



**St JOHN'S**  
**EPISCOPAL SCHOOL**

# **Parent and Student Handbook**

2024-25

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## Table of Contents

St. John's Episcopal School's Mission .....	6
Mission Statement.....	6
St. John's Episcopal School's Character Traits.....	6
Administration and Administrative Support Team.....	7
Early Childhood Division.....	8
Arrival .....	8
Dismissal and Extended Care.....	9
Student Support .....	9
Toilet Training .....	10
Enrichment Activities.....	10
Enrollment Forms.....	10
Health Checks .....	11
Illness Pickup Policy.....	11
Medication Policy.....	12
Early Childhood Illness Exclusion Policy .....	12
Immunization Records .....	13
Attending School After Immunizations.....	14
Nutrition .....	14
St. John's Nut Policy for Early Childhood Division Classes .....	14
Choking and Suffocation Prevention Policies.....	15
Rest Time.....	15
School Dress .....	16
Security.....	16
Child Guidance Policy.....	16
Elementary Division .....	18
Enrichment Classes.....	19
Extracurricular Activities.....	19
Field Trips.....	19
Service-Learning Program .....	20
Grading System.....	20
Think Sheets.....	23
Parent-Teacher Conferences.....	24

Portfolios: Monday Folders ..... 25  
Uniforms..... 25

    Middle Division ..... 26  
    Advisory Program ..... 26  
    Awards System..... 28  
    Baccalaureate and Commencement ..... 28  
    Citizenship and Work Habits ..... 28  
    Code of Conduct ..... 32  
    Campus Rules..... 32  
    Dances ..... 33  
    Electives and Clubs..... 33  
    Electronic Devices ..... 34  
    Enrichment Classes..... 35  
    Exams ..... 35  
    Extracurricular Activities..... 36  
    Field Studies ..... 36  
    Grading System ..... 37  
    Honors Recognition..... 38  
    Late Homework Policies ..... 38  
    Lockers ..... 39  
    Parent-Student-Advisor Conferences..... 39  
    Roundtable..... 39  
    Service-Learning Program ..... 39  
    Student Support Time..... 40  
    Tests, Quizzes, and Research Papers ..... 40  
    Uniforms..... 40

    Academic Programs, Student Support, and Related Policies ..... 40  
    Accreditations and Associations ..... 40  
    Academic Probation..... 42  
    Attendance Policy..... 42  
    Absences/Tardies..... 43  
    Student Support Services..... 45  
    Supervision of Students ..... 49  
    Class Grouping and Request for a Teacher or Advisor ..... 49  
    Class Size ..... 50  
    Dispute Resolution Policy ..... 50  
    Homework..... 51  
    Learning Commons ..... 51  
    Political Action and Demonstration ..... 52

Religion ..... 52  
Summer Programs ..... 53

    Visitors and Campus Security ..... 54  
    Carpool and Parking ..... 54  
    Tips for Drop-Off and Pickup..... 55  
    Morning Drop-Off ..... 56  
    Afternoon Pickup ..... 57  
    Adverse Weather Procedures ..... 58

    Conduct and Citizenship..... 60  
    Code of Conduct ..... 60  
    Daily Rules ..... 60  
    Lunchtime ..... 61  
    Consequences for Inappropriate Behavior..... 62  
    Principles of Good Practice ..... 62  
    Proper Lines of Communication ..... 64  
    Family and School Relationship..... 65  
    Academic Integrity ..... 66  
    Thursday Detention ..... 67  
    Saturday Detention..... 67  
    Suspension..... 67

    Security, Health, and Safety ..... 69  
    Disaster Preparedness Plan ..... 69  
    Health Office..... 70  
    Illness Exclusion Policy ..... 71  
    Communicable Diseases or Conditions..... 73  
    Food Allergies..... 73  
    Health Information Privacy Procedures ..... 73  
    Immunization Documentation ..... 74  
    Physical Exam Requirements ..... 75  
    Medication..... 75  
    Pandemic Outbreak..... 77  
    Screenings ..... 77  
    Protection of St. John's Students..... 78

    St. John's General Information..... 79  
    Alumni Association ..... 79  
    Athletics..... 79

Birthdays and Other Parties.....	79
Communication With Parents .....	80
Custody and Visitation Agreements .....	81
K-8 Extended Care.....	82
Financial Information .....	82
Financial Aid.....	85
Fundraising.....	86
Information Changes.....	87
Lost and Found .....	87
Lunch and Snack .....	87
Parent Teacher Fellowship .....	89
Student Council.....	90
Student Store .....	90
School Telephones.....	90
Technology.....	91
Uniforms.....	92
Uniform Vendor .....	92
Sweater Embroidery Vendors.....	92
General Appearance.....	93
Shoes .....	94
Accessories and Outerwear .....	94
Spirit Wear .....	94
Free-Dress Days .....	95
Elementary Division Uniform .....	95
Middle Division Uniform.....	97

### **CHANGES TO THIS HANDBOOK**

The *Parent and Student Handbook* is provided to the families of the St. John's community as a reference and guide. The information presented herein does not bind the School to any particular offering or procedure. It may be changed from year to year or in the course of any year, for the good of the School and the well-being of its students, as determined by the School.

## *St. John's Episcopal School's Mission*

### Mission Statement

Grounded in the rich history of diversity and excellence in Episcopal education, St. John's fosters every child's full intellectual, physical, and spiritual development. A nurturing learning environment and programs built on an ideal balance of tradition and innovation encourage our students to pursue lives of service and purpose.

## *St. John's Episcopal School's Character Traits*

- **Caring:** We foster empathy and compassion toward others through kindness and generosity, along with a commitment to service.
- **Confident:** We cultivate poised, self-assured, bold mindsets to develop inner strength when faced with a variety of situations and challenges.
- **Curious:** We instill and promote the capacity to be inquisitive, critical thinkers who explore, innovate, invent, and create in the classroom and beyond.
- **Collaborative:** We nurture community through adaptable, flexible, cooperative, and open-minded teamwork.
- **Respectful:** We demonstrate genuine integrity through responsible, considerate actions to self and others; we are humble, thoughtful, well-mannered, honest, and inclusive in our morals and values.
- **Reflective:** We consider solutions through curious and thoughtful deliberation of our experiences and desire to learn.
- **Resourceful:** We develop diverse skills in finding solutions to challenges through hard work, cooperation, and persistence.

## *Administration and Administrative Support Team*

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## *Early Childhood Division*

As the initial stage in education at St. John's, the Early Childhood Division program provides appropriate developmental practices that encourage social-emotional, physical, and cognitive development in a nurturing environment. Attention to specific individual differences of children within a small group setting allows for optimum interactions to occur. Children develop understanding through meaningful play, explorations, and active involvement in relevant, interesting, and age-appropriate activities.

Programs include:

- Early Preschool for children 2 years old by September 1
- Preschool for children 3 years old by September 1
- Pre-Kindergarten for children 4 years old by September

## Arrival

School begins each day at 8:00 a.m., though Early Childhood Division students may be dropped off starting at 7:15 a.m. Students will be dropped off at the ECD playground and will be signed in using the Brightwheel app. No child will be released to a person not authorized by the parents through Brightwheel. The School may ask for identification from any new person picking up your child to ensure student safety. Anyone authorized to pick up your child must have their driver's license and Brightwheel PIN.

Children must arrive at school with sunscreen already applied. Staff will reapply sunscreen to your child after rest time or when the staff feels it is needed. The School requires written permission along with a labeled bottle of unexpired, PABA-free sunscreen. This will be kept in the classroom and out of reach of children.

All Early Preschool, Preschool, and Pre-K children should arrive every day with a lunch, snack (two or three if your child is staying for Extended Care), and a refillable water bottle. For our full-day students, a clean nap sac should be brought every Monday and will be sent home for laundering on Fridays.



## Dismissal and Extended Care

Children must be picked up promptly at the close of school: 12:00 p.m. for half-day students and 2:45 p.m. for standard-day students. Half-day families who do not pick up their child by the 12:00 p.m. pickup time will be charged \$5 per minute past 12:00 p.m.

At 2:45 p.m., children who have not been picked up will be signed into ECD Extended Care and charged the daily drop-in rate of \$40. Families with older children in other **divisions** are advised to pick up their Early Childhood student first, then proceed to the Elementary and Middle Division dismissal areas.

## Extended Care

ECD students requiring Extended Care must sign up on the Veracross Parent Portal for their Extended Care needs. Extended Care pick up will be the same as regular pick up and will be from the ECD playground. Parents may park in the front parking lot when picking up their child.

Extended care is available for either one hour or two hours from 2:45 p.m. and will be billed monthly in arrears through FACTS at \$15 per hour, per child. Fees paid are non-refundable.

After 5:00 p.m., a Late Charge will be assessed at \$5 per minute per student. Parents are strongly encouraged to make the necessary arrangements to ensure prompt pickup of their child(ren). Students with excessive late pickups may not be permitted to further attend Extended Care.

All questions on Extended Care billing should be directed to the Business Office.

## Student Support

Parent-teacher conferences are scheduled twice a year to share information and discuss mutual goals for the continued growth of your child. Resources and referrals for outside services are available through the School Counselor's Office when parents, the classroom teacher, the school counselor, or the principal feel further evaluation is needed.

Studies report that, when needed, early intervention increases a child's developmental and educational growth, and promotes improved daily function at home, in school, and in society.

## Toilet Training

At St. John's, our Early Childhood Division teachers partner with parents/guardians on toilet training their child. It is expected that all Preschool and Prekindergarten students are toilet trained, as well as capable of handling their own bathroom needs on the first day of school. Please note that these grade levels are not equipped with diaper-changing facilities.

We understand that every child meets developmental milestones at different times. As such, in the event that a Preschool or Prekindergarten child requires support with their toileting needs, we will work individually with the family in order to develop a plan. In these grade levels, toileting accidents that occur at school may necessitate a parent or guardian being called to come to school to change the child.

We encourage the parents of Early Preschool students to work with us to assist with the toilet learning of students in a manner that is both timely and developmentally appropriate.

## Enrichment Activities

Depending on a child's age group, students experience enrichment activities as part of their weekly program. Fitness Fun, Chapel, Music, Science, and a visit to the Learning Commons for Library are enrichments taught by teachers specializing in these areas. Please note that due to scheduling, two-day students may not attend all enrichments weekly in order to maximize classroom time.

## Enrollment Forms

To begin attending class, the California Department of Social Services requires that all enrolled children have the following forms current and in their file in the Early Childhood Office:

- Identification and Emergency Information

- Child's Preadmission Health History
- Physician's Report
- Immunization Record
- Personal Rights
- Parents' Rights
- Consent for Medical Treatment
- Admissions Agreement

The California Department of Social Services has the authority to enter and inspect our licensed facility. This department also has the authority to interview children or staff and to inspect children's or childcare-center records without prior consent.

In addition to licensing forms, the School requires parents to provide health and emergency information on our own forms for each student, as well as online in Achieve via the Veracross Parent Portal. Health and emergency information for returning students must be verified annually online.

## Health Checks

It is the parent's responsibility to verify that your child is healthy enough to be at school each day. Visual health checks will be performed daily, as required by our childcare license, by Early Childhood Division staff as part of the drop-off routine for your child. This is to assist us in properly caring for all children during the day.

The School reserves the right, after assessing a child's symptoms and the School's ability to care for your child and your child's classmates, to require your child to go home until well enough to participate fully in the program.

If your child had an incident at home that resulted in an injury, please be sure to share this with your child's teacher. Also, if your child is diagnosed with any illness (e.g., pink eye, strep throat, flu, etc.), please report that to the Health Office so that an anonymous exposure notice can be sent to the community, if necessary.

## Illness Pickup Policy

It is possible that your child may get ill while at school. As stated in the Illness Exclusion Policy: "The Registered Nurse in the Health Office may send home any child

who, per her assessment of illness or injury, requires a physician's evaluation, or whose care needs reduce the ability of staff to safely care for the other children."

All parents are asked to have a backup caregiver plan/additional emergency contact listed in Achieve in case their child becomes ill or there is an emergency at school. **Once the School has contacted the parent, a child needing to go home is to be picked up within 30 minutes by a parent or an authorized representative.** The Early Childhood Division is not equipped with space and staffing to care for sick children for a long period of time.

## Medication Policy

Prescription and over-the-counter medications may be given in the Early Childhood Division in accordance with our Medication Policy. A complete version of this policy is available in the Health Office and in the Early Childhood Division Office.

## Early Childhood Illness Exclusion Policy

The Registered Nurse in the Health Office may send home any child who, per her assessment of illness or injury, requires a physician's evaluation, or whose care needs reduce the ability of staff to safely care for the other children.

It is your responsibility to make sure that your child is healthy each day before bringing him or her to school. Use the following guidelines in determining if your child is well enough to attend school:

SYMPTOM	YOUR CHILD MUST STAY HOME UNTIL:
Fever of 100° F or above	24 hours after the temperature has returned to normal without the use of medication (acetaminophen or ibuprofen)
Diarrhea/Vomiting	Loose stools and vomiting have stopped, and the child has returned to normal eating without vomiting or diarrhea for 24 hours
Pink eye*	24 hours after antibiotic eye drops have been started
Strep Throat*	24 hours after antibiotics have been started, and child is fever-free and feeling well enough to participate fully at school

Rash	Rash is gone, or physician sends a note saying rash is not due to a contagious disease
Impetigo*	24 hours after being on antibiotics; all lesions must be kept covered at school
Lice*	Child has been treated, and hair is nit-free

\* These illnesses can be quite contagious, so please notify the School if your child has been treated for any of them. Your doctor may also request notification to classmates for other communicable illnesses. When indicated, we will send out a notice to all parents in your child's class so they will know what symptoms to watch for in their child—no names are used in the notice. This is an important way to minimize the spread of illness in our classrooms.

## Immunization Records

Students must obtain all required immunizations and booster doses per the California Department of Public Health (CDPH) schedule on a continuing basis and provide the School with current, updated records in order to attend class. Parents are responsible for providing documentation of new immunizations or boosters to the School. The School will help by sending reminder notices when updated immunizations and records are due, including the deadline date.

Children who have not received required immunizations or boosters per the state's required schedule will be excluded and unable to attend school until updated records are received. There is no grace period.

If your child needs a medical exemption, a parent or guardian must submit a signed, written statement from a physician (MD or DO) licensed in California that states:

- The specific nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization.
- Each specific required vaccine that is being exempted.
- Whether the medical exemption is permanent or temporary.
- If the exemption is temporary, with an expiration date no more than 12 calendar months from the date of signing.

If a child is catching up on missed immunizations, they may be admitted conditionally and must receive all remaining immunizations per their physician's written schedule stating the planned dates vaccinations are to be given. Parent will provide updated records, or the student will be excluded from school.

The Orange County Health Care Agency may require children who are not fully immunized to be excluded from school if there is a case of a communicable disease for which they are not immunized.

## Attending School After Immunizations

Immunizations can result in side effects such as a fever, rash, and irritability. Because receiving an immunization may be uncomfortable for your child, **please do not bring your child to school immediately after receiving immunizations.** We suggest afternoon immunization appointments so children may go directly home with you.

## Nutrition

Mealtimes are learning experiences for young children as we introduce self-serving skills, table manners, and healthy nutrition. Please inform the School of any food restrictions or special dietary needs, such as food allergies.

We will always respect your child's needs, likes, and dislikes to provide a healthy, positive eating experience. We cannot insist (but we will encourage) that your child eat their "healthy" foods first. If your child finds it difficult to make healthy choices on his or her own, please consider saving the "goodie" for when your child arrives home. We trust that eating well-balanced meals is important to you; therefore, please do not send candy, soda, or gum.

Students in our Early Preschool, Preschool, and Pre-K classrooms may purchase a lunch through Choicelunch (the St. John's lunch program), or lunch may be brought from home. Please send lunch in a labeled lunch box with a cold/ice pack included for perishables.

