



# Saint John's Episcopal School

145 N.E 10 Street  
Homestead, Florida 33030

Phone: 305-247-5445 • Fax: 305-245-4063

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**St. John's Episcopal School  
Policy Manual  
July, 1996  
Updated 2003  
Updated 2005  
Updated 2007  
Updated 2008  
Updated 2009  
Updated 2010  
Updated 2011  
Updated 2012  
Updated 2013  
Updated 2014  
Updated 2016  
Updated 2017  
Updated 2018  
Updated 2019**



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## CONSTITUTION AND BY-LAWS

Reflecting the purpose of Episcopal schools, St. John's Episcopal School:

- practices the faith and worship of the Church as set forth in the Book of Common Prayer;
  - practices the Gospel imperative of inclusiveness in their admissions and hiring policies;
  - operates with the knowledge and consent of the Bishop of the Diocese of Southeast Florida;
  - is owned and operated as a ministry of St. John's Episcopal Church, Homestead, Florida.
- St. John's school is open to all people regardless of gender, race, color, creed, Church affiliation or national origin.

### MISSION

St. John's Episcopal School prepares students for a life of learning and meaningful service in a diverse world by providing academic excellence and character formation grounded in the Episcopal tradition. The School works to instill the fundamentally American and Episcopal idea that opportunity is available to all despite any socio-economic disadvantages.

### VISION

St. John's school will provide all students with a safe and nurturing environment, along with a rich and rigorous curriculum which respects diversity in learning styles. St. John's Episcopal School will send our students out into the world with mutual respect for others and love for learning grounded in the Episcopal tradition of academic, ethical and spiritual growth.



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## PHILOSOPHY

St. John's Episcopal School integrates varied teaching methods with traditional approaches to inspire learning and build confidence. Teachers are given the freedom to teach in their unique styles. The challenging academic program prepares students for high school and emphasizes learning as a pathway towards ethical leadership and commitment to the common good, by embracing the differences in a diverse community and embodies the Episcopal tradition of respect of the beliefs of others, inclusiveness, compassion, kindness and integrity.

## OBJECTIVES

1. To provide a superior academic program within a Christian environment.
2. To emphasize the importance of each individual child, as well as the child in relation to his/her home, community, church, and the world.
3. To operate a pre-school and elementary school, grades K-8.
4. To run as a non-profit institution, operating by charging tuition, fees, and receiving gifts and donations.
5. To be a fully accredited Episcopal Day School, accredited by the Florida Council of Independent Schools and licensed and registered by the School Board of the Diocese of Southeast Florida and the Florida State Department of Education
6. To be a member of the Independent Schools of South Florida (ISSF) .

## RELATIONSHIP BETWEEN CHURCH AND SCHOOL

1. St. John's Episcopal School is an extension of the educational, pastoral, and missionary arms of the Episcopal Church, and shall be operated under the control and supervision of the Rector, Wardens, and Vestry of St. John's Episcopal Church and the St. John's School Board. They are not involved in the day to day running of the school.
2. The school has the full use of the properties of the Church for a monthly rent of \$ 4,500, and will pay its prorated share of utility expenses incident to the operation of the school, limited only



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by the by-laws of St. John's Episcopal Church and the canons of the Diocese of Southeast Florida. The school will otherwise be a self-sustaining ministry of the church.

## **RELATIONSHIP BETWEEN HOME AND SCHOOL**

We ask parents to support the aims and ideas of St. John's Episcopal School and to bring any and all questions and criticisms to the Head of School/Principal so they can be appropriately reviewed.

St. John's Episcopal School believes that a positive and constructive working relationship between the school, a student's parents or guardian, and the student is essential to the accomplishment of the school's religious and educational mission.

**The school accordingly reserves the right to terminate or non-renew a student's enrollment if the school reasonably concludes that the actions of the student, parent, or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its purpose.**

## **ST. JOHN'S SCHOOL BOARD**

Members of the St. John's School Board must assure that the school is faithful to the highest demands of the Church and the educational community. It is essential that the Board understand and appreciate the Church's canonical structure and the school's identity as an Episcopal Church School, so that the school and church can operate in harmony.

### **Membership**

The St. John's School Board consists of no more than nine (9) voting members. Members are made up of Church members, School Affiliates and Community members. Potential members are nominated and voted on by the Board at the annual meeting. In addition to the voting members, there will be four (4) members who have voice but no vote. They include the Rector, Senior Warden, Head of School and Assistant Head of School. In the case of a tie, the Rector will cast the deciding vote. No voting member of the Board shall be an employee or spouse of an employee of the Church or School.

Honorary Members may be elected by the Board from among former members who have served with distinction and from among distinguished friends and major contributors of the School who have not served previously as Board members. Honorary members shall be invited to attend all meetings of the Board but shall not be entitled to vote.

Terms: All duly elected members will serve a term of three (3) years, which begins on July 1<sup>st</sup>. Following completion of their term, Board members may be re-elected to serve



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additional terms.

Quorum: A quorum will consist of half the number of voting members plus one (1).

Removal : Any member of the Board may be removed at any regular or special meeting by a b a majority vote.

Vacancies: The Board may fill any vacancy occurring on the Board at any regular or special meeting.

Officers:

The Chairperson is appointed by the Rector and/or Head of School from among voting members of the Board. The Chairperson's duties include:

- Setting the date/time/place of all Board Meeting.
- Presiding of all Board Meeting.
- Appointing all committees in conjunction with the Rector and Head of School.
- Acting as ex-officio of all committees.

A member of the Board will be appointed as Recorder with duties that include:

- Keeping accurate minutes of all meetings
- Notifying all members of upcoming meeting
- Transcribing minutes and making them available to all Vestry and School Board members
- Keeping a complete file of all Board business matters and materials of permanent value.

## Duties

### The School Board:

1. Establishes policy and organizational structure which provide proper management, fiscal responsibility, strong academic and religious programs;
2. Is responsible, along with the Rector, for hiring the Head of School/Principal who then serves at the discretion of the Board, the Vestry, and the Rector;
3. Observes and evaluates the performance of the Head of School/ Principal;
4. Support the hiring of all contract employees, following the recommendation of the Head of School/Principal;
5. is responsible for the fiscal well-being of the school and approves the yearly budget;



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6. approves school expenditures outside of the budget;
7. Gives time, energy, commitment, and gifts, cash gift every quarter and support all fundraising efforts.
8. is not active in the day-to-day operations of the school;
9. is knowledgeable about legal and safety issues of the school, protecting against lawsuits by examining carefully all policies and practices.

