreements for new students entering grades one through eight are “pending” until receipt of a final transcript and relevant standardized test scores from the school currently attending. Pending agreements that are not finalized are subject to withdrawal.
- **Two-Household Families:** All two-household families must submit complete and official file-stamped custodial documents, including but not limited to a divorce decree, custody order, or restraining order by **July 1** to [admission@stjohnsschool.org](mailto:admission@stjohnsschool.org).

## What about summer reading and summer math?

- A link to Summer Reading Lists is available on the SJES Parent Portal and will be linked on the New Family webpage. Summer math work for rising 2nd-8th graders will be sent home in May.
- Summer reading and math should be completed by August 24, the first day of School. Students in grades 3-4 must return completed summer reading and math logs to School on the first day. Middle School students must return completed summer reading logs and questions, along with completed math workbooks, to School on the first day.

## What should my student wear the first week of School?

- Students should wear their regular uniforms for the first week of School.
- Students and faculty enjoy Spirit Fridays throughout the year and are invited to wear any St. John’s spirit wear shirt with uniform bottoms on Fridays. Spirit wear is available for purchase from the Campus Store.

## When do students need to be in School uniforms?

- |   |   |
|---|---|
| • <b>Primary School:</b><br>Mon.-Thurs.: <i>Wear regular uniforms</i><br>Fri.: <i>Wear St. John’s spirit wear and uniform bottoms</i> | • <b>Lower and Middle School</b><br>Mon., Tues., Thurs.: <i>Wear regular uniforms</i><br>Wed.: <i>Wear dress uniforms</i><br>Fri.: <i>Wear St. John’s spirit wear and uniform bottoms</i> |
|---|---|

## When are dress uniforms worn?

- For students in preschool through kindergarten, School sweaters are the only dress uniform component required in Primary School and are worn as announced (photo day, field trips, and special event days).
- Students in grades one through eight wear dress uniforms on Wednesday and as announced (Eucharist, photo day, and special event days).

## How do I purchase the St. John’s School uniform?

- Please see the School handbook, which is available on the New Families web page under Admission for regular and dress uniform guidelines and details.
- Prekindergarten through eighth grade uniforms are available through Mills Uniform Company, and our School code is 3386.

## What do Middle School students wear for P.E.?

- P.E. uniforms are purchased through Mills Uniform and are required for all Middle School students.

### Primary School: Preschool/Pre-Kindergarten/Transitional Kindergarten Checklist

- Schedule annual physical and have the School's physical exam form completed.
- By July 1 submit all required documents to the Magnus Health Portal (vital health record, consent to treat form, physical exam, and immunization record).
- Purchase:
  - uniforms
  - school-size backpack (no wheels)
  - reusable water bottle
  - nap mat (easy for child to carry and fold independently)
  - you do not need to purchase school supplies
- Label EVERYTHING – uniform pieces, outerwear, water bottle, lunch box, etc.
- Complete summer reading.
- Do a "Day One" run through:
  - try on uniform
  - practice morning routine (wake-up time, eat breakfast, get out the door)
- Enter each driver's information into SchoolPass.
- Optional: set up account with our lunch provider Wholesome Foods

### Primary School: Kindergarten Checklist

- Schedule annual physical and have the School's physical exam form completed.
- By July 1:** Submit all required documents to the Magnus Health Portal (vital health record, consent to treat form, physical exam, and immunization record).
- Purchase:
  - uniforms
  - school-size backpack (no wheels)
  - reusable water bottle
  - you do not need to purchase school supplies
- Label EVERYTHING – uniform pieces, outerwear, water bottle, lunch box, etc.
- Complete summer reading.
- Do a "Day One" run through:
  - try on uniform
  - practice morning routine (wake-up time, eat breakfast, get out the door)
- Enter each driver's information into SchoolPass.
- Optional: set up account with our lunch provider Wholesome Foods