## St. John's Nut Policy for Early Childhood Division Classes

St. John's strives to provide an environment that is healthy and safe for our children. Therefore, St. John's Nut Policy applies to all Early Childhood Division classrooms and the ECC playground. We will NOT serve products containing peanuts, coconut, or tree nuts, and request that parents provide food products for snack or lunch that DO NOT contain peanuts or tree nuts, such as cashews, pistachios, pecans, and walnuts, among others. This includes peanut butter, other nut butters, almond milk, and

coconut milk/water. This policy applies to all faculty, staff, parents, and visitors who are eating in these areas during the school day.

## Choking and Suffocation Prevention Policies

Many common “small” items present a danger to the very young child. The following items are considered “risky” for suffocation or choking and are not allowed in St. John’s Early Childhood Division.

- Jewelry (Beaded hair items, bracelets, anklets, or necklaces—including amber teething items)
- Small toys or toys with small parts (Check inside your child’s pockets.)
- Jackets or tops that have neckties
- Scarfs
- Pacifiers with attached toys, such as WubbaNub and other brands
- The following food items have been identified as a choking hazard for children under the age of four by Title 22 and the American Academy of Pediatrics. Please do not send these items to school for lunch or snacks, as we cannot serve them:
  - Whole hot dogs, meat sticks, and sausages (May be served if cut in small pieces)
  - Whole grapes (Must be cut in half)
  - Popcorn with kernels
  - Large, hard pretzels
  - Chunks of raw carrots
  - Nuts/peanuts
  - Raw peas
  - Meat larger than can be swallowed whole

## Rest Time

The California Department of Social Services requires schools to provide adequate rest and nap time during a full-day program.

During rest time, lights are dimmed, and soft music is played. Children may fall asleep and nap until they wake up on their own. Children are expected to sleep or rest quietly on their mat or cot without disturbing others. If a child is consistently unable to rest quietly, a half-day schedule may be needed. All rest-time bedding will be sent home with parents at the end of each week for laundering.

## School Dress

Since play and exploration is so important in our Early Childhood Division, students should wear comfortable, washable, and durable play clothes that can get dirty or messy. Rubber-soled, closed-toed shoes are required for safety. Clothing that promotes a child's independence is recommended, so please select clothing that is easily managed: no complicated buckles, zippers, or laces please.

Please provide your child's teacher with one or two extra sets of labeled clothes in case of messy play or potty accidents. The extra set should be sent in a large, labeled zipper-lock bag and should include pants, shirt, socks, underwear, and shoes if possible. If the extra set is used, please replace it the next day.

## Security

The safety of our children is of utmost importance at St. John's. The Early Childhood Center foyer doors are locked at all times to prevent unauthorized entrance. Each full-day Early Childhood family will be offered the choice of downloading the PDK (ProDataKey) mobile app or of using a key fob (two issued per family) to enter the ECC during afternoon hours of operation. We maintain an open-door policy for our parents; however, if you are visiting the school at times other than drop-off or pickup, you will be required to check in at the school's main office with a valid driver's license or passport for identification. Once checked in, you will receive a visitor's badge to enter the campus.

## Child Guidance Policy

St. John's Early Childhood Division strives to maintain a safe and nurturing environment for our students, while understanding individual needs and developmental differences. We set and maintain realistic expectations for behavior based on the age and maturity level of the children served. Please know that we



encourage play that may result in small bumps or bruises; however, we will be sure to make parents aware of any incident of which we are aware.

Conflict is expected during the early childhood years, and we work with the children to develop their conflict-management and problem-solving skills through social-emotional learning. As they are learning to develop language skills, young children are often unable to adequately communicate their needs verbally and resort to physical methods—such as hitting, biting, scratching, or pushing—to get their needs met. While undesirable, these behaviors are developmentally normal for the age. When hurtful behavior becomes a pattern, parents will be informed and, as a team, teachers, parents, and administrators will work toward a plan to support the child.

## *Elementary Division*

The Elementary Division follows a sequential and integrated curriculum from kindergarten through fifth grade, based on a continuum of learning from grade to grade. Learning basic skills and problem-solving strategies is an important aspect of the child's total development. Student projects, presentations, and project-based activities foster the creative and expressive talents of each student, while encouraging active learning.

St. John's administration and staff believe each child is a unique person with his or her own individual personality and learning style. The curriculum is responsive to likenesses, as well as differences, that occur within the student population.

We have adopted a multisensory approach to education that appeals to the many learning modes that are inherent in each child.

We strive to set realistic curriculum goals based on regular assessment of individual needs, strengths, and interests.

St. John's STEAM approach to learning fosters collaboration, creativity, and discovery. Critical-thinking skills are developed within the framework of an organized, intellectual program.

Before students can make significant academic progress, we believe a teacher helps them to develop an enthusiastic attitude toward learning and build the confidence and responsibility necessary for success. We feel that students' positive attitudes are best promoted by:

- Creating a warm, caring environment
- Offering motivating and meaningful activities
- Maintaining high, yet attainable, expectations
- Using positive reinforcement so that all students will reach their potential
- Involving parents in a cooperative role in their children's education

The environment is structured in a way to promote self-efficacy and inspire an interest in learning. We believe that each student's social-emotional wellness is the foundation for future academic success.

## Enrichment Classes

Elementary Division students – depending on their grade-level – participate in a robust enrichment program taught by specialists in the following subjects: DIT (Design, Innovation, and Technology), Library, Mandarin Chinese, Music (general, vocal, and instrumental), Physical Education, Science (including Farming), Spanish, Religion, Studio Art, and Engineering.

## Extracurricular Activities

Elementary students may participate in a variety of extracurricular activities. Theatre, athletics, Garden Club, Student Council, Math Olympiad, after-school classes, and other activities are offered to eligible students throughout the school year. A student's attendance during the school day is required in order for a student to participate in athletic events, the school play, music practices and performances, or other school-related activities.

## Field Trips

Field trips are designed to integrate information from different content areas into a hands-on, multisensory learning experience outside of the usual classroom environment. This program is important in its academic appeal, and also in building responsibility and presenting cooperative learning situations.

- Parent chaperones may be requested to assist the teacher(s).
- The school uses a rotating schedule to choose from a list of volunteers.
- Chaperones may not bring laptop computers, and cell phones must be silenced.
- Parent volunteers may be asked to drive for an off-site trip; this will be handled on a case-by-case basis.
- Siblings of students may not attend.

Parents are asked to pick up their children at the designated field trip pickup time indicated on the notices that are sent home.

Elementary field trip fees are covered by tuition. Only students whose student billing accounts are current may participate in school-sponsored field trips or other class

activities. Any parent who anticipates difficulty in meeting a contractual obligation is asked to contact the Business Office.

## Service-Learning Program

The Service-Learning Program is designed to provide experiences that allow students in Grades 3-5 to use their time and talents to serve others. The objective of this program is to get students out into the broader community to perform different types of service and achieve a personal sense of accomplishment in having helped others. Service-learning opportunities are integrated into the curriculum and arranged through the School.

## Grading System

Teachers will explain their grading procedures at the beginning of the year. Grades for third through eighth graders may be checked online through the Achieve portal located on the Veracross Parent Portal. Distribution of report cards will occur during scheduled conferences in the first and second trimesters, and report cards for the third trimester will be emailed home at the end of the school year. Special accommodations for learning and modifications of the curriculum will be noted on the report card.

### **Lower Elementary Division (K-Grade 2) Grading Format**

#### Kindergarten Grading Format

- E = Exceeds Expectations
- M = Meets Expectations
- P = Practice Needed
- X = Not Assessed at This Time
- \* = Assessed as M or P only
- NG = Not Graded

#### First- and Second-Grade Grading Format

- **O = Outstanding:** The student is making greater progress than expected at this time of year on skills taught. The student consistently grasps, applies, and extends key concepts, processes, and skills above grade-level expectations.
- **G = Good:** The student exceeds expectations for performance most of the time. The student usually completes work in the allotted time, and the quality of work is above average. The student grasps and applies key concepts, processes, and skills most of the time.
- **S = Satisfactory:** The student is making expected progress at this time of year on skills taught. The student regularly grasps and applies key concepts, processes, and skills for grade-level expectations.
- **NI = Needs Improvement:** The student is making less-than-expected progress at this time of year on skills taught. The student inconsistently demonstrates an understanding of the grade level's key concepts, processes, and skills.
- **I = Incomplete:** The student has not completed the necessary work for evaluation.
- **NG = Not Graded**

## **Upper Elementary Division (Grades 3-5) Grading Format**

Students earn a letter grade in each subject representing the following:

**Outstanding:** The student is making greater progress than expected at this time of year on skills taught. The student consistently grasps, applies, and extends key concepts, processes, and skills above grade-level expectations.

- A= 93-100%
- A- = 90-92%

**Good:** The student exceeds expectations for performance most of the time. The student usually completes work in the allotted time, and the quality of work is above average. The student grasps and applies key concepts, processes, and skills most of the time.

- B+ = 87-89%
- B = 83-86%

- B- = 80-82%

**Satisfactory:** The student is making progress; however, improvement is recommended. The student demonstrates the ability to grasp and apply key concepts, processes, and skills.

- C + = 77-79%
- C = 73-76%
- C- = 70-73%

**Needs Improvement:** The student is making less-than-expected progress at this time of year on skills taught. The student inconsistently demonstrates an understanding of the grade level's key concepts, processes, and skills.

- D+ = 67-69%
- D = 63-66%
- D- = 60-62%

**Unsatisfactory:** The student is making little or no progress at this time of year on skills taught. The student is not demonstrating an understanding of the grade level's key concepts, processes, and skills, and requires additional time and support.

- F = 59% or below

Other possible grades include the following:

- NG = Not Graded
- I = Incomplete

## **Special Designations for Enrichment Classes (Grades 1-5)**

Special designations for Physical Education and Studio Art are as follows:

- AL = Above Grade Level
- L = At Grade Level
- BL = Below Grade Level

Special designations for Elementary Division Characteristics of Learning Success are as follows:

- M = Meets Expectations

- P = Practice Needed
- NI = Needs Improvement

Please note that a mid-trimester report will be sent home if a student's progress is a grade of C+ or below or if there is concern regarding academics, homework, Citizenship, etc.

## Think Sheets

The School's Think Sheet system will be detailed to students and parents at the beginning of the school year by the student's teacher. Think Sheets are designed to help students increase self-awareness in making good choices. This tiered system will allow children to exercise self-reflection about their choices to promote positive school behaviors.

Tiers are structured as follows:

**Blue Think Sheets:** For minor disruptions and behaviors, teachers will provide verbal warnings. If the student has received verbal warnings and the behavior continues, students will be given a blue Think Sheet. This will detail the student's behavior and allow for the child to reflect on how they can make a better choice next time. Blue Think Sheets are intended for classroom management and therefore will stay between the teacher and student.

Blue Think Sheets will be given for the following:

- Using unkind words
- Showing disrespect to peers
- Showing disrespect to teachers
- Not following directions/not listening
- Being unsafe
- Unacceptable sportsmanship
- Incorrect use of materials/technology
- Other minor disruptions and behaviors

**Yellow Think Sheets:** The next tier in the St. John's Think Sheet system includes yellow Think Sheets. These are intended to increase self-awareness and

accountability among students. Yellow Think Sheets will detail the student's behavior and, along with any prior Blue Think Sheets the student has received, will be sent home for the student to discuss, review, and sign with a caregiver. Additionally, teachers will make a call home to parents to discuss the situation and partner for student success.

Yellow Think Sheets will be given automatically (therefore bypassing Blue Think Sheets altogether) for:

- Physical contact/fighting
- Inappropriate language
- Inappropriate behavior

Yellow Think Sheets will also be given when a student accrues two or more Blue Think Sheets in a single trimester for the following behaviors:

- Using unkind words
- Showing disrespect to peers
- Showing disrespect to teachers
- Not following directions/not listening
- Being unsafe
- Unacceptable sportsmanship
- Incorrect use of materials/technology
- Other minor disruptions and behaviors

When a student receives two Yellow Think Sheets in a single trimester, he or she will meet with a teacher, counselor, and/or principal to collaborate on strategies and tools for the student to increase positive school behaviors.

The third tier of the Think Sheet system occurs when a student receives three Yellow Think Sheets in a single trimester. After a student's third Yellow Think Sheet, he or she will meet with the Elementary Division Principal to determine further steps.

## Parent-Teacher Conferences

Distribution of report cards will occur during scheduled conferences at the end of the first and second trimester. Conferences are recommended for all parents.



Scheduling of conferences is done through Veracross. A link will be provided in the weekly newsletter prior to the sign-up period. Enrichment teachers will also be available to meet with parents on the scheduled conference days by appointment.

Please make every effort to attend your child's parent teacher conference during the scheduled conference days. Scheduling make-up conferences with the teacher is not always possible.

## Portfolios: Monday Folders

Students' portfolios, referred to as *Monday Folders*, are sent home each Monday. Parents should review all material and sign and return as appropriate.

## Uniforms

All Elementary students are required to wear the school uniform. Please refer to the "Uniforms" section of this handbook.

## *Middle Division*

The Middle Division provides dynamic, challenging, and interactive curricula as students span the transitional period between the elementary years and a successful high school program. St. John's provides an education that relies on the development of character, reasoning, responsibility, and respect in an environment with high personal and academic standards. Elements for a positive Middle Division experience include the following expectations of what St. John's faculty and staff will provide to the students and their parents, and what we expect them to provide to the School:

- Clear academic and behavioral goals
- Order and discipline
- High expectations for students and faculty
- Rewards and incentives
- Positive school environment
- Community and parental support
- Concentration on academic learning time
- Regular and frequent monitoring of students' schoolwork and homework
- A well-planned, balanced curriculum, using varying teaching strategies
- Opportunities for student responsibility

## *Advisory Program*

Each student is assigned to an advisory group that meets three times each week. Faculty members serve as advisors for small groups of students, providing guidance for them as well as monitoring their progress and looking out for their interests in general.

The Middle Division faculty and administration recognize that young people between the ages of eleven and fourteen are making the transition from childhood to adolescence, which affects students' energy levels, ability to concentrate, and overall academic motivation.

The purpose of the advisory program varies from grade to grade, but overarching

roles of the advisor include the following:

- Support students' academic, social, and emotional progress during that school year;
- Help their advisees develop positive and constructive relationships with all members of the school community;
- Monitor advisees' progress, maintaining contact with their parents, teachers, and school administrators;
- Serve as role models, as touchstones for values, and as sounding boards for their advisees' concerns, aspirations, and queries about school-related matters and otherwise.

## **Role of the Advisor**

The advisor is not a counselor and does not act in a therapeutic role, nor moderate discussions of sensitive topics that should be delegated to professionals with specific expertise. Rather, the advisor serves as the point person for the advisees and their parents. Some examples of topics addressed include:

- Understanding school rules
- Navigating peer relationships
- Working as part of a team
- Understanding appropriate behavior (In general or for specific events like dances or Field Studies Week)
- Understanding individual learning strategies
- Reflecting on challenges and successes
- Setting goals
- Checking in on academic progress
- Character education through the use of the Character Strong Curriculum to increase a sense of belonging for all students; improve skills that support student well-being; and deepen student engagement in their academics, in their school, and in their community.
- Preparing for student-led conferences in November and March
- Drug education programs (Run through advisory time with outside presenters or moderators)

- Special presentations or speakers
- Celebrating birthdays and other happy events
- Having fun!

## Awards System

In addition to end-of-year prizes for Academics, Character, Innovation, Arts, and Athletics, St. John's utilizes the Cardinal Winner Program, Head of School Honors, Faculty Recognition, and the Renaissance Program to reward excellence in students throughout the school year.