## **ROLES AND RESPONSIBILITIES**

### **The Vestry:**

1. except as provided by the law of the state of Florida or the Diocese of Southeast Florida, shall be agents and legal representatives of the parish in all matters concerning its corporate property and the relations of the parish to its clergy;
2. following the recommendation of the School Board and the Rector, approves the hiring of the Head of School/Principal of the school;
3. delegates to the School Board the authority to set policy for the school;
4. ratifies various operations delegated to the School Board;
5. makes clear who is responsible for the school's use and maintenance of the buildings and grounds shared with the parish;
6. in overseeing the search process to elect a new Rector, takes care to ensure that the school's interests are represented and honored;
7. approves or offers amendments to the school's budget as presented to it by the School Board.

### **The Rector/ Priest-in-Charge :**

1. is canonically entrusted to promote the spiritual life of the parish and its school;
2. is called to the parish by the Vestry, is President of the Vestry, and hence, is C.E.O. of the





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- parish and its operations, including the school;
3. plays a vital role in assuring a harmonious relationship between church and school;
  4. appoints two members at large to serve on the School Board;
  5. is in a key position to help parishioners appreciate the ministry of the school;
  6. understands the need to delegate to the School Board the authority to operate and set policy for the school;
  7. is an ex-officio member of the School Board and of all Board committees including the executive committee;
  8. is a member of the search committee for the Principal and approves the selection;
  9. in case of emergency, appoints a Head of School/Principal for the school with the consent of the School Board and the Vestry;
  10. has input into the hiring of all personnel of the school, and final approval over the election and/or appointment of School Board members;
  11. supports the mission of the school, but is not active in day-to-day operations.

## **Head Of School/ Principal**

### **Duties include:**

Works with the Rector/Priest-in-Charge to promote the spiritual life of the School.  
Helps Parishioners appreciate the ministry of the school.  
Serve as an Academic leader of the school (including mentoring).  
Guide the teachers and students in the learning process.  
Help teachers and students in the learning styles of individual students.  
Help create the climate (academic) of the school.  
Review and revise the curriculum and instructional materials.  
Recruits, interviews and hires all faculty and staff.





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Observes, evaluates and conferences with teachers.  
Help with continuing development of the faculty (i.e. workshops) .  
Scheduling and all planning for the school.  
Help establish academic standards.  
Administer entrance testing for entering students.  
Help determine educational plan for entering students-interview for testing and placement.  
Oversees curriculum committee.  
Oversees standardized testing process and package for scoring.  
Determine class enrollment.  
Conference with parents of students falling below their academic ability.  
Attend necessary meetings.  
Conduct faculty meetings.  
Encourage and support administration, teachers and staff.  
Oversee the PTSG.  
Help coordinate fundraising calendar of church and school.  
Help coordinate fundraising activities within the school (i.e. different groups, PTSG, Middle school, field trips, student council etc).  
Oversee the Extended Care program  
Assume classroom teaching assignments when necessary.

**Assistant Principal (Assists the Head of School/Principal in the daily running of the school with the approval of the Head of School/Principal)**

**Duties include:**

Help maintain discipline among student body  
Exercise necessary solutions to disciplinary issue according to student handbook  
Insure the safety of the student by overseeing the maintenance of the physical plant and make sure the faculty and staff follow proper safety procedures and understand liability issues  
Correct any faculty and staff member in breach of code described in the faculty handbook  
Oversee the Extended Care program  
Help in hiring of Faculty and Staff  
Attend necessary meetings  
Help in planning for the school  
Assume classroom teaching assignment when necessary



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Cleaning supervisor

Help coordinate fundraising calendar of church and school

Help coordinate fundraising activities within the school (i.e. different groups, PTSG, Middle school, field trips, student council etc)

Help develop Marketing of School strategies

Investigate Grant opportunities and apply for appropriate grants

Assist in the staffing of the school

Assist in the development and planning for the school

Represent the school in regards to licensing, certifying, insurance issues

Assist in the development of the budget

Pay all accounts due bills

Do billing and deposits for school

Do monthly payroll

Maintain monthly financial reports

Help develop Marketing of School strategies

## **School Secretary (Assists the Head of School/Principal and Assistant Principal in their daily tasks of running the school)**

Maintain accurate attendance record of the students.

Maintain accurate student cumulative files.

Schedule appointments for the Head of School/Principal, Assistant Principal and teachers as needed.

Help and guide parents through the Scholarship application process.

Assist the Assistant Principal with accounts and Scholarship deadlines and licensing issues.

Billing invoices to parents.

Lunch Program

Manage the front office.

Robocall for announcements.



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## **Teachers**

All school instructors shall be hired, after approval of the members of the Administrative team. All teachers must pass the HRS standards and attend the Diocesan workshop on child abuse. All staff members need to be trained in the use of Microsoft 365 and online grade-book at TLE and Khan Academy for grades three –eighth.

1. Qualifications of Classroom Teachers ( Four years old to eight grade) will include:
  - a Bachelor of Arts or Science degree, preferably in education  
(If the degree is not in education, the teacher is encouraged to take courses in child development, educational methods, and educational psychology 12 credit hours required)
2. Qualifications of Pre-school(3-year-old) Teachers will include:
  - a CDA degree or equivalent
3. Qualifications of Special Teachers will include:
  - a Bachelor's degree
  - a demonstrated proficiency in the specialty area

## **Staff**

Office personnel and school maintenance staff will be composed of those persons as required by the Head of School/Principal to assist in the performance of his/her duties. Requests for changes in staff will be made by the Head of School/Principal to the Board for approval.

## **POINTS OF ORDER**

### **Meetings**

1. The Board will meet once a month, excepting July, unless a majority of the Board feel that one month's meeting is unnecessary.
2. Special meetings may be called by the chairperson.
3. Any Board member who is absent from three (3) consecutive meetings may be excused from the Board by a majority vote.

### **Quorum and Voting**



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1. A quorum for the Board is one more than half of the voting membership.
2. The Rector casts the deciding vote in case of a tie.

## **Revisions**

Any revisions to this policy manual must be approved by the Rector, the School Board, and the Vestry.

## **Press Releases**

Press releases will be handled by the Assistant Principal who is in charge of publicity and advertising for the school. **All releases must have the approval of the Head of School/Principal.**

## **PERSONNEL POLICY**

### **CONTRACT EMPLOYEES**

The following are the Policy Regulations of St. John's Episcopal School. Acceptance of these regulations form part of the contract agreement between the school and the teacher. St. John's Episcopal School is an equal opportunity employer and does not discriminate against any individual in any phase of employment on the basis of race, color, national origin, sex, age, religion or disability or any other legally protected status in accordance with applicable local, state, and federal laws.