### Lower School: Grades 1-4 Checklist

- Schedule annual physical and have the School's physical exam form completed. See form included here.
- By July 1:** Submit all required documents to the Magnus Health Portal (vital health record, consent to treat form, physical exam, and immunization record).
- By July 1:** Confirm that final transcripts and standardized test scores have been sent from your previous school to [admission@stjohnsschool.org](mailto:admission@stjohnsschool.org).
- Purchase:
  - uniforms (regular and dress uniforms)
  - backpack (no wheels)
  - reusable water bottle
  - over-the-ear earphones (earbuds are recommended; over-the-ear headphones, if brought to school, must be non-distracting, appropriately sized, and approved by the teacher before use)
  - you do not need to purchase school supplies
- Label EVERYTHING – uniform pieces, outerwear, water bottle, lunch box, etc.
- Complete summer reading (grades 1-4) and summer math (grades 2-4); return summer reading and math log on the first day of School (grades 3-4).
- Do a "Day One" run through:
  - try on uniform
  - practice morning routine (wake-up time, eat breakfast, get out the door)
- Enter each driver's information into SchoolPass.
- Optional: set up account with our lunch provider Wholesome Foods

### Middle School: Grades 5-8 Checklist

- Schedule annual physical and have the School's physical exam form completed.
- By July 1:** Submit all required documents to the Magnus Health Portal (vital health record, consent to treat form, physical exam, and immunization record).
- By July 1:** Confirm that final transcripts and standardized test scores have been sent from your previous school to [admission@stjohnsschool.org](mailto:admission@stjohnsschool.org)
- Purchase:
  - uniforms (regular and dress uniforms)
  - iPad (6th through 8th grade only, see New Family page for technical specifications); a protective keyboard case is recommended  
(NOTE: 5<sup>th</sup> grade students are provided with School-owned, School-managed iPads)
  - backpack
  - reusable water bottle
  - earbuds (earbuds are recommended; over-the-ear headphones, if brought to School, must be non-distracting, appropriately sized, and approved by the teacher before use)
  - you do not need to purchase school supplies
- Label EVERYTHING – uniform pieces, outerwear, water bottle, lunch box, etc.
- Complete summer reading and math; return reading log and questions, along with completed math workbook, on the first day of school.
- Enter each driver's information into SchoolPass.
- Optional: set up account with our lunch provider Wholesome Foods

### Where do I find information sent home by the teachers or School?

- General information can be found online, via the SJES Parent Portal. Please check it weekly. In addition, you will receive weekly updates in the School Newsletter.
- Primary School parents should check your child's take-home folder for important papers to keep then return the folder to School the next day. Primary and Lower School also uses Seesaw for classroom news.
- Middle School students use Office365 to communicate with teachers and access posted assignments. They use FACTS to view assignment listings.

### When is Chapel?

- Primary School is held two days a week (tentatively Tuesday and Friday) and lasts 20 minutes.
- Lower and Middle School have Divisional Chapel each Tuesday, Thursday, and Friday and lasts 25 minutes.
- Eucharist for grades 1-8 will be held on Wednesdays and lasts 60 minutes. Full dress uniforms are required to be worn.

### When is Extended Day available? Is additional programming available?

- Extended Day begins on August 24. Enrichment Programs also offers classes beginning September 6. Online registration opens in August.

### What should I do if my child is absent?

- For absences and late arrivals, please enter the information in SchoolPass by 8:00 a.m.

### What about carpool?

- Before School begins, parents will receive detailed information, rearview-mirror hangtags, and maps for carpool. To expedite the carpool process, please display your hangtag each time you drive onto campus.
- Important: Parents must remain in their cars when dropping off students. Please do not walk your child into School. This helps in two ways: it alleviates carpool congestion, and it safer for both children and parents.

### How do I sign out my child during the day?

- Enter all early dismissals and dismissal changes in SchoolPass. All carpool changes must be entered into SchoolPass by 2:00 p.m.
- Meet your child at the reception desk of the School.

### When is student orientation?

- Primary and Lower School Meet the Teacher will be held on August 22 and 23 by appointment.
- New Middle School student orientation will be held the mornings of August 18 and 19.
- More details will come via e-mail in early August.

### What school supplies are needed?

- An initial supply of materials will be provided to students by their teachers or advisors.
- All children need one nutritious snack and a refillable water bottle each day.
- Preschool through TK need a nap mat (easy for child to carry and fold independently)
- Students in grades six-eight need their family-provided iPad. A protective keyboard case is recommended.

### At what grade can students participate in athletics?

- Students in grades five through eight may participate on School athletics teams. Additional information can be found on our School website or you may contact our Director of Athletics John Walker at [jwalker@stjohnsschool.org](mailto:jwalker@stjohnsschool.org).

### Whom should I contact with questions about my child's experience?

- In Primary and Lower School, your first point of contact is directly with the teacher.
- In Middle School, your child's advisor is your primary point of contact.
- For further assistance, contact the Associate Head for Academic and Student Affairs.