## Baccalaureate and Commencement

The Baccalaureate service and Commencement ceremony are solemn yet joyous occasions for graduating eighth-grade students. Complete information about the Baccalaureate and Commencement programs is provided to all families in the spring.

## Citizenship and Work Habits

### **Work Habit Grades**

In order to help Middle Division students take greater ownership of their learning process, students earn a Work Habits grade each trimester for each class they take. The Work Habits grade is determined by the teacher and is based on a student's ability to be organized, complete all classwork and homework, and bring the appropriate supplies to class. On the report card, Work Habits grades are rated as follows:

- Commendable
- Satisfactory
- Needs Improvement
- Unsatisfactory

## St. John's Episcopal School Middle Division Work Habits Rubric

<b>COMMENDABLE WORK HABITS (C)</b>	<b>SATISFACTORY WORK HABITS (S)</b>	<b>NEEDS TO IMPROVE WORK HABITS (N)</b>	<b>UNSATISFACTORY WORK HABITS (U)</b>
Consistently turns in work by assigned due date	Usually turns in work by assigned due date	Despite several teacher interventions, continued pattern of not turning in work by assigned due date	Rarely turns in work by assigned due date
Consistently comes prepared to class with materials and supplies	Usually comes prepared to class with materials and supplies	Despite several teacher interventions, regularly comes unprepared to class without materials and supplies	Rarely comes to class with necessary materials and supplies
Consistently arrives on time and ready to learn	Usually on time and ready to learn	Despite several teacher interventions, struggles to be on time and ready to learn	Rarely on time and ready to learn
Consistently makes productive use of class time	Usually makes productive use of class time	Despite several teacher interventions, struggles to make productive use of class time	Rarely makes productive use of class time

### Citizenship Grades, Demerits, and Referrals

Each trimester, students earn a Citizenship grade for each class, including advisory, which is also recorded on the School's online grading system. Citizenship grades range from Commendable to Unsatisfactory and are assigned by the teacher based on student behavior, comportment, and attitude in class.

St. John's Episcopal School Middle Division Citizenship Rubric

<b>COMMENDABLE CITIZENSHIP (C)</b>	<b>SATISFACTORY CITIZENSHIP (S)</b>	<b>NEEDS TO IMPROVE CITIZENSHIP (N)</b>	<b>UNSATISFACTORY CITIZENSHIP (U)</b>
Consistently follows the academic integrity directives	Follows the academic integrity directives	Despite several teacher interventions, does not always follow the academic integrity directives	Continued pattern of not following the academic integrity directives
Consistently enhances the learning environment for the teacher and peers	Usually enhances the learning environment for the teacher and peers	Despite several teacher interventions, struggles with excessive talking or disruption to the learning environment	Despite interventions, continued pattern of needing to be redirected about excessive talking or disruption to the learning environment
Consistently demonstrates kind, respectful, and inclusive behavior toward the teacher, substitute teacher, and peers	Usually demonstrates kind, respectful, and inclusive behavior toward the teacher, substitute teacher, and peers	Despite several teacher interventions, struggles to demonstrate kind, respectful, and/or inclusive behavior toward the teacher, substitute teacher, and peers	Despite interventions, rarely demonstrates kind, respectful, and/or inclusive behavior toward the teacher, substitute teacher, and peers
Consistently demonstrates a positive attitude toward class and learning	Usually demonstrates a positive attitude toward class and learning	Despite several teacher interventions, struggles to demonstrate a positive attitude toward class and learning	Usually demonstrates a positive attitude toward class and learning

Demerits

The demerit system is communication used to help students learn appropriate behavior and conduct. Demerits may be given for the following reasons, at the discretion of the School:

- Tardy to class/school
- Out of uniform
- Showing disrespect for teacher, classmate, and/or property
- Inappropriate use of technology
- Inappropriate behavior

- Chewing gum and/or eating in class/hallway without permission

Citizenship grades on report card will reflect:

- **Commendable** = 0 demerits in a trimester with teacher recommendation
- **Satisfactory** = 0-4 demerits in a trimester
- **Needs Improvement** = 5-9 demerits in a trimester
- **Unsatisfactory** = 10 or more demerits in a trimester

A grade of "Unsatisfactory" will disqualify a student from the Renaissance Program.

Each student begins a new trimester with zero demerits. Students who accumulate five or more demerits across all classes in one trimester will incur the following:

- After receiving a total of five demerits in a single trimester, a student will be assigned a Thursday detention and receive a report card grade of "Needs Improvement" in their advisory grade for that trimester.
- After receiving a total of eight demerits in a single trimester, a student will be assigned a Saturday detention and receive a report card grade of "Needs Improvement" in their advisory grade for that trimester.
- After receiving a total of ten demerits in a single trimester, a student will be assigned an in-school suspension and receive a report card grade of "Unsatisfactory" in their advisory grade for that trimester.
- A continued pattern of poor behavior/conduct will result in increased consequences for the student, including, but not limited to, behavior contract, loss of school and/or extracurricular, out-of-school suspension, or expulsion.

## Referrals

A student will be issued a referral for a serious breach of the School's behavioral expectations that is not at the level of a suspension. Independent of demerits, a student who receives a referral will be required to serve a detention and will receive a report card grade of "Needs Improvement" for their advisory grade for that trimester. At the third referral for a single trimester, a student will be required to serve an in-school suspension and will receive a report card grade of "Unsatisfactory" in his or her advisory grade for that trimester.

## Code of Conduct

The concepts of respect and responsibility serve as guiding principles in the Middle Division of St. John's Episcopal School. Therefore, students must respect:

- Other students and faculty/staff;
- The School, following all safety and cleanup procedures and keeping a litter-free campus; and
- The personal property of others.

Students are not permitted to:

- Threaten or bully;
- Disrespect the faculty/staff or other students;
- Use foul language or "put-downs";
- Push, fight, spit, or bite;
- Run in the hallways;
- Throw rocks;
- Use tobacco, alcohol, or drugs; or
- Bring forbidden items on campus.

The following items are not permitted on campus:

- Games or electronic equipment from home (with the exception of BYOD);
- Tobacco, alcohol, or drugs;
- Vaping devices or any materials used for vaping;
- Weapons;
- Skateboards or rollerblades; or
- Any other item judged to be dangerous or disruptive.

## Campus Rules

Responsibility and respect for oneself, for others, and for the surroundings are hallmarks of the daily rules.



- Uniform is to be worn per School guidelines.
- Students should remain in supervised areas on campus.
- Use backpacks in Middle Division to carry books and supplies to and from school.
- For safety reasons, backpacks are not permitted inside the classrooms; backpacks must remain in student lockers or on student hooks.
- Rolling backpacks are not permitted.
- Keep cell phones off and in the locker.
- Smartwatches and cell phones must be silenced and stored in backpacks/lockers from 7:45 a.m. to 3:05 p.m.
- Administrators may conduct random searches of lockers, backpacks, pockets, or purses at any time, without notice.

## Dances

Dances/socials are held three times each year for Middle Division students. Teachers serve as chaperones at each dance, and appropriate student behavior and dress are expected.

- Failure to follow appropriate dress guidelines will result in a phone call home to bring a change of clothes, before the student will be allowed to participate in the dance.
- Students must not be absent more than two periods on the day of the dance or have been sent home from school due to illness.
- Parents are to drop off and pick up students in a timely manner and are encouraged to support School guidelines.

## Electives and Clubs

### **Performing Arts Electives**

Upon entering the St. John's Middle Division, students rank their preferences and will be assigned one Performing Arts Elective, which will meet three times per week. Performing Arts Elective choices are as follows: Choir, Dance, Drama, and

Instrumental Music (Band). In addition to competitions and special events, there are two major concerts each year (one in December and one in May), at which all students perform.

## **Electives**

All Middle Division students rank their preferences and, depending on the length of the course, will be assigned one Elective, which will meet twice per week for the year, or three Electives, which will meet twice per week each trimester. Priority will be given to students based on available space, seniority, behavior and, in some courses, a separate application.

## **Clubs**

Clubs meet twice per week for the trimester and are open to all Middle Division students. Some clubs are yearlong and may require a special application process.

## **Electronic Devices**

Students may use personal electronic devices at school only when given permission by a teacher, staff member, or school administrator. Specifically, the School forbids students to take videos or pictures or to interact with social media on an electronic device without a teacher's permission. Any electronic device brought on campus or connected to the School's network or systems may be searched with or without notice to the student or parent(s). All devices must be used in accordance with the School's Responsible Use Policy, which is outlined elsewhere in this handbook.

## **Cell Phones**

Although many students possess a cell phone, a cell phone is not required for school and should be kept in the locker turned off. A telephone is available for use in the Middle Division Office in case of an emergency. For an optimal and safe learning environment, students may not wear headphones at school without teacher permission from 7:40 a.m. to 3:20 p.m., including during the walk to carpool.

## Other Electronic Devices

Student-owned electronic technologies (laptops, Kindles, iPads, tablets, smart watches, etc.) are not permitted and must be powered off and stored in lockers from 7:45 a.m. to 3:05 p.m. The School is not responsible for loss, theft, destruction, or damage of student-owned technology, nor is it the School's responsibility for its storage or safekeeping. The use of student-owned electronic devices may be restricted at the discretion of the teacher during testing or other class activities.

## Enrichment Classes

All Middle Division students participate in a robust enrichment program taught by subject-area specialists in the following areas:

- **Grade 8:** Physical Education, Design, Innovation & Technology (DIT), The World Ahead, Wellness, Mindfulness, and Character Strong
- **Grade 7:** Physical Education, Engineering, Design, Innovation & Technology (DIT), Religion, Wellness, Growth Mindset, and Character Strong
- **Grade 6:** Physical Education, Basic Engineering, Design, Innovation & Technology (DIT), Religion, Wellness, Executive Functioning and Character Strong

## Exams

Cumulative examinations are required and given in May/June for Middle Division students in the core academic classes of English, World Language, History, Math, and Science. These exams represent an opportunity for students to bring together their knowledge in an appropriate fashion and prepare them for their future academic careers. Faculty take great care that students are well-prepared and know the material covered on the exam. Exam grades count in the Trimester Three averages and are weighted progressively in each grade level:

- **Grade 6:** 10% of trimester grade
- **Grade 7:** 15% of trimester grade
- **Grade 8:** 20% of trimester grade

## Extracurricular Activities

Students must remain in good academic standing, have positive behavior, and attend classes regularly to participate in extracurricular activities. Involvement in activities with long practice hours does not relieve the responsibility of students to be on time for school, attend classes, turn in assignments on time, and attend assigned detentions. At the dean's/principal's request, a student may be required to attend Student Support to complete missing schoolwork in lieu of attending practice/rehearsal/game. Students may not participate in athletic events, the school play or music practices, school social activities such as dances, or other school-related activities on the same day they have been absent for more than two periods or sent home for illness.

## Field Studies

The Field Studies Program is designed to integrate information from different content areas into a hands-on, multisensory learning experience outside the usual classroom environment. This program is important in its academic appeal, and also in building responsibility and presenting cooperative learning opportunities. With these goals in mind, each grade level in Middle Division has one major field trip for the year:

- **Grade 6:** STEAM Camp at Pali Institute
- **Grade 7:** Outdoor Leadership at SEACAMP San Diego
- **Grade 8:** Founding of America and its institutions at Williamsburg, VA, and Washington, DC

When there is an overnight field trip in the Middle Division, classes will not be offered on-site for any student not participating in the field trip.

All school rules also apply on field trips, with special attention to behavior and personal appearance, including uniforms and free dress. Students who have documented, severe behavioral issues may be excluded at the discretion of the Head of School and Middle Division Principal.

Middle Division field trips are chaperoned by school representatives only. Parents who are not chaperones and who appear at the field trip site will not be allowed to participate with the group. Parents are asked to pick up their children at the designated field trip pickup time indicated on the notices that are sent home.

Only students whose student billing accounts are current may participate in school-sponsored field trips or other class activities. Any parent who anticipates difficulty in meeting a contract obligation is asked to contact the Business Office.

## Grading System

Teachers at St. John's employ a variety of assessment measures that range from formative and informal (e.g., homework) to summative and formal (e.g. exam). Many teachers in the Middle Division employ a Standards Based Approach to grading, which means that assessments compose the majority (if not the entirety) of the grade so that the grade is the truest measure of what a student knows and can do/apply relative to a given concept or standard. Assessments can include tests, projects, essays, presentations, exams, etc. Each teacher will explain his or her grading procedures—including the ability to relearn and redo major assessments—at the beginning of the year in the course syllabus and at Back-to-School Night.

Grades may be checked online through the Achieve portal located on the Veracross Parent Portal. Progress reports will be emailed at the midpoint of the trimester, and report cards will be emailed at the end of each trimester.

Middle Division students earn a letter grade in each subject that represents the following percentage and GPA equivalencies:

A	93-100	4.0
A-	90-92	3.7
B+	88-89	3.3
B	83-87	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
D+	68-69	1.3
D	63-67	1.0
D-	60-62	0.7
F	Below 60	0.0

## **Grade-Change Policy**

The procedure to change a grade is as follows:

1. Parent and/or student meet with subject teacher for letter grade or Citizenship grade discussion and review. Parent and/or student meet with subject teacher and principal regarding review/change.
2. Parent and/or student meet with subject teacher, principal, and Head of School regarding review/change.

Reasons for change in letter or Citizenship grade:

- Teacher error in computation of letter grade
- Teacher-only decision to change Citizenship grade
- Completion of incomplete work ONLY following an excused student absence
- Student is able to show proof of turning in a missing assignment.

## Honors Recognition

Middle Division students who consistently perform at superior or excellent levels will be recognized appropriately. To qualify for Head of School Honors, a student must have a GPA of 3.70 or above. To earn Faculty Recognition, the student must have a GPA between 3.2 and 3.69. Each trimester, Middle Division students may participate in the Renaissance Program, which gives positive recognition, rewards, and incentives to any student who demonstrates strong academic effort. This includes having no "F" grades or "Unsatisfactory" marks in Work Habits or Citizenship across all classes.

## Late Homework Policies

Each teacher has his or her own late homework policy that is specific to the academic subject. These policies and other classroom expectations can be found in each teacher's syllabus, which is provided at the beginning of the year.

## Lockers

Students should not write on lockers or apply permanent stickers or adhesive tape. Locker privileges may be revoked for repeated violations of locker maintenance requirements. Lockers may be opened at any time, without notice, at the School's discretion. Students are discouraged from bringing valuables or large sums of money to school, and from storing perishable items in the locker. Locker combinations should not be shared with anyone. The School will not be responsible for theft or damage to books, clothing, or other personal items stored in lockers.

## Parent-Student-Advisor Conferences

During Parent-Student-Advisor Conferences, advisors meet for 20 minutes with parents and the student to discuss adjustment and progress, and to engage in positive dialogue. Conferences are scheduled twice per year in November and March, and additional conferences with faculty and administrators may be arranged as needed. Appointments can be made through the Veracross Parent Portal.

## Roundtable

At any time throughout the school year, teachers may recommend a roundtable discussion for students and their parents. Similar to the Parent-Student-Advisor Conference, the round table allows parents, students, teachers, and administrators to engage in positive dialogue and to set goals for students. Typically, all core teachers attend roundtables.

## Service-Learning Program

The Service-Learning Program is designed to provide experiences that allow Middle Division students to use their time and talents to serve others. The objective of this program is to get students out into the broader community to perform different types of service and to achieve a personal sense of accomplishment in having helped others.

Service-learning opportunities are integrated into the curriculum and arranged through the School.

## Student Support Time

Each Middle Division teacher has an assigned student support time each week, which is designated for short discussions. Please check the teacher's Teams page or class syllabus for day and time.

## Tests, Quizzes, and Research Papers

Teachers will regularly update their class Teams page to include information about upcoming quizzes, tests, research papers, and other assignments. No student should expect to have more than three major assessments on a single day. Teachers can be expected to assign research and/or term papers each trimester. The student must complete all work that is handed in for a grade. Each teacher will determine the weight of assessments or other products of student work.