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## GENERAL POLICY

1. There will be a minimum of 174 teaching days in the school calendar. In addition, teachers are expected to work a maximum of ten in-service days.
2. All teachers ( Pre-K – 8<sup>th</sup> Grade) must be in their classrooms by **7:45 AM** and may leave for the day at **3:40 PM**.
3. All employees are covered by Workers' Compensation Insurance. All employees should immediately file an accident report with the school secretary for any school related injuries.
4. All employees have work related liability insurance with the Church Insurance Company. In compliance with Section K of the insurance policy, all employees must attend a workshop on the prevention of child abuse litigation.
5. All teachers, including special teachers, are encouraged to attend Chapel and Eucharist if they are on the campus at those times.
6. All teachers are expected to attend weekly faculty meetings.
7. **Teachers may make personal phone calls during their preparation period or after lunch.** The school secretary will take a message for any incoming calls. Long distance calls **MUST** have prior approval of an administrator if made from a school phone.
8. Teachers will eat lunch with their class.
9. All staff members are responsible for general discipline, and all have the authority to correct a situation wherever it occurs. Every staff member has the responsibility to watch out for the safety of students at all times.
10. **NO STAFF MEMBER IS TO PHYSICALLY STRIKE, SHAKE, PUSH, OR PADDLE A CHILD. SARCASM AND VERBAL INSULTS DIRECTED AT CHILDREN OR OTHER STAFF MEMBERS WILL NOT BE TOLERATED. Any of the above may be grounds for immediate dismissal.**
11. A photo-copy machine is available for teachers' use. Students are not allowed access to this machine and should not be sent to make copies. (In the case of an emergency the teacher may ask the school secretary to make copies.)



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**12. Teachers should clear any notes going home with an administrator. What is sent home represents the teacher and the school. It should be proof-read carefully.**

13. Teachers should check their boxes in the office each day for notices that are to be sent home at the end of the day.

14. Copies of lesson plans should be placed in the Head of School's box each week on the assigned day. Failure to do this will result in a written reprimand to be placed in the teacher's permanent file.

**15. Teachers and staff are expected to dress professionally depending on the subject or skill being taught. Blue jeans and shorts are not appropriate for normal school day. If in doubt ask the administration. Students must wear DRESS UNIFORMS for Eucharist. Teachers are expected to reflect the spirit of the day in their dress. Colored jeans can be worn on Fridays.**

**16. TEACHERS/STAFF MUST NEVER DISCUSS A CHILD WHERE THE CONVERSATION CAN BE OVERHEARD BY ANYONE OTHER THAN AN APPROPRIATE STAFF MEMBER. TEACHERS/ STAFF MUST NEVER DISCUSS A CHILD WITH ANOTHER PARENT. SCHOOL BUSINESS SHOULD NOT BE DISCUSSED WITH ANYONE OTHER THAN A STAFF MEMBER OF THE SCHOOL.**

**Teachers/staff are expected to act professionally at all times. They should not discuss school business with parents or other members of the public. Any comments made should be supportive of their colleagues and the school. Any derogatory comments about the school's staff or operations to anyone other than an administrator or the Board president are inappropriate and reflect negatively on the school. Such behavior can result in appropriate disciplinary action.**

17. For the protection of teachers and staff, all financial matters including collecting money for book orders and for field trips should be handled through the Assistant Principal.

18. Teachers must be in good health. All staff and volunteers must be fingerprinted in compliance with HRS regulations.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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## **ABSENTEE POLICY**

1. Teachers are allowed five days of "absence with pay" during the course of the year. Each day's absence exceeding the allotted leave will result in the loss of a day's pay. Personal days must be approved by the Head of School well in advance. If a substitute is not available, the day may have to be postponed.

**Bereavement Policy :** In addition, the teacher may be given, at the discretion of the Head of School, three to five days leave for a death in the immediate family (spouse, child, sibling, parent) and two days for grandparents, uncles, aunts etc. .

2. Teachers will be charged a day if they do not attend conference workshops, report on parent conference days, or do not report for teachers' work days.

3. A teacher who must be absent from school has the responsibility to leave clear and complete lesson plans with the Head of School and/or on the teacher's desk in the classroom.

4. A Staff absence report must be filed before a scheduled absence or after an unexpected absence.

5. Substitute teachers must sign-in at the office each day that they work.

6. Teachers or staff who are not full time and are paid by the day or hourly, do not receive paid sick leave.

## **SALARY, BENEFITS, AND PAY POLICY**

1. Teachers will be paid semi-monthly on the 1<sup>st</sup> and the 15<sup>th</sup> of each month beginning in September and ending in June. The salary information is confidential and privy to only the Head of school and Assistant Head. The Head is in control of all financial decisions of the School.

2. Substitute teachers will be paid the same as above.

3. A teacher may belong to both a retirement plan and the diocesan health plan, but the premium(s) for the coverage will be deducted from the teacher's salary.

4. Newly hired teachers undergo and clear a background screening.

5. All personnel are required by law to report any suspected case of child abuse. You may make the call yourself by contacting Florida Abuse hotline at 1-800-962-2873. You may remain anonymous.





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The faculty and staff review the procedure start of a new school year and a sign a document stating they are aware of the policy and procedures pertaining to the same.

## **PROFESSIONAL TEACHER POLICY**

1. Teachers must keep accurate records of students' attendance, tardiness, academic progress, and lesson plans in the "grade book" provided by the school. **This book is a legal document and is the property of the school.** They are kept in the school office for **two years** following the year of use. Pay checks will be held until the book is turned in.
2. The teacher is expected to schedule conferences with all parents on the parent conference days scheduled in the school calendar and at any other time a parent conference is deemed necessary. The teacher will file a record of the conferences in the school office.
3. Teachers are allowed unrestricted access to students' cumulative files and are expected to upgrade the files at the end of the year. Cumulative files are stored in a fire-proof file cabinet in the office of the Head of School. Files may not be removed from the school office and must be promptly returned to the file cabinet.
4. ***Breakfast will be served to all students from 7:15 to 7:45 am in Alard Hall. Lunch is served to all students. Breakfast and lunch services are free for all students.***
5. The teacher is responsible for the supervision and general discipline of his/her class at all times during the school day. This includes accompanying the class to all special classes, physical education, and lunch. The teacher must remain with the class until an appropriate adult takes control of the class. Teachers must sit with their class in Chapel and in Eucharist.
6. The teacher will not leave a group of children unsupervised for any reason. He/she will notify the office by phone if there is an emergency.
7. Teachers are discouraged from sending a student to the office unless the student is ill. If the student is being sent to the office for discipline reasons, please call ahead so that the administrative staff may deal with the situation in an appropriate way.
8. Teachers must use the buddy system when sending children Level 3 or younger to the office or on an errand.
9. Homework may be assigned as reinforcement of the class work. NO new material should be



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assigned as homework. Homework may include long range assignments such as book reports or research for long range projects.

10. Teachers are discouraged from assigning "busy" work. All assignments should be evaluated by the teacher. Samples of work by each student should be kept on file by the teacher. All other work should be returned to the student or to the parent after it has been evaluated and the grade recorded.