### **ALLERGEN POLICY**

Families with children who have moderate or severe allergies must report those to the Wellness Center Staff in accordance with our Services for Students with Disabilities Policy in the Parent and Student Handbook. In addition, families must include all pertinent medical needs on all required School forms.

#### **Nut-sensitive Policy**

To create the safest, healthiest, and most inclusive environment for all students, the School has implemented a nut-sensitive policy, which states that we will attempt to maintain an environment free of all peanuts and tree nuts. (Tree nuts include nuts such as cashews, almonds, pecans, walnuts, pistachios.) Foods containing these items are not allowed at School for snack, lunch, or celebrations. The list includes peanuts and peanut butter; granola bars that contain peanuts or tree nuts; granola that contains peanuts or tree nuts; cakes, cookies, or other baked goods with peanuts, peanut oil, peanut or nut-tree flour; and toppings containing tree nuts, peanut butter, or tree-nut butter.

### **SNACKS AND LUNCH**

#### **School Snacks**

**Primary School:** Primary School students are provided one snack by the School and bring a second snack from home. The snacks should be nutritious and easy to serve. Please do not send anything with nuts or nut butters or any candy. Refillable water bottles should be brought to School daily.

**Lower and Middle School:** Healthy and nutritious snacks may be brought from home. Refillable water bottles should be brought to School daily. Please do not send anything with nuts or nut butters or any candy. Sharing of snacks is not permitted. More complete instructions are available in the Parent and Student Handbook.

**Extended Day Enrichment Programs:** A healthy snack is served daily, as determined by the Extended Day coordinator. Children who wish to bring their own snacks to eat after School may do so, but the snack must not contain any nuts or nut butters. Students may not share food from home.

#### **Lunch**

Hot and cold lunch options are available from our lunch partners. Ordering information will be sent home in August and can be found on our SJES Parent Portal. Parents are also invited to send a nutritious lunch with their child from home.

### **BIRTHDAY CELEBRATIONS AT ST. JOHN'S**

**Birthday blessings** - Students receive their birthday blessings during Chapel on or near their birthday. Summer birthdays are celebrated during the last week of chapels of the year. The exact date of your child's birthday blessing will be communicated via e-mail. Parents are invited to chapel to watch their child's birthday blessing.

**Primary and Lower School birthday celebrations** - Sometime during the week of their birthday or half-birthday, students may take a birthday free-dress day. Free dress may not occur on Eucharist days, and attire must follow Parent and Student Handbook guidelines. If a birthday falls on the weekend, free dress may be taken on Friday or Monday. If a birthday falls on a Eucharist day or holiday, free dress may be taken the following school day.

Parents are invited to deliver a birthday lunch and have lunch with their child.

Within each classroom (on their birthday or half-birthday), students will be recognized in a special way (i.e., Gift of Words, stickers, special jobs, etc.). This is a non-parent event.

Once a month, all students celebrating a birthday that month will receive a special birthday treat provided by the Parents Association. Treats will be served to each birthday child during lunch. This is a non-parent event. Primary and Lower School parents may not send treats to share with the class.

**Middle School birthday treats** - Middle School parents may drop off a birthday treat to be shared with their child's advisory class or with the entire grade level.

## **CAMPUS SAFETY**

St. John's Episcopal School shares a campus with St. John's Episcopal Church, meaning our driveway and parking lots are shared and open to both School and Church use. Please do not drop students until their designated drop-off time or designated school employees are present to supervise them.

### **Carpool Etiquette**

Every family must display their color-coded carpool hangtag when entering campus. Carpool tags are color-coded to each child's grade level. The color communicates your assigned entry time to those who are assisting with carpool. When entering campus, please use turn signals and refrain from using cell phones.

### **Child Abuse Prevention Awareness Training**

At St. John's, we take the safety and security of our students very seriously. One way we ensure student well-being is by requiring all of our employees and tutors to participate in a comprehensive child abuse prevention awareness training program, through Praesidium Academy, a nationally mandated and certified child-abuse prevention course required by the Episcopal Diocese of Dallas. This training must be completed prior to working on campus and must be renewed annually.

Volunteers must complete volunteer training annually. Training includes the Praesidium Academy course: Abuse Risk Management for Volunteers, as required by the Episcopal Diocese of Dallas, along with a required review of our School guidelines and policies for volunteers.