## Uniforms

All Middle Division students are required to wear the school uniform. Please refer to the "Uniforms" section of this handbook for reference.

## *Academic Programs, Student Support, and Related Policies*

### Accreditations and Associations

St. John's Episcopal School exists within a supportive network of leading schools locally, statewide, and nationally. The School is an active participant in the following educational associations:

#### **California Association of Independent Schools (CAIS)**

Membership includes 160 schools throughout the state, whose members share a commitment to excellence and to the nurturing of the physical, intellectual, moral, and social development of students.



## **National Association of Independent Schools (NAIS)**

Membership includes 1,700 independent schools in the United States and abroad, whose members share in the belief that all educational institutions have a responsibility to provide their students with the knowledge, skills, values, ethics, and social commitment they will need to succeed.

## **Commission on Schools (COS) of the Episcopal Church in the Diocese of Los Angeles**

St. John's is one of three accredited member schools in South Orange County.

## **National Association of Episcopal Schools (NAES)**

Membership includes local COS schools, as well as Episcopal schools that serve a national and international student body.

## **The Association for Middle Level Education (AMLE)**

AMLE is the leading international organization advancing the education of middle school students, helping them succeed as learners and make positive contributions to their communities and to the world. AMLE is committed to helping middle-grades educators by providing vision, knowledge, and resources.

## **Educational Records Bureau (ERB)**

This division of the College Board produces the standardized testing that is widely used in independent schools and in many leading suburban public schools.

## **Student and Exchange Visitor Information System (SEVIS)**

SEVIS is a database maintained by the Department of Homeland Security that contains information on the Student and Exchange Visitor Program (SEVP). As a SEVP-approved school, St. John's welcomes a select number of International Students from kindergarten through Grade 8 each year.

## Academic Probation

Students who receive below a C average at the end of a trimester are placed on academic probation. At the end of the next grading period, the student's academic status will be re-evaluated. Each student must maintain a 2.0 GPA each trimester to remain at St. John's.

Enrichment and elective grades are weighed into the GPA based on the number of instructional hours per week. Please note that a mid-trimester report will be emailed home if a student's progress falls below a C+ or if there is concern regarding academics, homework, citizenship, etc.

## Attendance Policy

St. John's attendance policy is intended to provide students the finest education by encouraging parents to keep missed instructional time to a minimum. Students must maintain regular attendance to participate in extracurricular activities. Because of the concern about students successfully meeting the academic expectations of the School, students absent or tardy eight or more days in any trimester may be placed on probation at the discretion of the Head of School, and appropriate faculty members. Continued absences or tardies may result in a loss of academic credit and/or expulsion.

Attendance is taken at the start of each day in the Early Childhood and Elementary Divisions. Middle Division attendance is taken at the beginning of each class. When students arrive late to school, a parent must sign them in at the front gate reception desk. Students are required to attend and to be on time for all classes, assemblies, class meetings, or other activities of the School.

In Middle Division, unexcused absences or tardiness will lead to appropriate disciplinary action. Middle Division students are not to leave campus during the day without written permission and must have a signed Parent Authorization and Release Form on file to walk off campus after dismissal.

Please Note: Students on campus more than 20 minutes after dismissal must go to Extended Care unless participating in athletics or an extracurricular program. Any student left unattended on campus after school hours will be signed into Extended Care at the parents' expense. A student may not leave campus with any person other than his or her parent, unless the School has been notified by the parent, or that

person is listed on the Emergency Card.

## Absences/Tardies

In the event of student absence, parents are asked to call the division office via the Attendance Line before 8:00 a.m. The SJES Attendance Line can be reached at 949.858.5144, option 2. If the division office is not notified of an absence by 9:00 a.m., the parent will be called. Any student arriving on campus after 8:00 a.m. will be marked tardy and must be signed in by a parent at the front gate reception desk before proceeding to class.

Please Note: A physician's written release may be required for a student's return to school following a hospitalization, surgery, broken bone, absence of five or more days, or major illness. Parents should contact the Health Office before students return to school following any of these situations. Health-related information given to teachers and/or Principals will be shared with the Health Office.

To access daily homework assignments and resources for kindergarten through Grade 8, please check the appropriate Veracross Faculty/Staff Portal and/or the appropriate Team's page before emailing the teacher directly. Students will be given a reasonable amount of time to complete all missed assignments. Upon returning from an absence, students should consult with the teacher to arrange for makeup work and to take any assessments they may have missed.

Standardized tests or the examinations in May/June may be made up only following the presentation of a physician's note, if the nurse sent the student home, or by special arrangement with the Principal. If they are ill, students should not come to testing with a plan to go home when testing is completed.

Excessive absences and tardiness put students at risk of a probationary contract. In Middle Division, a roundtable will be required to discuss the conditions of the probationary status. If a parent will be away, a note should be sent to the teacher, indicating who is responsible for the student during the parent's absence.

Students may not participate in school-related activities on the same day they have been absent more than two periods or have been sent home for illness.

## Planned Absences

For satisfactory completion of the year's work, students must maintain regular

attendance. Medical and dental appointments are to be scheduled outside of school hours when possible. If necessary, parents should contact the Division Office to make arrangements for schoolwork.

If a student will miss any portion of a school day due to a scheduled appointment, parents must notify the division office by calling the Attendance Line 24 hours in advance. The parent must inform the School as to the reason and the time the student is leaving and sign out the student at the front gate reception desk. NOTE: At the designated time, Middle Division students must check out in the Middle Division Office before proceeding to the front gate reception desk to meet their parent.

### **Extended Planned Absences**

The School discourages the practice of removing students from school for extended periods of time; however, the School may support a parent's request for an extended absence if the following conditions exist:

- The absence does not exceed five class days.
- The absence provides an educational opportunity not otherwise afforded.
- The student is performing satisfactorily in all classes.

In the Elementary Division, parents are asked to notify the teacher and/or Principal in writing at least seven days prior to an anticipated extended absence. In the Middle Division, parents must submit the Extended Absence Request Form (available in the Middle Division Office) to the Principal at least seven days prior to an anticipated extended absence. At the teacher's discretion, the most critical work will be sent home, leaving less-critical assignments to be completed upon the student's return.

Whatever the reason for the absence, every student is expected to keep up with assignments. In Middle Division, students must contact each teacher to arrange for makeup work or tests.

## Student Support Services

### **Counseling Department**

The priority of the Counseling Department is to provide a comprehensive, developmentally appropriate program to support our students' needs. The program itself addresses academic, social, and emotional domains. Growth and development in these three areas is best facilitated by a holistic working relationship between faculty, parents, families, and community.

The School's counseling services are primarily short-term, temporary services aimed at facilitating more effective education and socialization of our students within the school community. These services are not intended as a substitute for either a prescribed program of psychological intervention or a comprehensive psychological, educational, or medical evaluation by an outside professional; accordingly, from time to time, school administration will refer a student for outside mental-health, counseling, or other psychological services. Parents/guardians may obtain a list of suggested professionals in order to seek further support services. Direct services provided by our counselors include facilitating school counseling core curriculum, individual student planning, responsive services, and small group counseling. Additional indirect services may include student advocacy and consultation, collaboration and education with parents and staff.

Students and parents/guardians are encouraged to contact the appropriate Division Counselor with any concerns that may affect a student's academic, social, or emotional well-being. From time to time, the School may require compliance with directives of the counselor—including, but not limited to, participation in mental health therapy with a licensed professional—as a condition of continued enrollment and attendance. Additionally, the School reserves the right to contact parents/guardians, a student's outside provider, and/or state or local agencies with concerns about a student's well-being. Due to the limits of confidentiality, information will be shared with parents on a need-to-know basis, depending on the nature of the concerns.

### **Learning Resource**

A Learning Resource Specialist is available to work with students who may benefit from additional academic support. To qualify for this program, a student must

receive a recommendation from the Student Support Team (SST), classroom teacher, and Principal. In addition, an educational evaluation, which indicates that a pull-out program would be beneficial, may be required from a qualified, outside professional. The Student Support Team is available to provide a list of outside professionals who are qualified to conduct the appropriate educational evaluation.

## **Student Support Team**

Comprised of educators, specialists, administrators, and counselors, the St. John's *Student Support Team* (SST) assists with the implementation of intervention, accommodations, and/or strategies and supports for students whose academic performance and/or behavior is of concern. When a student is nominated by the School as a candidate for the SST Process, the School Support Team reviews relevant data and documentation in order to determine eligibility.

## **Student Support Team Process**

**Step 1:** Student is nominated as a possible candidate for the Student Support Team Process by an administrator, counselor, educational specialist, teacher, and/or parent/guardian.

**Step 2:** The Student Support Team, and any additional relevant staff, will meet internally to determine how best to support the student with basic accommodations and interventions.

**Step 3:** The School will implement the basic accommodations and interventions to support the student for a predetermined period of time (usually a minimum of four to six weeks). During this team, members of the Student Support Team may observe or engage with the student to gather data on progress and performance, as well as to assess the efficacy of accommodations and interventions.

**Step 4:** The Student Support Team will meet with parents in a RoundTable Meeting to present findings and any relevant data that has been collected. The Student Support Team may ask that parents have their child be educationally evaluated to determine how best to academically or behaviorally support the student.

**Step 5:** After a student has been educationally evaluated by a qualified professional, the Student Support Team will ask parents to provide documentation of the

evaluation. They will then meet with parents to discuss what identified supports the School is able to provide based on the documentation.

**Step 6:** School staff and Student Support Team will engage in ongoing collaboration to ensure a student is receiving holistic support. The Student Support Team will meet with teachers/staff to provide future teachers with context regarding any accommodations and interventions.

## **Students with Learning Differences**

The mission of St. John's is to provide students with the developmentally appropriate prerequisite curriculum and skills necessary for success in college and life. Admissions at St. John's are selective; students who enroll are expected to meet the academic demands of the program. Occasionally, the School becomes aware of a student it believes would qualify to receive certain accommodations for Special Education, or Section 504. St. John's reserves the right to require testing, evaluation, and/or assessment of the student's needs by qualified professionals, such as an educational psychologist whose qualifications are deemed appropriate by the administration. If needed or desired, parents/guardians may obtain a list of approved psychology professionals for such evaluations. While being sensitive to the individual needs of specific students, St. John's Episcopal School faculty are not trained special education teachers, and the School reserves the right to limit the implementation of the assessment professional's specified recommendations to the below accommodations (subject to the discretion of the School as to whether the student can be adequately served at St. John's). Some examples of accommodations include, but are not limited to:

- Extended time on tests and in-class written work.
- Preferential seating, defined for each student.
- Allowing the use of assistive technologies (i.e. speech to text, text to speech devices, etc.).

Each year, St. John's will reassess the accommodations allowed for students. In order to qualify for these accommodations, a licensed psychologist approved by St. John's, and whose credentials are appropriate to the disability, must have professionally assessed and diagnosed the student. The documentation must be current to ***within the past three years and must be on file in the division office.*** The School will try to

ensure that the documentation it has on file is current, but ultimately this is the responsibility of the parent. If the required testing is not kept current per the requirements in this Handbook, St. John's will not provide any accommodations until testing is brought into compliance.

The documentation must:

- Establish the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization (the report must be signed by the evaluator);
- State the specific disability as diagnosed;
- Describe the presenting problem(s) and developmental history, including relevant educational and medical history;
- Provide the comprehensive data from the assessment instruments (neuropsychological or educational evaluations), including evaluation dates used to arrive at the diagnosis;
- Describe the functional limitations resulting from the disability as supported by the test results; and,
- Describe specific recommended accommodations and provide a rationale explaining how these accommodations address the functional limitations.

St. John's does not allow modifications to our academic programming. As professionals, teachers and administrators have a duty to assess throughout the school year whether St. John's Episcopal School can adequately accommodate the needs of a student with learning differences or whether that student will be better served elsewhere. St. John's reserves the right to ask a student to separate from the school if it believes it is unable to adequately serve the student.

## **English Language Learning Resource Program**

The English Language Learning Resource Program (ELLRP) is designed for Middle Division students who are not native English speakers and would benefit from additional academic support, including organizational and study skills. Students in this class will be automatically enrolled in a reading program with a main objective of helping English-language learners to become better readers in English.

Through this program, students will read articles and complete assignments/comprehension questions that are assigned at reading levels that suit them best and therefore help them practice their reading most effectively. Students will be able to activate and reinforce language skills related to grammar, vocabulary, and writing by



putting words in different grammatical structures, lexical contexts, and writing styles.

Reading skills such as skimming, scanning, and intensive and extensive reading developed during this program will also benefit students in almost all the other subjects—especially in English and history, which tend to be subjects that international students struggle the most with because of language difficulty.

Above all, this program aims to cultivate the habit and enjoyment of reading in our students by regularly providing reading content that is close to real life.

## Supervision of Students

### **Early Drop-Off**

Effective the first day of school, St. John's will offer families who require occasional supervision of their child(ren) the option of Early Drop-Off. For students in grades Kindergarten through 8<sup>th</sup> Grade, supervision will be made available in the Chapel beginning at 7:15 a.m., Monday to Friday. Between 7:15 and 7:25 a.m., students may enter the side door of the Chapel. Upon entering, students will be directed to sit in pews (organized by grade). During this time, students may read, complete work, and/or engage in quiet activities. When the gates open to all students at 7:40, students in the Chapel will be released onto the campus and supervised by staff on the yard/field/play structures.

Only students who arrive between 7:15 a.m. to 7:25 a.m. will be permitted to enter the Chapel.

### **After School Extended Care**

After School care will be provided by St. John's.

## Class Grouping and Request for a Teacher or Advisor

All classes are grouped diversely or by specific course. Where possible, each class includes students with a range of academic abilities and personalities, and a balance of genders. Specific parent requests do not affect classroom assignments. The administrative leadership of St. John's asks that parents trust the School's decisions in placing students.

## Class Size

Decisions on class size and configuration are made after the due date of enrollment contracts for returning students. Returning students are given priority for available openings. Students whose contracts are returned AFTER the due date will be placed on a waiting list.

Classes will be staffed to provide close personal attention to best meet the needs of students. Class configurations may vary depending on the age of the students or the subject matter being taught, with emphasis on core subject material.

Early Childhood classes adhere to student-to-instructor ratios that comply with state licensing and follow best practices for quality ratios.

## Dispute Resolution Policy

In any community, there are times when issues and disputes may arise; therefore, St. John's Episcopal School encourages the following process for students and parents/guardians to raise concerns with the School. Our shared health as a community depends on a collective commitment to partnership, active listening, and respectful dialogue within this process. In most cases, specific concerns should be raised with the teacher, advisor, coach, or staff member directly associated with the situation. If such a conversation or meeting does not resolve the issue, it may be raised with the Division Principal or specific department manager, and eventually with the Head of School.

We recommend that parents encourage their children to address classroom, school, or social issues themselves prior to parental involvement. Our St. John's faculty, staff, and administration are available to hear and respond to student or parent concerns, with all responses coming in a professional, respectful, and timely manner, as guided by our Mission, Episcopal Identity, and continued efforts to support an environment where every community member is known, valued, and has a sense of belonging. In turn, we ask that all community members approach the resolution of concerns in good faith and support these philosophies and policies.

St. John's Episcopal School is committed to resolving issues in peaceful, productive, and respectful ways. Those who choose to approach issues or differences in disrespectful, intimidating, or forceful ways jeopardize their status in our Cardinal community. In the sole discretion of the Head of School, enrollment agreements may

be cancelled.

## Homework

The homework program supports students in developing independent learning patterns and responsibility. Students are encouraged to complete their own homework, with help from parents kept to a minimum. Be mindful of the time needed each evening for assignments.