**11. Parent volunteers are not to grade or correct papers. They should not be allowed access to the teacher's grade book or to cumulative files. A parent should ask the Head of School/Principal for permission to view his/her child's cumulative file.**

12. Teachers are encouraged to make their classrooms a stimulating and interesting environment for learning. Learning centers, displays of student work and projects are encouraged. The custodian is responsible for vacuuming and cleaning the carpet, and cleaning the bathroom. Teachers, with student help, are responsible for straightening and organizing the room.

**13. Fire drills are held regularly. At the sound of the fire alarm:**

- a. close all windows;
- b. turn-off lights;
- c. close the classroom door – do not lock;
- d. in an orderly line lead your class silently to the designated area;
- e. take attendance from your grade book;
- f. when the next signal sounds, return to the classroom.

## **FIELD TRIPS**

1. All field trips should have an educational purpose.
2. Field trips must be approved by the Administration before the teacher notifies the parents of the proposed trip. The teacher will give the Administration a completed field trip permission form available in the office. The Administration will notify the teacher if the field trip is approved by the next school day.
3. NO student may go on a field trip without parental permission.
4. The only children allowed on a field trip are those in the class(es) involved.
5. **The teacher is in charge of the field trip. Chaperones must follow the teacher's instructions.**



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6. No chaperone or teacher should smoke on a field trip in the presence of students, or when there is any possibility of a student inhaling the second-hand smoke.
7. No chaperone should partake of any alcoholic beverages while on the field trip.
8. Teachers are to assign students to the cars they are to ride in. Drivers are not to switch students. The driver should return with the same students that they took, unless the TEACHER approves a change. Drivers must have a current driver's license and must have FULL insurance coverage.
9. Students are NOT allowed to leave for a field trip without fastening their seat belts. Chaperones and/or drivers may not give students permission to unfasten the seat belts during the trip. Each student must have an individual seat belt and the belts must be in proper working order.
10. The cars going on a field trip should travel in a "caravan" in case there is a break down or an emergency. Everyone should use the same route. The teacher should provide maps or written directions to the drivers if the destination is not familiar.
11. The teacher should carry a cellular phone at all times on the trip in case an emergency arises.
12. Teachers should carry the permission slips with them on the field trip so that they can reach a parent immediately in the event of an emergency.
13. Teachers should remember to call the school office if some difficulty or an emergency arises during a field trip, or if they will be late returning from the event.
14. Parents should be reminded that the school does not carry any liability insurance for field trip drivers.
15. Students who are not able to go on a field trip will be assigned to another classroom for the day, with appropriate classwork to do.

## **TEACHER/STAFF PERFORMANCE AND EVALUATION**

1. Teachers will be observed by the Head of School at least twice during the school year. The teacher will be notified prior to a formal observation. The administration, however, does reserve the right to make unannounced visits to any classroom or class event.
2. The Head of School will notify any teacher or staff member in a conference and in writing if his/her performance is not acceptable. The acceptable expectations will be explained, a written plan for improvement will be developed with the teacher, and any assistance needed will be offered.



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Improvement will be expected within a specified time. If the expected improvements are not apparent to the administration, dismissal or non-renewal of the teacher's/staff member's contract is a likely result.

- 3. St. John's Episcopal School has demanding standards for the comportment and professional behavior of its faculty and staff on campus and off. An employee who is dismissed or whose contract is not renewed may appeal to the School Board within seven days for a hearing.**
- 4. When a teacher/staff member is judged by the School Board to be unfit for teaching, to include excessive sickness, insubordination, incompetency, willful neglect of duty, conduct unbecoming an employee of a church school, and/or any other judgment of unfitness as charged by the Board, the teacher/staff member will receive within fourteen days a written notification of termination.**
- 5. A teacher/staff member may be suspended with pay for alleged moral turpitude or sexual misconduct until a hearing and determination is made by the School Board. The hearing will be held at the soonest possible time. The employee will not be allowed on campus until the disposition of the complaint.**
- 6. All employees of St. John's are required to report any misconduct by teachers, administrators, aides and lunch personnel, which affects the safety or welfare of a student. For example, misconduct includes but is not limited to the following: drug and alcohol abuse, sexual innuendo, obscene language, disparaging comments, bigotry, testing violations and physical aggression. Reports of misconduct of employees should be made to the Head of School. Reports of misconduct committed by the administration should be made to the Chairman of the School Board or the Senior Warden of the Vestry.**
- 7. An employee will be dismissed (without compensation) immediately for just cause including drunkenness, drug abuse, moral turpitude, sexual misconduct, gross insubordination, or when the safety of students or others is at stake. In such an incident the employee may appeal within seven days to the School Board for reinstatement, but will not be allowed on campus until the disposition of the complaint.**

## **ADMINISTRATOR PERFORMANCE AND EVALUATION**

1. The Head of School will be observed in the performance of his/her duties by a committee of the School Board, including the chairman of the Board and the Rector/Priest-in-Charge.
2. The Assistant Principal and School Secretary will be observed and evaluated in the performance of his/her duties by the Head of School.
3. An administrator (including the Head of School, Assistant Principal) will be notified at a conference and in writing if his/her performance is not acceptable. The acceptable expectations will be



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explained, a written plan for improvement will be developed with the administrator, and any assistance needed will be offered. Improvement will be expected within a specified time. If the expected improvements are not apparent to the Board Chairman and Rector, in the case of the Head of School , or the Head of School in the case of the Assistant Principal and School Secretary, dismissal or non-renewal of the administrator's contract is a likely result.

4. **St. John's Episcopal School has demanding standards for the comportment and professional behavior of its administration, faculty and staff.** An employee who is dismissed may appeal to the Board within seven days for a hearing.
5. When an administrator is judged by the Board to be unfit for the performance of his/her duties, to include excessive sickness, insubordination, in competency, willful neglect of duty, conduct unbecoming an employee of a church school, and/or any other judgment of unfitness as charged by the Board, the administrator will receive within fourteen days a written notification of termination.
6. An administrator may be suspended with pay for alleged moral turpitude or sexual misconduct until a hearing and determination is made by the School Board. The hearing will be held at the soonest possible time, but the employee will not be allowed on campus until the disposition of the complaint.
7. An administrator will be dismissed immediately (without compensation) by the Rector/Priest-in-Charge or the Head of School for just cause, including drunkenness, drug abuse, moral turpitude, sexual misconduct, gross insubordination, or when the safety of students or others is at stake. In such an incident the employee may appeal within seven days to the Board for reinstatement, but will not be allowed on campus until the disposition of the complaint.

## HOURLY EMPLOYEES

**Hourly employees are an integral component of St. John's Episcopal School. They are subject to strict rules of conduct on and off campus.**

1. All employees are covered by Workers' Compensation Insurance. An employee should file an accident report immediately with the school secretary for any school related injuries.
2. All employees have work related liability insurance with the Church Insurance Company. In compliance with Category K of the insurance policy, all employees must attend a workshop on the prevention of child abuse litigation.