## ST. JOHN'S EXTENDED DAY

Extended day is an optional service that offers care outside of the academic day.

### Extended Day Hours of Operation

Extended Day operates from dismissal until 6:00 PM daily. Extended Day will not be offered on any early dismissal days, including Grandparents and Grandest Friends Day, the last day before Christmas Break, Games Day, or the last day of classes.

### Extended Day Ratio

Our student/teacher ratio is 12:1, and we separate our students by divisions: Primary, Lower, and Middle School.

### Extended Day Sample Schedule

<b>From school dismissal until 3:30</b>	<b>Arrival of students:</b> center play, group time, snack
<b>3:45 – 5:00 p.m.</b>	<b>Outdoor Time:</b> Free play time outside for all Extended Day students who are not registered for an Enrichment Program. (Relocate indoors to the gym when the weather is bad)
	<b>Special Interest Activities:</b>
	Enrichment Programs – Karate, Choir, Cooking, Minecraft, Music, STEM, and other Programs offered through St. Johns Enrichment Programs.
<b>5:00 – 5:45 p.m.</b>	<b>Free play:</b> movie time, additional snack, homework
<b>5:45 – 5:55 p.m.</b>	<b>Cleanup and preparation for departure</b>
<b>6:00 p.m.</b>	<b>Program ends, departure of children; departure of staff</b>

### What happens if my child is picked up late?

There is a 5-minute grace period for late pickup. After 6:05 p.m., families are charged \$25 for every 5 minutes and will be billed directly to your Extended Day account.

### Do children in Extended Day receive homework help?

As part of the Extended Day Program, we have a package designed specifically for homework help called Homework Club. Homework Club is for students in 5th-8th grade. A member of the staff will be available to assist students who are registered for the Homework Club. Following Homework Club, students should either be picked up (by 4:45pm) OR if they are registered for regular EXTENDED DAY are required to go outside daily (weather permitting) and afterward will have an opportunity to continue homework or choose to participate in centers or activities.

### **ST. JOHN'S ENRICHMENT PROGRAM**

In addition to our Extended Day Program, we also offer Enrichment Classes, which are after-school classes, in a variety of educational and instructive areas for an additional fee. A sampling of these classes are chess, art, karate, cooking, drama, instrumental music, dance, and technology. Classes are individually priced and will be released with the schedule on July 1 for the fall and December 1 for the spring.

#### **Enrichment Program Hours of Operation**

Classes run from 3:15-4:00 p.m. or 3:30-4:30 p.m. and will be denoted on the schedule.

If you would like to stay later, you may add the **Extended Day package option** at the time of registration for \$10 per class day. (\$120 for fall and \$140 for the spring).

#### **Enrichment Program Discounts**

Students that are registered for the Extended Day 5-day program will receive a 25% discount on all Enrichment classes.

#### **Enrichment Program Dates**

##### **Fall – 12 Weeks**

Fall Start – Tuesday Sept 6

Fall End – Week of Nov. 28

\*Monday Programs Monday Sept. 12 and run through Monday Dec. 12

##### **Spring – 14 Weeks**

Spring Start – Tuesday Jan 17

Spring End – Week of April 24

\*Monday Programs Jan 23 and run through Monday May 15

#### **Registration**

Please click [here](#) or visit <https://www.stjohnsschool.org/school-life/after-school-program> to register for the Extended Day Program and Enrichment Classes. You may also find the link on the St. John's website under School Life → After-School Programming.

#### **Who do I contact for more information about Extended Day?**

Kellyn Laurinski, Advancement and Auxiliary Programs Coordinator [klaurinski@stjohnsschool.org](mailto:klaurinski@stjohnsschool.org) or 214-328-9131 ext. 142.