Students should pace themselves on special projects and long-term assignments. We encourage parents to understand that these projects (and all homework assignments) are the student's responsibility.

Students are responsible for all aspects of their work. Students in all grades are expected to bring homework, supplies, and other required items to school each day. Students may not call home for these things, nor may they have homework faxed or emailed to school.

- **First and Second Grade:** An average of 0-20 minutes of homework each evening of the school week, reading and working with their parents
- **Third, Fourth, and Fifth Grade:** An average of 0-45 minutes of homework each night
- **Sixth, Seventh, and Eighth Grade:** An average of 0-25 minutes per class each night, so that by graduation from Middle Division, students should be accustomed to an average of two hours per day of independent work

When possible, teachers will not assign homework over the weekend or over holidays.

## Learning Commons

The Learning Commons is a wonderful place to volunteer and be an advocate. Parents and grandparents are welcomed to assist with circulation; help students select and locate books; prepare items; support ongoing and special projects; promote Library activities, such as the Celebration Book Club (birthday books); and plan, organize, and staff fundraising Book Fairs or book sales. A cadre of regular

volunteers is needed weekly or biweekly to assist in the running of the Learning Commons and to shelve items that are returned.

Library books may be checked out for one week and renewed as needed. No overdue fees are levied. Students are responsible for Library items and will be charged for lost or damaged books. Food and beverages are best enjoyed outside of the Learning Commons.

## Political Action and Demonstration

St. John's Episcopal School recognizes that diverse perspectives foster healthy dialogue and personal and academic growth for all of our students. Age- and developmentally appropriate discussions of current events often arise in a classroom setting and are essential to teaching important lessons on civic engagement, critical thinking, and respectful dialogue.

Our goal is always to create an environment which supports students' understanding of themselves and the world around them, while also not endorsing any particular political viewpoint or position. As such, any student- or community-member's political action or demonstration (including, but not limited to, walkouts, sit-ins, etc.) during the school day or at St. John's Episcopal School events will not be permitted without prior permission from the appropriate Division Principal or the Head of School.

## Religion

As a diverse and inclusive Episcopal school, St. John's welcomes and includes children from diverse religious backgrounds, and their religious heritages are encouraged and respected.

Religious studies and attendance at regular Chapel and Holy Eucharist services are expected parts of the development of the total child at St. John's Episcopal School. With religious education coordinated by the vicar of St. John's Episcopal Church and School and the School's full-time chaplain, students are exposed to biblical teachings, morals, ethics, and skills to help formulate value-based actions in life. Chapel services and Eucharist are based on the liturgy of the Episcopal Church. Parents are warmly encouraged to attend our school services.

## Summer Programs

Summer School courses for students entering kindergarten through eighth grade will be outlined in the Summer School brochure. Cardinal Camp is offered for Early Childhood Division students. St. John's Summer School and Cardinal Camp dates, program information, and registration are available each spring.

Vacation Bible School (VBS) is sponsored through St. John's Episcopal Church. Information, dates, and registration for VBS will be made available through the Church.

## *Visitors and Campus Security*

### Carpool and Parking

Arrival and dismissal are busy times at St. John's. For the safety of our students, we ask you to please observe the etiquette outlined in this section.

#### **General Rules**

- The main front driveway is only for holders of the Early Childhood Center, reserved-family, or disabled placards. All other parents should use the carpool (back) driveway or street parking.
- The ECD parking lot is reserved for drop-off and pickup of Early Childhood Division students only.

Early Childhood families with siblings in the Elementary or Middle Divisions are encouraged to park on the street (see below) or use our drive-through carpool drop-off for their older students.

- Please park on the street or in the Church of Jesus Christ of Latter-day Saints lot (at the corner of Via Con Dios and Las Flores) for other business, such as bringing lunch to your child.
- U-turns are only permitted at controlled intersections and should therefore not be made in front of the campus or the carpool driveway.
- Parents must accompany their student to campus when parking on the opposite side of the street. Students should never cross the intersection without an adult.
- Cross only at the corner, when directed by the traffic coordinator.
- Do not allow your student to exit the vehicle until you have pulled completely off the road and are parked.
- Only Middle Division students with permission slips on file can walk off campus at the end of the school day.
- To maintain the highest level of safety, please refrain from using your cell phone during carpool.
- Never pass another vehicle in carpool—it is extremely dangerous!

- Do not park in the marked, red fire lanes.
- Violations are subject to tow.

## Tips for Drop-Off and Pickup

### **Morning Carpool**

Please do not wait until you are the first car in line for your child to get out of the car. Carpool moves much faster if several cars unload at the same time.

### **Elementary Pickup**

Students who are to be picked up via Carpool will be supervised in one enclosed area in the middle of the Staff Parking Lot. Vehicles enter the Carpool Lane from El Camino Montana and proceed to the correct lane, depending on the last name of the child to be picked up (E.g., A-L for the first lane; M-Z for the second lane).

### **Middle Division Pickup**

All students must go to Carpool unless a parent has met them at their locker, or the student has a signed permission slip on file to walk off campus. Please do not ask your student to meet you somewhere other than their locker or carpool. Unsupervised students may not be picked up in front of the school during carpool (3:05 p.m. - 3:25 p.m.).

### **ECD Drop-off and Pickup**

ECD parents with an Elementary or Middle Division student should pick up their ECC student first, then proceed to the K-Grade 8 carpool line. Please do not park for more than five minutes in the ECD lot.

Please do not park in the following areas:

- St. John's Episcopal Church parking lot or parking spaces marked "Church Reserved"
- St. John's turnaround driveway
- Red-painted curbs

- The ECD parking lot (without the appropriate placard)
- Reserved-family parking spaces (without the appropriate placard)
- Disabled parking spaces (without the appropriate placard)
- Reserved Admissions parking spaces

## Morning Drop-Off

### **Walk-on Campus Drop-off**

K-Grade 8 students arriving on campus between 7:40 and 7:55 a.m. may engage in supervised play on the playground or sit at the lunch tables until they are welcomed to the classroom for the start of the school day.

### **Carpool Driveway**

- Please enter the carpool driveway from El Camino Montana starting at 7:45 a.m.
- Pull all the way forward in the carpool. Your child can exit the vehicle as soon as you reach the fence area.
- Exit carefully when making your right turn onto Via Con Dios.

### **Main Driveway**

- The main driveway is only for holders of ECD, reserved-family, or disabled placards. Please display your placard when entering.
- Turn left from Via Con Dios into the main driveway.
- When turning into the main entrance, please put on your left turn signal and pull forward to allow cars behind you to turn right.
- ECC students may be signed in starting at 7:45 a.m.
- Exit carefully when making your right turn onto Via Con Dios.



## Afternoon Pickup

### **On-Campus Pickup**

K-Grade 8 students may be picked up from the exterior doors of their classrooms each day. For safety, and in order to preserve the continued learning on-campus while limiting distractions, families and caretakers may not arrive prior to 2:40 p.m. for on-campus pickup.

### **Carpool Driveway**

- The gate is closed prior to 2:45 p.m., so please do not enter the driveway. Cars should line up along El Camino Montana, out of the way of traffic.
- Elementary Division parents may enter the carpool driveway beginning at 2:45 p.m. Parents with both an Elementary and Middle Division student should enter the carpool line at 3:05 p.m. or go through the line twice.
- Middle Division parents may enter the driveway at 3:05 p.m. Both lanes are open for Middle Division carpool in single file.
- If your child is not at the pickup area when you arrive, please exit and return to the carpool line.

### **Main Driveway**

- The main driveway is only for holders of ECD, reserved-family, or disabled placards. Please display your placard when entering.
- Parking guidelines are the same as for morning drop-off.
- Please do not park in the ECD lot and walk over to pick up older children.
- ECD students must be signed out of classrooms no later than 2:45 p.m. For an additional fee, Extended Care is available from 2:45 to 5:00 p.m.

## Leaving Campus Early

If you must pick up your child prior to the regular time, please:

- Notify the Attendance Line (949.858.5144) 24 hours in advance.
- Park on the street, or in the Church of Jesus Christ of Latter-Day Saints' parking lot. NO parking is allowed in the front parking lot or on the red curb.
- Go to the front gate reception desk to sign out your student. If the teacher has been notified in advance, your student will be waiting for you in the office. If not, your student will be called to the office to meet you.
- Please refrain from seeking early pickup of any Elementary or Middle Division student during the last 45 minutes of the school day. The final minutes of each school day are important, and it is the expectation of the School that students remain in class until dismissal.
- By law, and for their safety, all students must be signed out at the front gate reception desk.

## Security Gate

The security gate on the carpool driveway is accessible to parents and visitors according to the following schedule:

- **Monday-Friday:** 7:45-8:30 a.m. and 2:45-5:15 p.m.
- **Sunday:** 7:00 a.m. to 1:00 p.m.

On-street parking is available during the course of non-event days. The School will adjust the gate times as well as make arrangements with neighboring churches to accommodate large numbers of vehicles for special events.

## Adverse Weather Procedures

### Heat Guidelines

St. John's Episcopal School monitors the health and safety of its community routinely throughout the school day. During the hottest months (typically at the beginning and

end of the school year), we modify daily activities as necessary according to the following heat-related guidance:

- **Heat Index of 95° F or More:** No after-school sports activities and no outdoor play
- **Heat Index of 90° F or More:** Limited outside activities, which may include mandatory water breaks for students, mandatory breaks from outdoor or physical activities, and enhanced monitoring of heat-related stressors.
- **Heat Index of 89° F or Below:** Standard operating protocols for athletic/outdoor activities

All students are encouraged to bring refillable water bottles to school each day and hydrate accordingly.

## **Rain Day Procedures**

Families are encouraged to plan accordingly for weather, including providing umbrellas for students on days when rain is predicted. While our general drop-off and pick-up procedures on such days may be modified, as necessary depending on the weather, on days when inclement weather prevents students from being outside, our gym will be used to safely shelter students in grades K-8 under the supervision of staff. Regardless, preparation — including an umbrella and appropriate outerwear — will help ensure a favorable experience for your child(ren).

## **Inclement Weather Carpool Pick-Up Procedure**

During days when rain prevents students from being outside at dismissal, parents may enter campus and meet their child at the classroom door (or other pre-arranged location on campus for Middle Division students). Parents are also welcome to drive through carpool. Carpool students will be sheltered from the rain under the eaves of the 5<sup>th</sup> grade classrooms. A team of teachers will escort children out to their cars upon your arrival. Please clearly announce to a teacher who it is you're picking up, including their grade and teacher.

- If your child is in Kindergarten through 5<sup>th</sup> grade, you may drive through carpool as per normal (both lanes at 2:45, depending on your child's last name).
- If your child is in Middle Division, you may drive through carpool beginning at 3:05. Middle Division teachers will help escort students.

## *Conduct and Citizenship*

St. John's Episcopal School prides itself on the formation of our Cardinal Character Traits, reflecting responsibility for self and community and awareness of and concern for the needs of others. Therefore, the areas of citizenship, behavior, cooperation, and attitude are an important and integral part of the standards of St. John's. Behavior that interrupts teaching and learning will be addressed accordingly and in appropriate confidentiality with each student/family.

Parents will be notified if disciplinary action is necessary according to the appropriate age level and division of the student. Attendance at St. John's presupposes willingness, by both students and their families, to comply with the School's rules and policies.

Special areas of citizenship and scholarship are as follows: honesty, punctuality, completion of homework, paying attention during class, following directions, appropriate Chapel and recess behavior, good manners, respect for others, wearing a complete school uniform, and proper care of the School's and other people's property.

## Code of Conduct

Respect, kindness, and responsibility serve as guiding principles at St. John's. Students are expected to respect themselves, others, and their environment at all times.

## Daily Rules

Responsibility and respect for one's self, for others, and for the surroundings are hallmarks of the daily rules. Students are expected to adhere to the following guidelines:

- Be on time, in your seat, with materials and homework ready when class begins.
- Be prepared to participate positively in classroom and school activities.
- Wear your uniform per school guidelines.

- Behave courteously.
- Participate quietly and reverently during Chapel.
- Give full attention toward the speaker during assemblies.
- Refrain from public displays of affection (handholding, hugging, kissing, etc.).
- Don't chew gum on campus.
- Demonstrate academic and personal integrity.
- Cooperate with and respect substitute teachers.
- Do not be in the gym, classroom, Enrichment Center, Johnson STEAM Center, Church, or locker room areas unless an adult is present.
- Use backpacks to carry books and supplies to and from school (Middle Division).
- Turn off cell phones and smartwatches and store them in lockers.
- Store smartwatches in backpacks (Early Childhood and Elementary).
- Be aware that administrators may conduct random searches of lockers, backpacks, pockets, or purses at any time, without notice.

## Lunchtime

- No third-party food delivery service (e.g., DoorDash, Uber Eats, Postmates, etc.) is permitted at St. John's without prior permission from the appropriate Division Principal.
- Eat only at the lunch tables and remain seated until finished and dismissed by an adult.
- No food or drinks are allowed on the playgrounds or fields.
- Students may not enter the kitchen at any time.
- Students must pick up their own trash and throw it away in a trash can or recycle bin.

## Consequences for Inappropriate Behavior

Students who do not adhere to the Code of Conduct will receive an appropriate consequence, which could include a conversation with the student, a parent phone call, a demerit (in Middle Division), a referral, detention, probation, suspension, and/or dismissal. Referral and detention procedures are explained in further detail to students and parents if, or as, they occur.

## Principles of Good Practice

The faculty and staff of St. John's embrace the philosophy espoused in the National Association of Independent Schools' *Principles of Good Practice*. It is our belief that parents and School staff should work together to create and sustain effective partnerships. The following principles of good practice—pulled from pages 25–26 of the above-mentioned document (available online [here](#))—describe the roles and responsibilities of both partners.

### **Parents Working with St. John's**

- Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of goals.
- In selecting an independent school, parents seek an optimal match of the needs of their children, their own expectations, and the philosophy and programs of the school.
- Parents are familiar with and support the School's policies and procedures.
- Parents conduct themselves at School-sponsored fundraisers and other adult-only events in a manner befitting a religiously affiliated institution.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the School.
- Parents seek and value the School's perspective on the student.

- When concerns arise, parents seek information directly from the School, consulting with those best able to address the concerns.
- Parents share with the School any religious, cultural, medical, or personal information that the School may need to best serve the student.

## **St. John's Working with Parents**

- The School recognizes that effective partnerships are characterized by clearly defined responsibilities, shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of goals.
- The School clearly and fully presents its philosophy, program, and practices to parents during the admissions process, and encourages dialogue that clarifies parental expectations and aspirations for the student.
- The School seeks and values the parents' perspective on the student.
- Teachers and administrators are accessible to parents and model candid and open dialogue.
- The School keeps parents well-informed through systematic reports, conferences, publications, and informal conversations.
- The School clearly defines how it involves parents when considering decisions that affect the School community.
- The School suggests effective ways for parents to support the educational process.
- The School actively seeks the knowledge it needs to work effectively with a diverse parent body.

## Proper Lines of Communication

St. John's expects parents/guardians to practice positive problem-solving strategies involving School concerns. The proper lines of communication are as follows:

<b>Academics</b>	<ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Division Principal/Assistant Principal</li> <li>3. Head of School</li> </ol>
<b>Behavioral or Social Concerns</b>	<ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. School Counselor (except for discipline issues addressed by school)</li> <li>3. Dean of Students (grades 3-8)</li> <li>4. Division Principal/Assistant Principal</li> <li>5. Head of School</li> </ol>
<b>Extended Care</b>	<ol style="list-style-type: none"> <li>1. Extended Care Coordinator</li> <li>2. Payment Issue: Controller</li> <li>3. Division Principal/Assistant Principal</li> <li>4. Head of School</li> </ol>
<b>Parent Volunteers, PTF, Room Parents, etc.</b>	<ol style="list-style-type: none"> <li>1. PTF President</li> <li>2. Director of Admissions and Advancement</li> </ol>
<b>Parent Ambassadors</b>	<ol style="list-style-type: none"> <li>1. Admissions Associate</li> <li>2. Director of Admissions</li> </ol>



<p><b>Tuition Questions, Financial Issues, Financial Aid</b></p>	<ol style="list-style-type: none"> <li>1. Admissions Office</li> <li>2. Controller</li> <li>3. Chief Financial Officer</li> <li>4. Head of School</li> </ol>
<p><b>Technology</b></p>	<ol style="list-style-type: none"> <li>1. Student Device Issue: Director of Technology</li> <li>2. Access to Website/Parent Portal, Information Change</li> <li>3. Class Technology Question: Director of Educational Technology</li> </ol>

## Family and School Relationship

To foster the positive spirit within each student, St. John’s believes that a supportive relationship must exist between the family and the School.