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3. Hourly employees are paid on the 1<sup>st</sup> and 15<sup>th</sup> of each month. They must keep an accurate record of their hours of work, substantiated by the Supervisor of Extended Program and the Administrative Assistant.
4. An hourly employee who works in the Early Bird room, lunch room, or one of the Extended Program rooms who must be absent must notify the Supervisor of Extended Program as soon as possible.
5. Hourly employees must be in good health and employees must be fingerprinted in compliance with HRS regulations.
6. Questions may be referred to the Assistant Principal or Principal.
7. All classrooms are to be kept locked when the class is elsewhere.
8. All staff members are responsible for general discipline and all have the authority to correct a situation wherever it occurs. Every staff member has the responsibility to watch out for the safety of students at all times.
9. NO STAFF MEMBER IS TO PHYSICALLY STRIKE, SHAKE, PUSH, OR PADDLE A CHILD. SARCASM AND VERBAL INSULTS DIRECTED AT CHILDREN OR OTHER STAFF MEMBERS WILL NOT BE TOLERATED. Any of the above may be grounds for immediate dismissal.

**Employees of St. John's are expected to act professionally at all times. They should not discuss school business with parents or other members of the public. Any comments made should be supportive of their colleagues. Any derogatory comments about the school's staff or operations to anyone other than an administrator or the Board president are inappropriate and reflect negatively on the school.**

10. All personnel are required by law to report any suspected case of child abuse. This can be an anonymous call to the Florida Abuse Hotline at 1-800-962-2873.
11. A photo-copy machine is located in the school/ church office.
12. All notes going home must be cleared by an Administrator. What is sent home represents the school. It should be proof-read carefully.
13. Employees are expected to dress professionally depending on their assignment.





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14. EMPLOYEES MUST NEVER DISCUSS A CHILD WHERE THE CONVERSATION CAN BE OVERHEARD BY ANYONE. EMPLOYEES MUST NEVER DISCUSS A CHILD WITH ANOTHER PARENT. SCHOOL BUSINESS SHOULD NOT BE DISCUSSED WITH ANYONE OTHER THAN A STAFF MEMBER OF THE SCHOOL.
15. All financial matters including collecting money for book orders and for field trips should be handled through the Assistant Principal/School secretary. This is to protect the employee.
16. An hourly employee may be dismissed immediately for cause or if the position is eliminated. Frequent absences or tardiness may result in termination of employment.
17. An hourly employee may be dismissed immediately with no severance pay for just cause including drunkenness, drug abuse, moral turpitude, sexual misconduct, gross insubordination, or when the safety of students or others is at stake.
- 18. Employees may make phone calls during their break time. Any long-distance calls MUST have prior approval of an administrator if made from a school phone. Use of cell phone during class for personal reasons is strictly prohibited.**

## STUDENT HANDBOOK

### MISSION

St. John's Episcopal School prepared students for a life of learning and meaningful service in a diverse world by providing academic excellence and character formation grounded in the Episcopal tradition. The School works to instill the fundamentally American and Episcopal idea that opportunity is available to all despite any socio-economic disadvantages.

### VISION

St. John's school will provide all students with a safe and nurturing environment, along with a rich and rigorous curriculum which respects diversity in learning styles. St. John's Episcopal School will send our students out into the world with mutual respect for others and love for learning grounded in the Episcopal tradition of academic, ethical and spiritual growth.





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## PHILOSOPHY

St. John's Episcopal School integrates varied teaching methods with traditional approaches to inspire learning and build confidence. Teachers are given the freedom to teach in their unique styles. The challenging academic program prepares students for high school and emphasizes learning as a pathway towards ethical leadership and commitment to the common good, by embracing the differences in a diverse community and embodies the Episcopal tradition of respect of the beliefs of others, inclusiveness, compassion, kindness and integrity.

## OBJECTIVES

1. To provide a superior academic program within a Christian environment.
2. To emphasize the importance of each individual child, as well as the child in relation to his/her home, community, church, and the world.
3. To operate a pre-school and elementary school, grades K-8.
4. To run as a non-profit institution, operating by charging tuition, fees, and receiving gifts and donations.
5. To be a fully accredited Episcopal Day School, accredited by the Florida Council of Independent Schools and licensed and registered by the School Board of the Diocese of Southeast Florida and the Florida State Department of Education
6. To be a member of the Independent Schools of South Florida (ISSF)

## RELATIONSHIP BETWEEN HOME AND SCHOOL

We ask parents to support the aims and ideas of St. John's Episcopal School and to bring any and all questions and criticisms to the Head of School/Principal so they can be appropriately reviewed.

St. John's Episcopal School believes that a positive and constructive working relationship between the school, a student's parents or guardian, and the student is essential to the accomplishment of the school's religious and educational mission.

**The school accordingly reserves the right to terminate or non-renew a student's**



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**enrollment if the school reasonably concludes that the actions of the student, parent, or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its purpose.**

## STUDENT POLICY

### ADMISSION

1. Students are accepted to St. John's Episcopal School on the following criteria:
  - a. students currently enrolled;
  - b. children of parishioners of St. John's Episcopal Church;
  - c. siblings of those currently enrolled;
  - d. others who meet entrance requirements, on a first come, first serve basis.
2. The administration reserves the right to review the records of a student who wishes to be admitted to St. John's. The academic, psychological, and social adjustment of applicants will be considered. A student will be asked to take an entrance test.
3. The Head of School/Principal will test the child and interview the child and the parents of perspective students. St. John's reserves the right to deny admittance to those students who do not reflect the academic and moral standards of St. John's Episcopal School.
4. Students who seek admission after the beginning of school will be accepted on a probationary basis. Final acceptance will be determined by the classroom teacher and the Head of School/Principal.
5. Preschool students should be three or four years old by September 1 of the current school year. Students entering kindergarten should be five years old by September 1 of the current school year. Exceptions to this guideline may be made by the Head of School/Principal based on the need of the individual student.
6. St. John's Episcopal School prohibits discrimination against students accepted into this facility. Students are admitted without regard to race, color, national origin, sex, age, or disability or any other legally protected status in accordance with applicable local, state, and federal laws.

### GENERAL CONCERNS



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1. Students should arrive at school between 8:00AM and 8:15 AM. Students who arrive earlier than 8:00 AM MUST report to the Early Bird room. The school is responsible for these children only AFTER they have been delivered to the Early Bird Room. The parents of preschool through 4<sup>th</sup> Grade students MUST walk their children into the Early Bird Room.