## Key Dates 2022-2023

June 6-July 29, 2022	Camp St. John's
<a href="#">August 15-19 and 22-23, 2022</a>	<a href="#">Employee Professional Development</a>
August 18-19, 2022	New Middle School Student Orientation, 8:30 a.m.-12:00 p.m.
August 17-19 and 22, 2022	Preschool, PK, TK Home Visits
August 22-23, 2022	Primary and Lower School Meet the Teacher (by appointment)
August 22, 2022	Primary School Orientation (parents only), 6:00-7:30 p.m.
August 24, 2022	First Day of School
August 25, 2022	5th Grade Back to School Night (parents only), 6:00-7:30 p.m.
August 30, 2022	1st-4th Grade Back to School Night (parents only), 6:00-7:30 p.m.
September 1, 2022	6th-8th Grade Back to School Night (parents only), 6:00-7:30 p.m.
September 5, 2022	Labor Day
September 30, 2022	<b>Late Start for School Accreditation Work (student arrival beginning at 10:00; classes begin at 10:30)</b>
October 7-10, 2022	Fall Break
November 4, 2022	Parent/Teacher Conference Day (no classes)
November 18, 2022	Thanksgiving Break Begins; <b>Midday dismissal</b>
November 21-25, 2022	Thanksgiving Break
December 16, 2022	Christmas Break Begins; <b>Midday dismissal</b>
December 19, 2022 – January 3, 2023	Christmas Break
<a href="#">January 3, 2023</a>	<a href="#">Employee Professional Development</a>
January 16, 2023	Dr. Martin Luther King, Jr., Day
January 27, 2023	<b>Late Start for School Accreditation Work (student arrival beginning at 10:00; classes begin at 10:30)</b>
February 17-20, 2023	Winter Break
March 13-17, 2023	Spring Break
March 31, 2023	Parent/Teacher Conference Day (no classes)
April 6-10, 2023	Easter Break
<a href="#">April 6, 2023</a>	<a href="#">Employee Professional Development</a>
May 26, 2023	Last Day of School; <b>Midday dismissal</b>
May 29, 2022	Memorial Day
<a href="#">May 30 – June 2, 2023</a>	<a href="#">Employee Professional Development</a>



# **ST. JOHN'S EPISCOPAL SCHOOL UNIFORM GUIDELINES 2022–2023**





## PRIMARY SCHOOL UNIFORM - PRESCHOOL

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### UNIFORM SUPPLIER

Mills Uniform Company is the supplier for St. John's Primary School, Lower School, and Middle School uniforms.

Mills is located in the Galleria area:

13615 Welch Rd., Suite 102

Dallas, TX 75244

972-385-3121

Custom St. John's webstore at millswear.com.

St. John's School Code: 3386

### DRESS UNIFORM (Preschool)

Preschool students are not required to wear a dress uniform, but it is preferred that they 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.

#### PRESCHOOL GIRLS

- Navy Cardigan Sweater
- Navy Pique Knit Polo Dress (worn with Modesty Shorts)
- White, Three-Button Polo Shirt
- Pull-On Navy Pants
- Pull-On Navy Shorts
- Modesty Shorts
- Pull-On Navy Skort
- White, navy, or black socks
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles with Velcro closures; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.
- OPTIONAL: School sweatshirt (no hoodies); blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn

#### PRESCHOOL BOYS

- Navy Cardigan Sweater
- White, Three-Button Polo Shirt
- Pull-On Navy Shorts
- Pull-On Navy Pants
- White, navy, or black socks
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles with Velcro closures; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.
- OPTIONAL: School sweatshirt (no hoodies); blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn



## PRIMARY SCHOOL GIRLS UNIFORM – PRE-K, TK, and KINDERGARTEN

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### UNIFORM SUPPLIER

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### DRESS UNIFORM (PRE-K – KINDERGARTEN)

Pre-kindergarten, 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.

### STANDARD UNIFORM (PRE-K – KINDERGARTEN)

- 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 plaid jumper (at least fingertip length) with black or navy modesty shorts
- Navy Pique Knit Polo Dress (worn with Modesty Shorts)
- School plaid skort
- Navy twill flat-front pants or walking shorts; no belt
- White, navy, or black socks
- OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks.
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles with Velcro closures; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.
- OPTIONAL: School sweatshirt (no hoodies); blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn



## LOWER SCHOOL GIRLS UNIFORM – FIRST THROUGH THIRD GRADES

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### UNIFORM SUPPLIER

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St. John's School Code: 3386

### DRESS UNIFORM (FIRST – THIRD)

- Navy regulation cardigan sweater with School crest on upper left side
- White Peter-Pan collared short- or long-sleeved blouse
- School plaid jumper (at least fingertip length) with black or navy modesty shorts
- OR Navy twill flat-front pants
- Belts are required to be worn with pants must be plain leather and solid brown or black with a small buckle
- White, navy, or black socks
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles with Velcro closures; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.