Because a positive relationship is so important, St. John’s will not tolerate parental action that interferes with the rights of others, conduct that subverts the order and discipline of St. John’s, behavior that disregards School rules and School decisions, disrespect of School employees, defamation of the school, or repeated disruptive or uncooperative behavior.

Parents/guardians are expected to support School decisions. Parental behavior deemed inappropriate or defamatory may result in separation from the School. The Head of School is the sole individual who may require a family to separate from St. John’s.

The guidelines for Parent-School relationships are outlined below:

- Parents/guardians are responsible for understanding, accepting, and supporting the mission, direction, and decisions of the School.
- Parents/guardians and guests (including non-school children) are to *sign in and out at the front reception* and wear name badges supplied by St. John’s while visiting campus. Parents and guests are asked to support the School’s security efforts by presenting their driver’s license at either campus’s main entrance on their first visit. They also are asked

to only enter and exit through the campus's main entrance.

- Animals, with the exception of service dogs, are not allowed on campus.
- St. John's expects parents/guardians to be courteous and polite and to treat others with dignity and respect.
- Parents are expected to follow and model all School safety rules.
- St. John's values input, suggestions, and constructive comments from parents/guardians; however, the direction of St. John's rests with the School Committee and the Head of School.
- Encouraging or allowing serious student misbehavior off-campus is considered to be a violation of the Parent/School agreement.
- Parents are expected to monitor their student's home usage of the Internet, cell phones, and electronic devices for the purpose of keeping student harassment away from our community and our students.
- Parents may not publicly embarrass or defame a student, family, or School employee, either verbally or in writing.
- Any other parental action that, in the estimation of the School, seriously interferes with its ability to accomplish its educational purposes may also result in separation.

## Academic Integrity

Academic integrity is expected. If a student is academically dishonest, the incident will be reviewed by the appropriate teacher and principal. Disciplinary consequences vary depending upon the nature, severity, and frequency of the infraction. On a major assignment, the student will have the opportunity to redo the assignment (or a similar assignment) for credit.

Academic dishonesty includes, but is not limited to:

- Using other people's words or ideas as one's own without appropriate attribution;
- Possession of or access to materials that would give a student an unfair advantage over another; and
- Cheating on a test, quiz, homework, or project.

## Thursday Detention

After receiving a total of five demerits in a single trimester, a Middle Division student will be assigned a Thursday detention and receive a report card grade of "Needs Improvement" in his or her advisory grade for that trimester. Detention takes place in a designated teacher's classroom from 3:05 to 4:00 p.m. each Thursday.

## Saturday Detention

After receiving a total of eight demerits in a single trimester, a student will be assigned a Saturday detention and receive a report card grade of "Needs Improvement" in his or her advisory grade for that trimester. A Middle Division student will be given a mandatory Saturday detention for his or her third referral in a single trimester. A Saturday detention is held on designated Saturdays as needed throughout the school year from 7:00 to 10:00 a.m. Students who fail to show up for Saturday detention will be suspended.

## Suspension

Suspension is a serious disciplinary measure. It is intended as an instructional tool to indicate that certain behaviors put students at risk of dismissal. Students who are suspended for any reason will experience academic consequences. A suspension may or may not precede a dismissal.

If applicable, Middle Division students may choose to take a scheduled test or exam, which will be given by an administrator beginning promptly at 7:30 a.m. on the first day of a suspension.

- Middle Division students who elect not to take such tests or exams or who fail to appear at the appointed time will receive a zero for those tests or exams.
- Any major projects that are due during the course of the suspension must be turned in no later than 8:00 a.m. on the first day of the suspension. The definition of major projects will be decided solely by the academic teacher.
- Regular classwork, labs, or homework cannot be made up.

Elementary Division students may make up missed tests or exams when they return

from the suspension. Due dates for special projects remain unchanged; projects should be brought to the Elementary Division Office.

If a student displays conduct or exhibits an attitude that is in opposition to the philosophy and policies of St. John's, the School reserves the right to dismiss the student at any time during the school year. A student may be suspended or dismissed from school for:

- Vandalism of the School or of other people's personal property;
- Cheating, forgery, or lying;
- Inappropriate use of social media, that occurs on or off campus, that impacts the St. John's community;
- Consistently inappropriate and/or disrespectful written, verbal, or physical behavior toward faculty, staff, or other students;
- An act of insubordination or disobedience;
- Parent's refusal to honor conditions of the enrollment contract, including parent failure to cooperate with staff or to follow the School's philosophy and/or policies;
- Carrying any medication without prior approval from the Health Office;
- Continuous disruptive behavior;
- Profanity or vulgarity—including racial slurs of any kind or language, behavior, and/or gestures that may be considered sexual harassment;
- Stealing or possession of stolen property;
- Truancy or excessive tardiness and/or excessive unexcused absences; and
- Use, sale, or possession of any illegal substance or participation in any illegal activities.

## *Security, Health, and Safety*

For the safety of the students, St. John's Episcopal School is a closed campus. Parents and guests are welcome on special occasions with permission from their student's teacher.

- All visitors must stop at the front reception area—located in front of the gate in the Hunsaker Hall office—to sign in and out. Parents will be asked to provide a license the first time they visit campus; afterward, if they have their name badge, they will only have to sign in and out.
- We ask that all visitors to campus wear a name badge while on campus. No solicitation is allowed on campus. Cameras provide 24-hour surveillance.
- Family members, students, or guests attending after-school activities such as athletic events, play rehearsals, etc., must be supervised by a parent or guardian at all times. They may not play outside or on playground equipment without adult supervision.
- Pets are not allowed anywhere on campus at any time. Service animals should be registered with your student's Division Office.

## Disaster Preparedness Plan

A disaster plan is in place to provide for the health and safety of the students.

- Staff members are trained annually to respond to disasters, and administrative and teaching staff are certified in CPR/AED use.
- Earthquake, lockdown and shelter in place drills are conducted during the year.
- Fire drills are held once a month.
- The School has water, food, and emergency supplies to adequately care for students for three days. If your student requires daily medication, you may provide a three-day supply, with physician's orders, to store in the disaster bin.
- If a disaster should occur, please do not call the School; phone lines may be down and/or flooded with incoming calls. If and when possible,

the School's automated phone system will provide updates to parents via text, email, or voicemail.

- St. John's will NOT give any information about student welfare to the press.
- Families living out of the general area (beyond a five-mile radius) are advised to make arrangements with a person living closer to the school to pick up your child. Please make sure a local person is included in your student's Emergency Contacts.
- In the event of a major earthquake or other disaster, instructions on re-uniting with your children will be sent via text or call message. To accomplish this process in a safe manner, please follow staff directions to a Reuniting Station. Continue to follow all instructions given to you—your student will be brought to you as soon as safely possible.
- Please do not attempt to enter the campus unassisted or without permission.
- Do not use the rear driveway or parking lot unless directed to do so.
- If an off-campus reunion site is required by local authorities, parents will be notified by our automated phone system, text message, and/or email as soon as possible with information about the designated parent/student reunion location.

## Health Office

St. John's promotes the well-being of each student. The role of the Health Office is to ensure and maintain the well-being of students. This includes administering first aid and/or assessing students who get sick or injured at school between the hours of 7:45 a.m. and 3:45 p.m.

- A Registered Nurse is not allowed by law to diagnose medical problems.
- If your student is injured off campus, please go to your physician or local medical facility for diagnosis and treatment.
- The Nurse may require a student with signs or symptoms of a serious injury, such as a concussion or broken limb, to be picked up from school by a parent. 911 may be called if the Nurse deems it is an

emergency situation. The student will need to be examined by a physician. A written notice with instructions for care may be required for the student to return to school activities.

- Students who cannot walk unassisted after an injury at school may not remain and must be picked up by a parent.
- St. John's reserves the right to send your student home for the day if he or she is not able to participate fully in the school programs due to signs of illness; this includes participation in Extended Care and in all other after-school programs.
- When a student has any illness that requires a 24-hour exclusion, this means a FULL school day. For example, if a student is sent home at 11am for a fever, they need to stay out the following FULL day.
- If a child is sent home due to illness on the day of a play performance, concert or other school event, that student may NOT attend anything that same day. There are no exceptions to this policy.
- When a child has been ill, the child must be able to return for a FULL day. Child should not come and do a partial day. If they are not well enough to participate for the full day, they must stay home until they are able.

## Illness Exclusion Policy

SYMPTOM	KEEP YOUR CHILD HOME UNTIL:
Colds/Flu	Student is fever free, heavy nasal congestion and coughing have subsided, and the child feels well enough to return for a full day.
Diarrhea/Vomiting	24 hours after diarrhea/vomiting has stopped and the child has returned to normal eating without stomach upset. All children who have vomiting or diarrhea at school will be sent home.
Earache/Sore Throat	They are fever-free and comfortable enough for school.

Strep Throat*	24 hours after starting antibiotics, the child is fever free, and comfortable enough for school.
Fever 100° or above	24 hours after the child's fever has subsided and returned to normal without the aid of fever-reducing medications.
Head Lice*	The child has been treated and itching has subsided.
Impetigo*	24 hours after starting medication the child may return to school. Lesions must be kept covered at school.
Major Injury/Illness/Surgery	Any major injury/illness or hospitalization has been resolved. The student and parent must check in with the Health Office. A physician's note may be required to return to school detailing any restrictions in academic assignments or physical activity.
Pink Eye*	24 hours after starting medication, the child may return to school if drainage and itching have stopped.
Rash*	The student may return to school or childcare with a doctor's note that states child is NOT contagious. Or the rash has resolved.
Skin Lesions/Open Sores*	Skin lesions must have medical diagnosis and a physician's note that states the child may return to School or childcare. We may require a doctor's note stating that the student is not contagious. All open lesions must be kept covered at school.
Wheezing/Chest Congestion/Cough	A physician's evaluation with a written diagnosis may be required. This is up to the RN's discretion

\*These conditions are contagious. Please notify the School if your child has been diagnosed with any of these conditions.

See the complete Early Childhood Illness Exclusion Policy in the "Early Childhood



Division" section of this handbook.

If a sick or injured student must go home from school, the Health Office will first call a parent. If a parent cannot be reached, the Emergency Contacts provided by the parent will be called to pick up the child. Students are not allowed to use their cell phone to notify parents that they are ill; they must go to the Health Office. Due to limited space, the Health Office is not equipped to keep children longer than 30 minutes. If you cannot pick up your child within 30 minutes, please arrange for prompt pickup by a local emergency contact. Please remember to keep emergency contacts updated.

## Communicable Diseases or Conditions

Parents must notify the School in the case of any communicable illness (chicken pox, measles, head lice, strep throat, pertussis, hand-foot-mouth, pink eye etc.) so the health of all the students and faculty can be protected.

## Food Allergies

St. John's is an "allergy aware" campus. The St. John's Nut Policy applies to the Early Childhood Division classrooms. Products containing peanuts and/or tree nuts may not be served or eaten in these areas at any time.

Parents are responsible for informing the Health Office and their child's teacher of their child's allergies. This information will be shared with the faculty and staff. Children with severe food allergies that can cause anaphylaxis must provide an epinephrine auto-injector or Auvi-Q to the Health Office by the first day of school. There are NO exceptions to this policy. Epinephrine auto-injectors are kept in the Health Office and in the Athletic Director's Office. All staff members responsible for students are trained annually in the recognition of an anaphylactic allergic reaction and in the use of an epinephrine auto-injector. Students and parents are instructed not to share any snack or lunch food owing to possible food allergies.

## Health Information Privacy Procedures

Parents must provide and annually update requested health information for their student in Magnus via the Magnus Parent Portal before the student may attend any

classes. During the school year, health-related information given by parents to teachers and/or Principals will also be shared with the Health Office and vice versa for the health and safety of your child while at school.

The School respects the importance of protecting the privacy of health information. Per your annual online verification, you also give permission for appropriate health information to be shared with a physician and emergency medical service providers if your child requires transportation to a hospital from school.

## Immunization Documentation

California law requires students entering school to submit a valid, up-to-date immunization record. This record must show the date each required vaccine dose was received and the physician's office stamp or signature. For children transferring from other schools, a copy of the blue California School Immunization Record form or another state's immunization form from the previous school is acceptable and must be provided before the child starts school. A student who does not have immunization documentation, or who is delinquent in the required immunizations for California, will not be able to attend classes until complete records are provided. There is no grace period.

If your child needs a medical exemption, your Physician must enroll the student in the CALIFORNIA Immunization Records-Medical Exemption program. This is known as CAIR-ME. Your Physician will fill out the application, receive a registry number and provide it to the family. It is the family's responsibility to provide this number to the Health Office.

The CAIR-ME form includes:

- The specific nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization.
- Each specific required vaccine that is being exempted.
- Whether the medical exemption is permanent or temporary.
- If the child has had a disease, for example, chicken pox, they require a medical exemption AND a blood test verifying immunity.
- Your Physician can advise you on these steps.

Per the Orange County Health Care Agency, children who are not fully immunized may be sent home during an outbreak at school of any disease for which they are not immunized, for their protection.

## **Kindergarten Oral Health Exam Requirement**

California law requires an oral health assessment by May 31 of the first year in school. This assessment must be performed by a licensed dentist, or registered dental health professional. An oral health assessment that was performed within the 12 months before your child enters the first year of school also meets this requirement.

## Physical Exam Requirements

### **Athletics**

Prior to the first season that they play on a school team, students participating in any after-school sport (including cheerleading) must undergo a complete sports physical performed by an authorized health care provider. A St. John's Athletic Participation Physical Examination form—signed by the health care provider and clearing the student for physical activity—must then be turned into the Athletics Office.

### Medication

Medical treatment is the responsibility of the parents and the family's physician. Prescription and over-the-counter medications are sometimes given at school. All parents are urged to work with their physician to establish a schedule.

If medication is to be administered at school, these directions must be followed:

- An adult must bring medication to the Health Office. Under no circumstances should a child have possession of any medication—whether prescription or over the counter. This includes cough drops and TUMS. Students are not to have any medication in backpacks or lockers.
- Students may only self-carry an epinephrine auto-injector or inhaler to treat themselves at school with a completed Parent/Guardian and Authorized Health Care Provider Request for Medication form on file

with the Health Office that includes self-carry permission. These students must have their medication supplies with them at school. We require an additional epinephrine auto-injector, or inhaler, to be kept in the Health Office during the school year.