**The parking lot gates will be locked at 8:20. Any arrivals after the gates are locked will have to use the NE 10<sup>th</sup> Street gate. That will be the only gate open from 8:20 – 2:45 and 8:20 -11:45 on half days.**

Students who arrive between 8:20 AM and 8:25 AM may go directly to their classroom, but must be escorted by a parent. THIS IS A SAFETY ISSUE. Students who arrive after 8:25 AM must go to the school office with their parent who will sign for a tardy slip. **Tardy is defined as arriving after 8:20 AM.** Students who arrive between 8:20 AM and 8:25 AM may go directly to their classroom but will be marked tardy. Students who arrive after 8:25 AM must go to the school office with their parent who will sign them in. **Students who arrive at school after 9 am (extreme tardiness) will not be allowed to attend classes for that day without a doctor's note or due to situations out of personal control.**

2. Students are expected to attend school every teaching day. Students will be excused from school if they are ill. The parent must send a note to the classroom teacher or call the school office explaining absences from school. The teacher will send these excuses to the office with the attendance in the morning.

3. Students are expected to wear the school uniform everyday. Students should wear the DRESS UNIFORM for Eucharist. Please check the school calendar for special days and exceptions to the general rule. The Uniform Regulations will be strictly enforced.

4. Accessories to the uniform, including jewelry, hair ribbons, shoes, socks, jackets, and sweaters must not detract from the uniform. Please check the uniform code if you have any questions.

5. Hair styles must be conservative and well-groomed. The administration reserves the right to decide on the appropriateness of the hair style and cut. **Boys hair should be no longer than mid-ear and any form of hair coloring is strictly prohibited.** Use of wigs is prohibited except for medical reasons.

6. Students may wear clothing other than the uniform on special no uniform days during the year. The administration reserves the right to decide on the appropriateness of the clothing. Students are to always look neat, clean, and conservative in their dress. The secretary will call the parents of a child who is dressed inappropriately. The parent will be asked to bring appropriate clothes to school for the



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student.

7. Breakfast will be served to all students who are in the Early Bird room ( Alard Hall) from 7:15 to 7:45 am. Free lunch and breakfast is provided to all students.

8. **No microwave heat ups are allowed for students in grades Pre-K-3 to 4<sup>th</sup> grades. This is in violation of the safety code per our accreditation.**

9. The school year is divided into four grading periods of nine weeks each. Progress reports will be distributed mid-point of each quarter. Report cards will be distributed at the end of each quarter. Progress reports and report cards are to be signed and returned to the teacher. **Parents of students in grades Kindergarten – 8<sup>th</sup> can monitor their child's academic progress online via the parent portal.**

10. Parents are encouraged to make an appointment with the teacher if there are any questions concerning a student's academic or social progress.

11. The IOWA Test is administered in March. The results are available to the parents as soon as they are received from the test scoring center.

12. Homework is given by teachers taking into consideration the age and ability of the child. Homework is to be practice of the material taught in class, or long range assignments such as book reports or research projects. Please make an appointment to talk to the teacher if you have any concerns about homework.

13. Students are provided with the use of textbooks, library books, and workbooks at the beginning of each year. Students are responsible for the care of these books. The parents must pay for the replacement of books that are lost or badly damaged.

14. Parents will be expected to pay for the replacement of school furniture, equipment, or property that is willfully broken, misused, damaged, lost, or defaced by their child.

15. Preschool students may be picked-up by 12:00 noon or 3:05 PM. Morning VPK students should be picked up from the VPK classroom. Students in Kindergarten – 8<sup>th</sup> Grade must be picked-up at 3:15 PM if they are not staying for Afterschool program.

16. Parents who want a copy of their child's records will receive them, if their balance is current, within 45 working days of the request and may be asked to pay for any copying costs.



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17. St. John's School and Church are not responsible for any child or adult who enters the grounds between 5:30 p.m. and 7:00 a.m.

18. Class size – Pre-K 3 1:15; VPK 1:11; Kindergarten – 8<sup>th</sup> grade 1:20.

19. Records retention: Student and faculty and staff files are placed in a fire proof filing cabinet in the Heads office. Cumulative files are not permitted to leave the office. Staff can read the student files in the office. Files of prior employees and students no longer at the school (Graduates) are moved into a secure, fire proof vault inside the Church for five years.

## ARRIVAL, ATTENDANCE, AND DISMISSAL

If it becomes necessary to close school in an emergency situation, local radio and television stations will carry notification of closing. As a general rule, St. John's will be closed whenever Dade County schools are closed for an emergency situation.

### ATTENDANCE

1. A student who is present for a part of the regular teaching day, 8:20 AM to 3:05 PM, will receive credit for a full day.
2. The parent is expected to send a note to the classroom teacher or call the office explaining the reasons for a child's absence from school.
3. For the benefit of the child, parents are encouraged to make dental, orthodontic, doctor, and other appointments outside of the school day.
4. Only parents or legal guardians may pick-up a child from school. If it is necessary for another adult to perform this function, the name of that person must be on record with the school secretary. If there is a change, or if there is a person who is NOT allowed to pick-up a child, the secretary should be notified immediately and then in writing. She will notify the teacher and/or the Extended Program personnel.
5. A parent who wishes to pick-up a child before the close of school must sign the child out in the school office. (A log is kept in the school office with the signature of the person signing-out the child and the reason for early departure.) The secretary will call to the classroom and arrange for the child to meet the parent in the office. **Please be advised a student will not be allowed to leave early after**



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**2:30 pm. The parent will then have to wait for the normal dismissal time.**

**6. Parents must not withdraw children directly from the classroom.**

7. A parent who wishes to bring lunch, books, or other supplies to a child during the day must bring them to the school secretary who will see that the materials are taken to the child. Please do not "pop-in" on your child's class. This is very disruptive and distracts the class. **Parents who are bringing in lunch need to bring the lunch at the correct lunch time so that it does not disrupt the after lunch schedule.**

8. Parents are welcome to visit the classroom but should notify the teacher and the office of their intention to visit at least a day ahead of time.

**9. Parents are welcome to "help" teachers, especially with special projects or special class celebrations. Please contact your child's teacher to offer your services. (Parent volunteers are not to grade or correct papers. They are also not allowed access to the teacher's grade book or cumulative files.)**

## **EARLY BIRD**

1. The school provides an Early Bird Room. This is a courtesy service that starts at 7:00 AM. This room is meant **ONLY** for the children of parents who must be to their place of business early in the morning, or in case of an unusual circumstance.

2. The school is responsible for these children only **AFTER** they have been delivered and signed into the Early Bird Room. The parents of children preschool through third grade **MUST** walk their children into the Early Bird Room.

3. Any student who arrives before 8:00 AM - **MUST** - report to the Early Bird Room.

4. At 8:00 AM students will proceed in an orderly way to their classrooms, supervised by the Early Bird supervisor.

5. Any student who misbehaves, or fails to follow the instructions of the Early Bird supervisor, will not be allowed to use this resource.