### STANDARD UNIFORM (FIRST – THIRD)

- White Peter-Pan collared short-sleeved blouse with red piping, white long-sleeved blouse with Peter-Pan collar, OR appropriately sized white knit, three-button, long- or short-sleeved shirt. School crest on knit shirt is preferred for standard uniform days.
- School plaid jumper (at least fingertip length) with black or navy modesty shorts
- Navy twill flat-front pants or walking shorts.
- Belts are required to be worn with pants must be plain leather and solid brown or black with a small buckle
- School plaid skort
- White, navy, or black socks
- OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks.
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles with Velcro closures; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.
- OPTIONAL: School sweatshirt; blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn.



## LOWER SCHOOL GIRLS UNIFORM – FOURTH GRADE

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### UNIFORM SUPPLIER

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972-385-3121

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St. John's School Code: 3386

### DRESS UNIFORM (FOURTH)

- Navy regulation cardigan sweater with School crest on upper left side
- White oxford shirt, long- or short-sleeved
- Pleated or kilt skirt in School plaid (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts
- OR Navy twill flat-front pants
- Belts, required to be worn with pants, must be plain leather and solid brown or black with a small buckle
- White, navy, or black socks
- OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with modesty shorts and socks.
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.

### STANDARD UNIFORM (FOURTH)

- 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 uniform days.
- Pleated skirt in School plaid (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts
- Navy twill flat-front pants or walking shorts
- Belts, required to be worn with pants, must be plain leather and solid brown or black with a small buckle
- White, navy, or black socks
- OPTIONAL: Solid white, navy or black tights or footless tights. Tights must be worn with P.E. shorts and socks.
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.
- OPTIONAL: School sweatshirt; blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn.



## PRIMARY SCHOOL BOYS UNIFORM – PRE-K THROUGH KINDERGARTEN

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### UNIFORM SUPPLIER

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Dallas, TX 75244

972-385-3121

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St. John's School Code: 3386

### DRESS UNIFORM (PRE-K – KINDERGARTEN)

Pre-kindergarten, 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.

### STANDARD UNIFORM (PRE-K – KINDERGARTEN)

- White knit, three-button, long- or short-sleeved shirt.
- Navy blue twill pants with elastic waist; no belt
- Navy blue walking shorts with elastic waist; no belt
- White, navy, or black socks
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.
- OPTIONAL: School sweatshirt; blue fleece jacket with St. John's crest. No Crusaders shirts or sweatshirts may be worn.



## LOWER SCHOOL BOYS UNIFORM – FIRST THROUGH FOURTH GRADES

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### UNIFORM SUPPLIER

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Dallas, TX 75244

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St. John's School Code: 3386

### DRESS UNIFORM (FIRST – FOURTH)

- Navy regulation cardigan with School crest on upper left side
- White oxford shirt, long- or short-sleeved
- School plaid tie
- Navy blue twill flat-front pants
- Brown or black belt with small buckle
- White, navy, or black socks that cover the ankle
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.

### STANDARD UNIFORM (FIRST – FOURTH)

- 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 uniform days.
- Navy blue twill flat-front pants or walking shorts
- Brown or black belt with small buckle
- White, navy, or black socks
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles; No light-up shoes.
- Navy/white Keds saddle-style athletic shoes are permitted.
- OPTIONAL: School sweatshirt; blue fleece with St. John's crest. No Crusaders shirts or sweatshirts may be worn.



## MIDDLE SCHOOL GIRLS UNIFORM – FIFTH THROUGH EIGHTH GRADES

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### UNIFORM SUPPLIER

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13615 Welch Rd., Suite 102

Dallas, TX 75244

972-385-3121

Custom St. John's webstore at millswear.com.

St. John's School Code: 3386

### DRESS UNIFORM

- Navy blazer with School crest on left breast pocket
- Pleated or kilt skirt in School plaid (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts
- 5th – 7th grade: White oxford shirt, long- or short-sleeved
- 8th grade: Blue oxford shirt, long- or short-sleeved
- White, navy, or black socks (Athletic socks are allowed; however, the only color on the sock may be white, navy, or black.)
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles; No light-up shoes.