- All prescription medication (inhalers, Focalin, insulin, etc.) must be accompanied by a Parent/Guardian and Authorized Health Care Provider Request for Medication form, in compliance with the California Education Code, Section 49423. This authorization must be renewed whenever the prescription changes, and at the beginning of each school year. The form can be downloaded from the Veracross Parent Portal. A separate form is required for each medication and for each child.
- Prescription medication must be in the original pharmacy-labeled container. School personnel cannot give medication brought in a plastic bag or that is otherwise repackaged.
- All short-term prescription medication (14 days or less) must be in a pharmacy-labeled container. You may ask your pharmacist for a separate bottle for school. The prescription label on the container is acceptable as a physician's order for short-term medications only.
- The Health Office stocks generic versions of Tylenol, Tums, and Advil. These may be given to your Elementary or Middle Division child as needed in accordance with your authorization in Magnus. Early Childhood students require a completed Form A—Request for Medication Administration in Child Care to receive any medication at school.
- Over-the-counter medication not stocked by the Health Office may be given to your child with a completed Parent Request for Over-the-Counter Medication form. The medication must be in a new, unopened, original manufacturer's package and will be labeled for your child's use only.
- Medication needed for any off-campus field trips may require a trip-specific authorization form. Your compliance with all procedures is required if your child is to participate in these activities. Epinephrine auto-injectors, Benadryl, and inhalers are always sent on field trips in the teacher's field trip backpack. There is nothing else administered during a field trip except rescue emergency medications.

- All medication is kept locked in the Health Office and therefore is not available for use during before-school or after-school activities (sports, scouting, etc.). This includes inhalers. The only exception is epinephrine auto-injectors, which are available for trained staff to use for a severe allergic reaction.
- If your child requires medication—including an inhaler or epinephrine auto-injector—or medical management such as glucose monitoring to be available during sports or other after-school activities, it is the parent's responsibility to carry and provide the medication and be on campus to administer it. Coaches are not allowed to carry or give medication to students.
- In the event of a medical emergency on campus, 911 will be called.

## Pandemic Outbreak

In the event of a severe flu season or other epidemic disease, the School will follow the most current mandates and/or guidelines of the Centers for Disease Control and Prevention (CDC), California Department of Health Services, and Orange County Health Care Agency. We are obligated legally to follow the Orange County Health Department mandates. Parents will be notified of how long affected students must remain home.

## Screenings

The following health screenings are offered during the year:

- Vision screening (Kindergarten and Grades 2, 4, 6, and 8) and all new students
- Color vision (First-grade boys)
- Hearing screening (Kindergarten and Grades 2, 4, 6, and 8) and all new students
- Scoliosis screening (Seventh-grade girls and eighth-grade boys)

## Protection of St. John's Students

State law holds the staff members accountable for your child's safety. In compliance with the Episcopal Diocese of Los Angeles' emphasis on keeping students safe, every employee and ongoing volunteer at St. John's is fingerprinted, and fingerprints are sent to the Department of Justice for a record check. In this manner, and in addition to the hiring and screening procedures, the School can be more assured of student safety.

By law, St. John's is required to report any unusual marks, behavior, or other indicators of abuse or neglect that a student may exhibit. While the School is required to report anything suspicious, please know that St. John's has a team of professionals specially trained to recognize signs of child abuse. This team will ensure that any call made to the Orange County Registry for Child Abuse is one that is made after a thoughtful decision process. The School does not act as judges, but as responsible reporters of any suspected abuse.

Anyone can report suspected abuse, and a trained social worker may come to school to interview a reported victim. St. John's is not always the reporting party. Know and trust the staff to be conscientious of privacy and confidentiality. If such a situation arises, the student is asked to meet privately with the social worker. St. John's always asks the student if they would like to have the Head of School or their Division Principal present during the conversation. Following the discussion, the social worker will determine the next step. St. John's administrators do not contact the family unless so advised by the authorities.

If the School determines that any student demonstrates a risk to self or others, or is gravely disabled, the School can require an evaluation by a physician, psychiatrist, and/or psychologist before the student is allowed to attend school.

## *St. John's General Information*

### Alumni Association

Upon graduating from St. John's, each student becomes a member of the St. John's Alumni Association. The primary goal of the Association is to maintain a relationship with graduates. If your child has graduated from St. John's and is over the age of 18, please have them email [Alumni@StJohns-es.org](mailto:Alumni@StJohns-es.org) and provide us with a current email address and mailing address.

### Athletics

Students must be in good academic and behavioral standing to participate in athletics. The interleague, after-school sports programs begin at the fifth-grade level; with track and field beginning in kindergarten. The after-school sports program includes flag football, volleyball, basketball, and lacrosse. Co-ed sports include cross-country, flag football, soccer, cheer, and track and field.

St. John's is a member of the Parochial Athletic League (PAL) and competes in these sports with other local PAL-member schools. Cheerleaders and mascots (Middle Division students) support both boys' and girls' "A" teams. They may also cheer at other all-school activities, such as during Red Ribbon Week and pep rallies.

A sports physical is required the first time a student joins a team. If a current student-athlete has a St. John's Athletic Participation Physical Examination form on file in the Health Office, they have completed the sports-physical requirement.

Sports physicals are kept on file in the Health Office for the length of time the student is attending St. John's. Parents are required to fill out the Health History Parent form (front page of the sports physical form) each year to inform the School of any new injury or illness. No doctor's signature is required for this update.

### Birthdays and Other Parties

Birthday celebrations are a special time for children. Your classroom teacher/advisor will set aside time for a recognition. In addition, birthday announcements are shared during Chapel.

In order to protect all of our children on campus, please follow the information below. There are children at St. John's who have many types of sensitivities, allergies, and medical diagnoses. These students require care in what they can eat. There are NO EXCEPTIONS to these rules.

If you want to celebrate your child's birthday with an edible treat for his or her classroom or advisory, please adhere to the following guidelines:

- Please make arrangements in advance with your classroom teacher or advisor. They will give you a date for the small celebration.
- The Early Childhood Division is a NO NUT division. Please check your labels to ensure there are no nuts in the ingredients. If the label says, "May contain nuts," we cannot serve it.
- There are to be no goody/treat bags.
- Please consider the size of individual portions. We request that parents send in a small treat.
- It is MANDATORY that all food be prepackaged. Home-baked or homemade treats can NOT be served.
- It is MANDATORY that the food packaging includes both a list of ingredients and a nutrition label.
- Teachers/advisors request that the treat be provided in only ONE flavor.
- Please deliver items to the front office.
- NO homemade items

Invitations to birthday parties and other events may not be distributed at school, regardless of whether all students in the class are invited. Off-campus parties (birthday, after-school, etc.) are not school-sanctioned events.

## Communication With Parents

Parent engagement is vital to the success of the students at St. John's. Each family is encouraged to actively keep up with school activities through the various communication vehicles the School utilizes.



## **School Website**

Our website, [www.StJohns-es.org](http://www.StJohns-es.org) is home to a wealth of useful tools and information. Access the school calendar, news, and the Veracross Parent Portal (password protected site), which includes forms, important reminders, and events.

## **Cardinal Weekly**

This is a weekly email containing important reminders for the coming week. You can view the latest Cardinal Weekly and archived copies at <https://www.stjohns-es.org/community/cardinal-weekly>

## **Veracross Parent Portal**

Parents are encouraged to log in to the Veracross Parent Portal to view personalized information for their student(s), including class calendars, teacher websites, homework assignments, and reminders specific to your family. Parents may access student grades through the Achieve Portal located on the Veracross Parent Portal. Parents may access the Parent Portal at: <https://portals.veracross.com/sjes/parent>

## **Email**

Email is the best way to contact your teacher to ask a question or set up a meeting regarding your student. We ask that every parent provide an email address to the School to facilitate timely correspondence. All emails can be expected to be returned by the completion of the next business day.

St. John's promotes the activities and events of the School and associated nonprofit organizations only. Personal information will never be shared or sold to another entity. For-profit companies will not be allowed to advertise directly to parents, with the exception of paid sponsorships.

## **Custody and Visitation Agreements**

In partnership with our families, the School asks for notification of any changes in the household status that may affect the child. St. John's will make every attempt to follow custody and visitation agreements, although only those with a court order can be enforced. Please submit current custody agreements/orders to your division's

principal and to the school counselor for inclusion in student records each year. Custody agreement information will be shared with appropriate School staff for the safety of your child.

Throughout the year, all relevant material that is given to students and parents is also sent to the non-custodial parent, unless the School receives a court order otherwise.

## K-8 Extended Care

The K-8 Extended Care program exists to meet the needs of parents and their children. Extended Care for K-8 will be based in Room 14 in Sillers Hall. Weather permitting, students will spend a significant amount of time playing outdoors. Students may also opt to work on homework during this time.

Extended Care hours are 2:45 to 5:00 p.m. K-8 Students not picked up by 3:05 p.m. will be escorted to K-8 Extended Care by a member of the faculty or staff and parents will be charged at the daily drop-in rate of \$40 regardless of how long students attend.

Students must be registered on the Veracross Parent Portal for Extended Care. Students who are not registered and need Extended Care will be charged at the daily drop-in rate of \$40 regardless of how long students attend.

Extended care is available for either one hour or two hours from 2:45 p.m. and will be billed monthly in arrears through FACTS at \$15 per hour, per child. Fees paid are non-refundable. K-8 Extended Care closes promptly at 5:00 p.m. Pick up after 5:00 p.m. will result in a late fee of \$5 per minute per child.

All questions on Extended Care billing should be directed to the Business Office.

### Important Information About K-8 Extended Care

- Provide a snack from home for the end of the school day.
- Behavior expectations are consistent with the regular school day.
- Parents will be contacted regarding any behavioral concerns.
- The K-8 Extended Care staff reserves the right to send your child home if your child cannot participate fully owing to signs of illness.

- The K-8 Extended Care staff is not able to provide medical treatments. 2024-25 Parent and Student Handbook St. John's Episcopal School 82 REV 08/2024

## Before School Extended Care

Before school Extended Care is also available. Students may arrive at the Church between 7:15 and 7:25 a.m. General drop off will begin at 7:40 a.m.

## Financial Information

Tuition is an annual fee, which can be paid in installments. The School offers One Payment, Two Payment, and 11 Monthly Payments plan options. All tuition installments must be arranged through FACTS, the School's third-party tuition servicer. Payments are prescheduled and automatically deducted via ACH through FACTS from your selected bank account for the specific plan chosen. Please refer to your enrollment contract for further details regarding payment plans, fees, insurance, and payment terms and conditions.

At the time of re-enrollment, families are encouraged to carefully review all financial terms, conditions, and obligations of the enrollment contract. Terms of the contract may change annually; therefore, we want to make sure your family is aware of all contractual obligations.

The Registration Deposit is due with the re-enrollment contract and will be collected via ACH through FACTS when you sign up in FACTS as part of the enrollment process. The Registration Deposit is nonrefundable and nontransferable. The June-through-September payments for any tuition payment plans are also nonrefundable and nontransferable. (The nonrefundable portion of the One Payment and Two Payments plans will be prorated to the 11 Monthly Payments plan equivalent based on the date of official withdrawal.) If you have any questions regarding the FACTS sign-up, you can contact FACTS directly at 866.441.4637, or the School's Business Office at 949.858.5144 ext. 252.

A delinquent balance on a student billing account may result in suspension of the student, probationary re-contracting, placement on a waiting list, or cancellation of the contract, at the discretion of the Head of School. Failure to fulfill the financial obligations of the student enrollment contract will result in the loss of school membership, which includes your child's participation in Commencement and other

class and school activities and ceremonies.

If you anticipate difficulty in adhering to the contracted tuition payment agreement, please contact the Business Office without delay. The School's administration is eager to maintain a pleasant and stress-free working relationship with you and will gladly discuss any issues relating to your account.

The Business Office is open Monday through Friday from 7:30 a.m. to 4:00 p.m. and is closed for lunch between noon and 1:00 p.m. Feel free to call anytime during office hours. There is also voicemail available so that you may leave a message before or after regular school hours and on scheduled school holidays when the Business Office is closed.

### **Status Changes (Early Childhood Division)**

The Early Childhood Division offers a variety of enrollment schedules, and parents may request an increase or decrease to their child's enrollment. To make the request, parents must complete, sign, and submit for approval a Status Change Form, which can be acquired from the Early Childhood Division Office. Requests will be approved by the Early Childhood Division Principal depending on space and staffing availability.

Any second (or subsequent) request for a schedule change reducing the current contracted schedule for your child that is not initiated, suggested, or requested by St. John's will incur an additional Schedule Reduction Change Fee of \$200. This fee is in addition to any other fees and tuition owed on your account. No fee will be assessed for any requested increase to the current contracted schedule for your child.

### **Force Majeure**

Although the School expects to operate its facilities during the current school year, events beyond the School's control may necessitate that the School cease its operations for a significant period of time, or suspend its duties and obligations, referred to here as a "Suspension." A Suspension will occur only after the School declares in writing that a Suspension has occurred. The School may make such a declaration in its sole discretion and without prior notice.

The force majeure events that might cause the School to declare a Suspension could include, but are not limited to, fire, act of God, weather event, natural disaster, flood, earthquake, war, governmental action, act of terrorism, epidemic, pandemic, or another event beyond the School's control.

The Suspension shall last until the School, in its sole discretion, may safely reopen and declares an end to the Suspension. No refunds or discounts shall be due to parents and no tuition obligations shall be suspended during or as a result of a Suspension. The School may also alter its calendar and provide alternate means of instruction, as necessary.

## Financial Aid

The School establishes financial aid budgets for tuition and for the Middle Division overnight field trips. All students in the Elementary and Middle Divisions will be eligible for financial aid. In the Early Childhood Division, siblings of students in the Elementary and Middle Divisions will also be eligible.

For re-enrolling students, applications may be submitted once enrollment contracts and deposits have been received (typically due by mid-March). Applications received after the due date will be reviewed and considered only after all first-round applications have been considered and may have their potential award amounts impacted by a reduced amount of remaining available funding for the Financial Aid Program.

Applications received without the prior submittal of the re-enrollment contracts and deposits will be placed on hold for consideration until these items are received by the School.

The application process and online forms are managed through FACTS. A link to the FACTS log-in and application forms, as well as additional information regarding the Financial Aid Program, can be found on our website at <https://www.StJohns-ES.org/Admissions/Affording-SJES>.

Financial aid grant applications are reviewed each spring for the following school year. Determination of awards is based on financial need, and notification of award decisions typically begins around mid-March. The determination of financial aid awards is made at the executive staff level and is held in strictest confidence.

Students who receive financial aid assistance are expected to remain in good standing, with behavior and scholastic achievement at or above the norm, and to respect the learning environment of the School. Failure to keep student billing accounts current may result in the loss of financial aid awards.

## Fundraising

The Advancement Office coordinates and oversees the fundraising programs at St. John's, including the Cardinal Fund, Cardinella (St. John's Annual Benefit), Golf Tournament, and other special events. The Head of Institutional Advancement must approve all fundraising projects and solicitations of donations from the School's students, parents, or area businesses.

As an independent school, St. John's depends on the generosity of the School's families to carry out our mission to promote and encourage intellectual, social, moral, spiritual, and physical development in every student. The participation of every family in school fundraising activities is crucial to the success of St. John's. Every student benefits from the School's fundraising activities. We recommend that families review our Gift Acceptance Policy, which can be found on our website at <https://www.StJohns-ES.org/Community/Ways-To-Give>.

To get involved in fundraising opportunities, please contact Heather Doddridge, Head of Institutional Advancement, at [HDoddridge@StJohns-ES.org](mailto:HDoddridge@StJohns-ES.org).

### Cardinal Fund

The Cardinal Fund is the top priority among the School's fundraising projects. It supports and strengthens the overall academic program, giving St. John's its margin of excellence. Parent participation is the key to Cardinal Fund success and is necessary for the continued success of the School. Your gift, at any level, is greatly appreciated. The goal each year is to reach 100% parent participation, since each and every student benefits from the campaign proceeds.

Contributions are tax deductible as allowed by law. Cardinal Fund dollars are used in the operating budget to bridge the gap between tuition and the actual cost of education and enable the School to provide an enhanced experience to all students. For more information or to make a gift, visit [www.StJohns-ES.org/CardinalFund](http://www.StJohns-ES.org/CardinalFund).