## **ARRIVAL PATTERN**

**1. Any student who arrives before 8:00 AM - MUST - report to the Early Bird room.**





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2. The normal time for arrival for all students, preschool through eighth grade, is between 8:00 AM and 8:20 AM. All students are to be dropped-off in the main parking lot which opens to Eleventh Street. The traffic pattern flows from the west entrance to the east entrance. **At 8:20 the main parking lot gates will be locked and the only gate open to the property will be the one on NE 10<sup>th</sup> street.**
3. Students who arrive between 8:20 AM and 8:25 AM may go directly to their classroom, but must be escorted by a parent if they are below 5<sup>th</sup> grade. **THIS IS A SAFETY ISSUE.** Students who arrive after 8:25 must go to the school office with their parent who will sign a tardy slip. Tardy is defined as arriving after 8:20 AM. **Students who arrive at school after 9 am (extreme tardiness) will not be allowed to attend classes for that day without a doctor's note or due to situations out of personal control.**
4. Preschool students will exit their cars at the sidewalk next to Jackson Hall and must be walked to class by a parent to either the Pre-K room in Jackson Hall or the new VPK room if their child is attending the morning VPK session.
5. Kindergarten through eighth grade students will exit their cars at the corner of the parking lot next to the academic buildings. **NO STUDENTS ARE TO BE DROPPED-OFF ON SECOND AVENUE.**
6. A patrol member will be stationed at the corner next to the academic buildings to supervise and, if needed, to help children as they leave their cars.
7. Students should proceed directly to their own classrooms after leaving their cars. The classroom teacher will take attendance before proceeding with the class to Chapel or Eucharist.
8. Students will be using the parking lot during the school day to travel between buildings following a marked path. Parents may park in marked spaces and are advised to be alert to pedestrian traffic.
9. Students who wish to ride bicycles or walk to school must ask for special permission from the administration. The school is not responsible for the safety of the bicycle or the safety of the student while in transit.

## **DISMISSAL AND EXTENDED CARE PROGRAM**

1. Extended Program is provided at a flat rate of \$350 for new families for the whole school year. This service is intended **ONLY** for the children of parents who, because of work commitments, cannot





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pick up their child/children at the regular dismissal time.

2. Extended Program must be paid for by the parent in full on or before the first day of school or in two installments of \$175 each by September of the current school year.

3. Preschool students staying for Extended Program will have a rest period between 12:30 PM and 2:00 PM. Parents may not pick up children during this time.

4. Students in Kindergarten through eighth grade will be dismissed at 3:05 PM and can be picked-up on the East side of the black-top parking lot. Children who are not picked up by 3:30 PM will be in Afterschool program. **Please be advised a student will not be allowed to leave early after 2:30 pm. The parent will then have to wait for the normal dismissal time.**

## **PHYSICAL EDUCATION AND PLAYGROUND RULES**

### **PHYSICAL EDUCATION**

1. Each class participates in a physical education class three days per week. The students are required to wear the P.E. uniform shorts and a P.E. uniform T-shirt. Any athletic shoes within the uniform code are acceptable. A student who is not dressed properly for P.E. three times during a grading period will receive an after-school or another consequence. Continued uniform infractions may be deemed a disciplinary matter and be reflected on the report card.

2. Students are escorted to P.E. by their classroom teacher after changing clothes. No running unattended to the playing field is allowed.

3. Students playing certain sports must wear their own appropriate protective garb.

4. All participation in P.E. is under the supervision of the P.E. teacher. If a student has any physical limitations regarding his/her participation, the parent must send written medical notification to the school office.

### **PLAYGROUND RULES**

#### **Pre-school Playground**



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1. There is to be no hanging or climbing on trees or fence, or putting hands through fence.
2. There is to be no throwing sand, mulch, rocks, sticks, or any other object other than balls.
3. Sand must be kept in the sand tables, and wood chips out of the sand box and off the steps.
4. Toys should be kept on the ground; children must not climb on the equipment with toys in their hands.
5. Toys should not be played with on the equipment.
6. The slide is for going down only.
7. Digging is allowed alongside the buildings only.
8. A teacher or aide will accompany a child to the bathroom.
9. All inside toys and show-and-tell toys stay inside.
10. There is no laying on the ground and/or "playing doctor."
11. There is no karate or gun play.
12. There is to be no standing, climbing, or sitting on the top of the sand table or the picnic table.
13. There must be no jumping off the tables or the playground equipment.
14. Only one child at a time may be on the spring animals, and no standing on them (if available).
15. There is to be no playing under the bridge, no jumping off the bridge, and no climbing out of the side of the bridge.

## **Grade-School Playground and Arboretum**

1. Students are under the same school code of conduct, whether they are on the playground during the school day or during extended hours.
2. No one is to climb or hang on the fence or put their hands through the chain links.
3. There is to be no throwing of rocks or sand or playing with tree stems and sticks.



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4. There is to be no climbing trees, hanging on the branches, or breaking the branches. The trees are for shade only.
5. No one is to sit or stand on the top of the picnic tables.
6. No one is to play in or behind the bushes. Students must not hide, play or walk through the area between the hedge and the fence.
7. There is to be NO litter--juice cans, paper, etc.--left on the playground.
8. There is to be no fighting, shoving, hitting of any kind, even "playfully."
9. **Chewing gum is not allowed anywhere on campus at any time, including Early Bird and Extended Care Program.**
10. No one is to sit or stand on top of the playground equipment.
11. Toys and games used during Extended Program are not to be brought outside.
12. Climbing or swinging on the awning or pulling on the basketball goals is not allowed at any time.
13. Students and teachers are to all make sure that the gates to the playground are closed at all times.
14. **No one is allowed to play "wall ball."**
15. Footballs may be brought to school only for passing practice. Touch football is the only kind of football allowed, and it must be under the supervision of the P.E. teacher.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

1. **STUDENT COUNCIL** - Students are elected from 3<sup>rd</sup> grade and Middle School to serve as representatives to the student council. The student council meets at least once a month with the teacher-advisor to discuss service projects and ways to improve the school.
2. **SAFETY PATROL** - Students in Middle School may volunteer to serve as members of the Safety Patrol.



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3. **EAGLE CHORUS/BAND** - Students from 3<sup>rd</sup> grade and up may participate in this performing chorus and band. Chorus and band practice is usually during the school day.
4. **ART** - Art is a regular part of the curriculum. Student art work is displayed at various venues.
5. **ANNUAL CLASS TRIPS** - Field trips that reinforce the curriculum are encouraged. The Middle School takes an alternating schedule of trips. During the school year an attempt is made to conduct at least two school wide field trips.
6. In addition to the above, many classes participate in activities to raise money for their class trips or to raise money for the needy.

## **PARENT TEACHER SUPPORT GROUP**

The Parent/Teacher Support Group (PTSG) has as its purpose the raising of money and volunteer help to support the various activities of St. John's School. Fifty percent of its profits go to the school. Because of the number of hours required to accomplish all of its projects, each family is required to volunteer 10 hours per quarter. If a family finds it impossible to donate the hours, a donation of \$50.00 per quarter or \$200.00 per year is expected. The PTSG is an invaluable resource of the school, and support by the parents is essential to its success.