### P.E. UNIFORM

- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles with Velcro closures; No light-up shoes.
- 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

### STANDARD UNIFORM

- 5th – 7th grade: White oxford shirt, long- or short-sleeved
- 8th grade: Blue oxford shirt, long- or short-sleeved
- Pleated or kilt skirt in School plaid (at least fingertip length) with St. John's P.E. shorts worn as modesty shorts OR gray flannel flat-front pants or shorts
- Belts, required to be worn with pants, must be plain leather and solid brown or black with a small buckle
- White, navy, or black socks (Athletic socks are allowed; however, the only color on the sock may be white, navy, or black.)
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles; No light-up shoes.
- OPTIONAL: Solid white, navy, or black tights or footless tights. Tights must be worn with P.E. shorts and socks.
- OPTIONAL: School sweatshirt; blue fleece with St. John's crest. No Crusaders shirts or sweatshirts may be worn.



## MIDDLE SCHOOL BOYS UNIFORM – FIFTH THROUGH EIGHTH GRADES

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### UNIFORM SUPPLIER

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St. John's School Code: 3386

### DRESS UNIFORM

- Navy blazer with School crest on left breast pocket
- Navy tie with St. John's Episcopal School stripe
- 5th – 7th grade: White oxford shirt, long- or short-sleeved
- 8th grade: Blue oxford shirt, long- or short-sleeved
- Gray flannel flat-front slacks
- Brown or black belt with small buckle
- White, navy, or black socks (Athletic socks are allowed; however, the only color on the sock may be white, navy, or black.)
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles; No light-up shoes.

### STANDARD UNIFORM

- 5th – 7th grade: White oxford shirt, long- or short-sleeved
- 8th grade: Blue oxford shirt, long- or short-sleeved
- Gray flannel flat-front slacks or walking shorts
- Brown or black belt with small buckle
- White, navy, or black socks (Athletic socks are allowed; however, the only color on the sock may be white, navy, or black.)
- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles with Velcro closures; No light-up shoes.
- OPTIONAL: School sweatshirt; blue fleece with St. John's crest. No Crusaders shirts or sweatshirts may be worn.

### P.E. UNIFORM

- Low-top, all-white, leather (no canvas) athletic shoes with non-marking soles; No light-up shoes.
- 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









# St. John's Episcopal School Student Physical Form

## Parents/Guardians Complete

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_ Grade Entering : \_\_\_\_\_ Check one: New Student \_\_\_\_\_ or Returning Student \_\_\_\_\_

**\*Pertinent health information may be shared with appropriate personnel in order to best care for your child.**

### Immunizations

**Current Students:** An electronic copy of your child's vaccination record is kept on file in Magnus Health. If your child requires a new vaccination, you will receive an email notice prompting you to update the requirement prior to the due date.

**New Students:** Upload your child's vaccination records to Magnus Health under the Immunization Record requirement.

## Health Care Professional Complete

### Physical Examination

Exam Date: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_

Examine	Within Normal Limits	Abnormal	VISION SCREENING		HEARING @ 25 Db			
			Right	Left		1k	2k	4k
Skin								
Head, Neck			Uncor- rected	20/	20/	Right		
Heart			Glasses	20/	20/			
Mouth, Throat			Contacts	20/	20/	Left		
Eyes, Ears, Nose			<small>Testing required for grades Pre-K, K, 1<sup>st</sup>, 3<sup>rd</sup>, 7<sup>th</sup> and all new students.</small>					
Abdomen			<b>*In addition to yearly spinal screenings for all students, female students must be screened for scoliosis once at age 10 (or fall semester of 5<sup>th</sup> grade) and again at age 12 (or fall semester of 7<sup>th</sup> grade). Male students must be screened for scoliosis once at age 13 or 14 (or fall semester of 8<sup>th</sup> grade).</b>					
Lungs, Chest								
GI								
Allergy								
Joint Function								
Extremities								
Spinal Screening*								
Acanthosis Nigricans								

Please explain any abnormal findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that my examination of the above child reveals that he/she is physically able to participate in school activities, including Physical Education and Outdoor Education (all grades), bicycling (Middle School), and Middle School Athletics.**

Exceptions: \_\_\_\_\_

No Participation Until (set date): \_\_\_\_\_

Signature of Examining Physician: \_\_\_\_\_

Physician Printed Name or Stamp: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

### THIS FORM MUST BE COMPLETED AND SIGNED BY EXAMINING PHYSICIAN

The Physical Form is a yearly requirement for all St. John's students and should renew in conjunction with your child's annual exam.

**This form must be uploaded to Magnus Health under the Physical Form Requirement. Do not mail or email this form to St. John's.**

Should the health of your child change during the school year, contact the school nurse at [ajohns@stjohnsschool.org](mailto:ajohns@stjohnsschool.org)