### Cardinella

The School holds one major fundraising event during the year, Cardinella Dinner and Auction. All parents are encouraged to participate by attending the event, donating an item, or underwriting event expenses. Proceeds from the event benefit St. John's programs, including technology, enrichments, and co-curricular activities.

## **Matching Gifts**

Your gift to the School could be doubled if your company offers a matching gifts program. Many employers offer matching gifts as an incentive for employees to become more involved in their communities.

## Information Changes

Please notify the Admissions Office at [Admissions@StJohns-ES.org](mailto:Admissions@StJohns-ES.org) of any changes to your child's enrollment status. Changes to contact information (i.e., changes in address, phone numbers, email, etc.) or other changes that might occur during the year should be updated online on the Veracross Parent Portal. Changes to grandparent information should be sent to the Advancement Office at [Advancement@StJohns-ES.org](mailto:Advancement@StJohns-ES.org) or made directly on the Veracross Parent Portal.

## Lost and Found

When books and clothing are lost, Elementary Division students should check the Lost and Found in the Elementary Division Office. The Middle Division Lost and Found is located in the Division Office. The Early Childhood Center Lost and Found is in the ECD front foyer. At the end of each month, all unclaimed articles are donated to a local charity.

## Lunch and Snack

It is important that our students fuel their bodies with healthy food throughout the day for optimal learning. All students break for a morning snack and lunch, while students in K-Grade 2 also have an afternoon snack.

Parents should send appropriate lunch and snacks each day. Fruits, vegetables, cheese and crackers are suggested. Sodas, candy, and gum are not permitted on campus.

## **Daily (M-F) Lunch Schedule\***

- **Kindergarten:** 11:30 a.m.–12:15 p.m.
- **Grades 1-2:** 11:30 a.m.–12:15 p.m.
- **Grades 3-5:** 12:00–12:45 p.m.
- **Grades 6-8:** 12:35–1:30 p.m. (Monday)  
12:35—1:10 p.m. (Tues., Wed., & Fri.)  
12:50– 1:25 p.m. (Thur.)

\*Lunch is not served on Minimum Days.

All food should be brought in a lunchbox or bag. Small juice cans or boxes are permitted, as well as Thermos jugs, but please no glass jars or bottles. Snack items are available for purchase for students in Grades 2–8.

As part of our allergy awareness procedures, the School asks that students do not share food due to the allergy and diet restrictions of other students. All students are expected to eat lunch in the designated eating area and are expected to behave in an orderly and responsible way. All students share responsibility for keeping the lunch area clean. Food is not to be taken from the lunch area.

## **Lunch Program**

St. John's offers a paid lunch program for students from Early Preschool through Grade 8 as a convenience to our families. We strive to provide options that are healthy and delicious. Snack items are also available for purchase for students in Grades 2–8.

Menus, pricing, and ordering information will be available online prior to the start of school.

## **Forgotten Lunch**

If your child forgets their lunch at home, please label it clearly with your child's name, grade, and teacher and place it on the Student Lunch Rack outside the Main Office. The Lunch Rack will be available for Elementary Division lunch drop-offs until 11:25; for Middle Division students, it will be available until 12:30. Once the rack has been removed, it will not be possible to drop lunch off for your child. Instead, we will



provide a light snack. Parents are not permitted to take the lunch to their child's classroom or to the lunch tables.

## **Parent Lunches**

Periodically, parents of students in kindergarten through Grade 8 are invited to eat with their children on campus (weather permitting).

- All parents attending lunch should park on the street and are required to sign in at the Elementary Division Office.
- For safety purposes, siblings may attend only when under strict parental supervision at all times.
- Parents and siblings may not engage in active play on the playground and are asked to remain at the lunch tables.
- Parents are asked to leave the campus after their child has eaten lunch.
- Because some students on campus have food allergies or medical conditions that require special diets, parents and students may not share food with other students. Parents reserve the right to make food choices for their own children who may have dietary restrictions.
- Please refrain from using cell phones during this special time with your child/children.

## **Parent Teacher Fellowship**

The Parent Teacher Fellowship (PTF) provides a volunteer support network for Veracross Parent Portal and its teachers, in cooperation with the Head of School and the Head of Institutional Advancement, and in accordance with the general policies adopted by Veracross Parent Portal. Parent volunteers serve as a supportive body that offers interested, concerned, and cooperative assistance to Veracross Parent Portal. Parent participation, on any level, is a vital part of the ongoing workings of St. John's, and we are grateful for the enthusiasm and dedication volunteers bring. Membership in the PTF is automatic when students are enrolled at St. John's. Parents, grandparents, and other concerned adults are encouraged to participate in various service, social, and fundraising events.

Participation is not mandatory, and there are no membership dues. General

meetings are held throughout the year, and are open to all parents, teachers, and interested guests.

## Student Council

The Student Council and the associated student body function as forums for student government. Students in the Middle Division and Upper Elementary Division enjoy an active and enthusiastic experience in self-government, while learning the skills needed for decision-making and problem-solving.

The Student Council operates at the discretion of the Head of School, within the approved bylaws. A member of the faculty serves as the Student Council Sponsor. Elections are held each year. Those students interested in running for Student Council must meet certain requirements:

- GPA of 2.5 or above
- Acceptable marks in Citizenship and Work Habits
- No D's or F's
- No suspensions

## Student Store

The Student Store is operated by Veracross Parent Portal and carries an inventory of Spirit Wear and gently used uniforms. Hours for the student store vary and are clearly labeled on the outside of the student store. If you need assistance, please contact Student Store Manager, Cheryl Boesch at [CBoesch@StJohns-ES.org](mailto:CBoesch@StJohns-ES.org).

## School Telephones

Students may not use school phones unless given permission by an administrator or teacher. Messages for students should be limited to emergency situations. Generally, your call will be returned within 24 hours. The best and most efficient way to contact a member of St. John's faculty and staff is through email.

## Technology

### **Responsible Use Policy**

St. John's believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication.

Your and your child's signatures will indicate acknowledgment and understanding of the following:

*As a user, your child will be expected to use the School's Internet access and equipment as well as his/her own equipment in a positive constructive way under direct supervision and guidance of his/her classroom instructors. Should a question arise with regard to appropriate use, the School reserves the right to make the final judgment as to whether a given use is positive and constructive.*

### **Student Email**

Student email accounts are provided for school use only and should never be used for personal communication. Students using email are expected to follow the St. John's Code of Conduct and Responsible Use Policy and are subject to consequences for inappropriate behavior.

### **BYOD—Bring Your Own Device**

St. John's Episcopal School strives to provide its students with many opportunities to use technology in the classroom. Students in the Middle Division are given the opportunity to voluntarily bring their personal devices onto campus for use during class with the approval and under the guidance of their classroom teachers.

St. John's allows students and staff to access the St. John's wireless network using their own technology devices (laptops, Kindles, iPads etc.) during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners, and use the productivity tools loaded on their devices.

Users will be prompted to accept the following terms of use prior to each attempt at connecting to the St. John's Student Wireless Network:

*St. John's is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the St. John's wireless network is entirely at the risk of the user, and St. John's is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of the St. John's network are bound by the St. John's Responsible Use Guidelines for Technology. By connecting to St. John's Wireless Network, you are agreeing to all of the above cautions and policies. Students and staff who do not accept the terms of service will not be able to access the St. John's network.*

## *Uniforms*

To maintain an atmosphere conducive to learning, students are required to adhere to the uniform code, to wear clothing that is hemmed and in good repair, and to wear the proper shoes at all times. Parents must purchase uniform clothing from St. John's authorized supplier, School Uniforms By Tommy Hilfiger online. Dennis used uniforms are available for purchase in the Student Store and can be worn for the 2024/2025 school year.

## Uniform Vendor

### **Tommy Hilfiger Uniforms**

**1 877 825-2860**

**[www.globalschoolwear.com](http://www.globalschoolwear.com)**

School Code: STJO56

## Sweater Embroidery Vendors

### **Monogram Magic**

20381 Lake Forest Dr., Ste. B-6

Lake Forest, CA 92630

949.770.5056

### **The Shirt Cannery**

25270 Marguerite Pkwy., Ste. E  
Mission Viejo, CA 92692  
949.768.4102

\*Sweaters are to be embroidered with the student's last name. Tommy Hilfiger uniform sweaters will be embroidered with the students last name on the right chest opposite the St. John's logo. Dennis uniform sweaters will be embroidered with the student's last name above the school patch. Our school approved embroidery vendors have the font, size, and embroidery location information.

## General Appearance

Students are expected to arrive on campus in complete uniform, except on free-dress days. The following rules govern appropriate dress:

- Uniforms must be clean and in good repair, free of tears, holes, or fraying, and size-appropriate.
- Undergarments should blend with the color of the uniform and should never be visible.
- Skorts and shorts may be no shorter than the tip of the longest finger while arms are resting naturally at the sides.
- PE shorts may be no shorter than the longest knuckle while arms are resting naturally at the sides.
- Polos, PE shirts and sweaters must be size appropriate and not form fitting. They must not fully cover the uniform short or skort and midriff must not show when arms are raised above the head.
- For buttoned shirts, only the top button should be left undone.
- Hair is to be a natural color, must be neatly groomed, and must not be a distraction to or interfere with the learning environment (e.g., teacher must be able to see student's eyes).
- If a student chooses to wear jewelry, it must be minimal, modest, and safe.
- Lightly applied mascara and neutral lip gloss is allowed in Middle

Division.

- Fingernails that are of excessive length are not permitted (e.g., impact ability to learn, present a safety risk).

## Shoes

Student footwear should be closed-toe, comfortable, and well-fitting, and should not be a distraction to the learning environment:

- Shoes must be matching, have non-marking soles, be non-platform, and enclose the entire foot.
- Athletic shoes must be worn on PE days.
- Socks are required and must be solid white or black (stripes/logo allowed if white or black).
- Slip-on shoes are permitted in the Middle Division on regular school days. Athletic shoes must be worn on PE days.

## Accessories and Outerwear

St. John's spirit sweatshirts and jackets are the only acceptable outerwear appropriate for use in school and church buildings.

- St. John's spirit sweatshirts or jackets may be worn on non-formal days.
- St. John's jackets may be worn over the formal uniform on cold days but must be removed when entering the chapel.
- During the third trimester, eighth-grade students may wear the sweatshirt of the high school they will be attending.

Hats and hoods may be worn outdoors only; they may not be worn at any other time during the school day. Hats must be red, black, white, or khaki, with no logos, writing, or designs of any kind other than a St. John's logo.

## Spirit Wear

On Spirit Wear days, any St. John's shirt is appropriate with uniform bottoms. This can include any St. John's uniform shirt, athletic jersey, or spirit wear shirt.

## Free-Dress Days

Periodically, students will be granted the opportunity for free-dress days.

- On free-dress days, students are welcome to wear casual, school-appropriate clothing, free of any inappropriate language, images, or partisan or political statements.
- Long pants, jeans, skirts, dresses, sweats, or shorts are acceptable clothing. If leggings are worn, they must be worn with a top that is knuckle length.
- Skirts must be no shorter than six inches above the bend at the back of the knee. Shorts must be no shorter than fingertip length.
- Clothes must be well-fitted and fully cover a student's chest, midsection, shoulders, and back at all times.
- Appropriate hats may be worn outdoors only.
- In Middle Division only, tank tops with one-inch straps (no undergarments allowed to show) and ripped jeans (below the kneecap) are allowed. If students do not adhere to these guidelines, they will be asked to change into gym clothes or to call home to have a parent bring appropriate clothing.

If a student receives a dress code demerit for violating free-dress rules, the student will not be permitted to participate in the following free-dress day. If a student receives three dress code demerits for violating free-dress rules during the school year, they will not be permitted to participate in free-dress days for the remainder of the school year. Division Principals will be the ultimate decision-makers of appropriateness of student dress on free-dress days.

## Elementary Division Uniform

### Boys

- Uniform can be either Tommy Hilfiger or Dennis uniform for the 2024/2025 school year.
- Red sweater or vest with last name embroidered (Required for Formal Day).

- White (Required for Formal Day), or red polo shirt, can be either short or long sleeve.
- Black, Khaki or Navy shorts or pants.
- Belt to coordinate with shorts or pants (Optional).
- Socks are required and must be solid white or black (stripes/logos allowed if white or black).
- St. John's spirit sweatshirt or jacket.

## **Girls**

- Uniform can be either Tommy Hilfiger or Dennis uniform for the 2024/2025 school year.
- Red sweater or vest with last name embroidered (Required for Formal Day).
- White (Required for Formal Day), or red polo shirt, can be either short or long sleeve.
- Black, Khaki or Navy skort, shorts or pants.
- Plaid jumper (Plaid jumper or skort required for Formal Day). Black bike shorts or leggings must be worn underneath.
- Plaid skort (Plaid skort or jumper required for Formal Day).
- Red or Navy polo dress (Optional). Black bike shorts or leggings must be worn underneath.
- Socks are required and must be solid white or black (stripes/logos allowed if white or black).
- White or black solid color tights; plain ribbed or cable knit allowed. No nylon hosiery.
- St. John's spirit sweatshirt or jacket.

## Notes for Girls' Uniforms

- Jumpers, skorts, shorts and polo dresses may be no shorter than the tip of the longest finger while arms are resting naturally at the sides. Uniforms must be size appropriate and not form fitting.



## **Formal Uniform**

Formal uniforms are to be worn for All-School Chapel each Monday, for Eucharist, for Picture Day, and for special designated events.

- Red sweater with last name embroidered. Sweater must be worn from 8:00 am through entire Chapel service.
- White short or long sleeve polo shirt.
- Khaki shorts or pants (Boys). Navy Dennis uniform shorts or pants may be worn for the 2024/2025 school year.
- Plaid jumper or skirt (Girls).
- On formal uniform day, shirts must remain tucked in whenever a student is inside the building.

## **Middle Division Uniform**

### **Boys**

- Uniform can be either Tommy Hilfiger or Dennis uniform for the 2024/2025 school year.
- Black or Navy sweater or vest embroidered with last name (Required for Formal Day)
- White (Required for Formal Day), red or black polo shirt, can be either short or long sleeve.
- Black, Khaki or Navy shorts or pants.
- Belt to coordinate with shorts or pants (Optional).
- Socks are required and must be solid white or black (stripes/logo allowed if white or black).
- St. John's sweatshirt or jacket.

### **Girls**

- Uniform can be either Tommy Hilfiger or Dennis uniform for the 2024/2025 school year.
- Black or Navy sweater or vest embroidered with last name (Required

for Formal Day).

- White (Required for Formal Day), red or black polo shirt, can be either short or long sleeve.
- Black, Khaki or Navy Middle School skort, shorts or pants.
- Plaid skort (Required for Formal Day).
- Socks are required and must be solid white or black (stripes/logo allowed if white or black).
- White or black solid color tights; plain, ribbed, or cable knit are allowed; no nylon hosiery or leggings.
- St. John's spirit sweatshirt or jacket.

## **Formal Uniform**

Formal uniforms are to be worn for All-School Chapel, Eucharist, Picture Day, and special designated events.

- Black or Navy sweater or vest with last name embroidered. Sweater must be worn from 8:00 am through the entire Chapel service.
- White polo shirt, can be either short or long sleeve.
- Khaki shorts or pants (Boys). Navy Dennis uniform shorts or pants may be worn for the 2024/2025 school year.
- Plaid skort (Girls).
- On formal uniform day, shirts must remain tucked in whenever a student is inside the building.

## **PE Uniform**

- Red PE shirt.
- Black or Navy PE shorts.
- PE shorts must be no shorter than the knuckle of the longest finger while arms are resting naturally at the sides. PE clothes must be size appropriate and not form fitting. Shirts must not fully cover the short and midriff must not show when arms are raised above the head. PE uniforms are worn to school on PE days.

- Black or Navy sweatpants in cotton or performance fabric (Optional).
- Athletic/running shoes with tread and non-marking soles must be worn in class.