## **STUDENT CONCERNS**

1. **No electronic devices are allowed on campus. No cell phones are allowed on campus. No exceptions.**
2. Students are not to bring toys or gadgets to school without specific permission from the teacher.
3. **Students may not bring any type of weapon to school, whether it is real or a replica. This includes any type of knife, gun, chemical spray, pepper spray, matches, fire crackers, BB gun pellets or any potentially harmful substance. This will result in immediate disciplinary action which might include suspension, expulsion or any other consequences that are deemed necessary.**

## **GUIDELINES FOR CLASS PARTIES**

St. John's School allows class parties for the following holidays:



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All Saints' Day  
Christmas

Valentine's Day  
Easter

1. Parties are generally organized and put-on with the help of the room parents, with the help of other moms and dads in the class. These parties should be planned for the last 30 minutes of the day or during the lunch period.
2. There is no party fund, so we ask room parents to plan the parties as they come up.
3. Children in Pre-K – 4<sup>th</sup> grade may have birthday parties with cupcakes or cake, either during the lunch period or during the last 30 minutes of the day. Students in 5<sup>th</sup> Grade and Middle School may have cupcakes or simple cake during the lunch period with the teacher's prior approval.
4. **Invitations for parties outside of school may NOT be distributed during school unless the whole class, or all of the boys or all of the girls, have been invited.**

## DISCIPLINE POLICY

### CODE OF CONDUCT

The code of conduct is not oppressive of the natural joy and exuberance of childhood. It is necessary, however, for safety and good order to be maintained. The primary purpose of St. John's Episcopal School is to provide children with a Christian environment conducive to academic excellence and artistic expression. Students must take responsibility for their actions and become aware of the consequences of their behavior. The following constitute serious breaches of the discipline policy:

- a. forcible interference with the rights of others including violence or disruption of the classroom routine;
- b. conduct such as to subvert the good order and discipline of the school or the



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- morals of other students;
- c. lying, cheating, stealing;
- d. actions which jeopardize the health and/or safety of the student or others;
- e. possession, use, or distribution of drugs, alcohol, or tobacco substances;
- f. vandalism, graffiti.

A detailed policy statement concerning discipline is in the parent/student handbook and each family receives one. The Discipline Policy is also available at any time from the school office and our **website [www.stjohnshomestead.com](http://www.stjohnshomestead.com)**.

I. Discipline is centered in the classroom. The teacher has the responsibility of managing student behavior on a level commensurate with the age and maturity of the child.

II. Teachers rely on a variety of tools and skills to encourage appropriate behavior and discourage inappropriate or hurtful behavior. Some examples of consequences for inappropriate behavior or disobedience are: 3:30 - 4:00 or 4:30 PM after-school grounds and/or building clean-up duty; lunch-room clean-up duty; assignment to another class for a brief period; loss of field trip privileges. If a student is assigned after-school clean-up duty, a notice will be sent home to be signed by the parent, informing the parent of the date of the duty (usually the next day).

III. At some point it may become necessary for the teacher to reach out for support from the school discipline structure, faculty input, and the administration. Detention, in-school or out-of-school suspension, being sent home for the rest of the school day, and in extreme circumstances expulsion, are some of the consequences that may ensue.

Students serving in-school suspension will be assigned the class work that they would normally be doing that day. The student will receive the appropriate credit for the work. Because the school must pay for someone to supervise in-school suspension, there will be a \$50.00 per day charge when a student is in in-school suspension. When a student is assigned an out-of-school suspension, he/she receives a zero in all classes for work missed.

## **SILENT LUNCH**

Silent lunch can be given to a student or group of students by the teacher for:

- Chronic Uniform infractions
- Missing assignments ( Homework or Classwork)
- Classroom behavior
- Cheating in lower grades ( Kindergarten)

## **DETENTION**





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1. Serious misbehavior or repeated misconduct will result in a detention.
2. Detentions **MAY** be given for, but are not limited to the following:
  1. Uniform infractions
  2. Disrespect for teachers, others in authority, or parents
  3. Disobedience
  4. Chronic tardiness
  5. Delinquent homework
  6. Pushing, shoving, minor incidents
  7. Misbehavior in the lunchroom (throwing food, rowdiness, etc.)
  8. Graffiti or minor damage to school property
  9. Foul language
  10. Taunting, teasing, ridiculing another student
3. Detention hall will be held as necessary on the assigned day.
4. When a student receives three detentions, he/she will serve the detention as scheduled, and in addition, will serve a day of in-school suspension.
5. When a student receives six detentions, he/she will serve the detention and will, in addition, serve two days of in-school suspension with a cost of \$50.00 per day.
6. When a student receives the seventh detention, a mandatory conference will be called with the student's parents, an administrator, and the teachers involved. This conference may be called sooner if the teacher or an administrator feels it is necessary. The administrator and/or the teachers involved will assign appropriate consequences.

## **DISCIPLINE REPORT - "PINK SLIP"**

1. The pink slip is used for the most severe breaches of the discipline code. It may be given for the following offenses, but is not limited to these:
  1. Serious misbehavior, including threatening others
  2. Behavior resulting in bodily injury and/or fighting
  3. Intentional serious damage to school property
  4. Overt defiance of authority
  5. Malicious harassment of any kind



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6. Cheating
7. Stealing
8. Deliberate lying
9. Use or possession of tobacco products
10. Profane language
11. Continuing surly, or disrespectful attitude to authority.

2. A student who receives the first pink slip will serve one day of in-school suspension at a cost of \$50.00.

3. A student who receives a second pink slip will receive a three day in-school suspension or an out-of-school suspension of two or three days. The type and length of the suspension will be determined by an administrator, dependent upon the misconduct involved and the student's attitude. A mandatory conference with the parents, an administrator, and the teachers most involved will be held before the student returns to school or classes.

4. A student who receives a third pink slip will receive a three to five day out-of-school suspension and zeros in all classes for work missed. A mandatory conference with the parents, an administrator, and the teachers most involved will be held before the student returns to school. The student and the student's parents will be warned of the possibility of expulsion in the event that another pink slip is given to the student.

5. A student who receives a fourth pink slip will be expelled at the discretion of the administration after a mandatory hearing of the student's defense. The student, the student's parents, an administrator, and the teachers directly involved in the incident will be in attendance at the hearing. If it is decided that the student may remain at St. John's, the consequences of this fourth pink-slip will be determined at the conference. Students who are expelled from St. John's Episcopal School may appeal within seven days to the School Board for a hearing.

## **IMMEDIATE SUSPENSION**

There may be a case in which the student's behavior is so unacceptable that the administration has the authority to assign an immediate in-school or out-of-school suspension, the length of which will be determined by the student's prior behavioral record and the severity of the offense. In any case such as this, the parents will be called immediately for a conference.

## **GROUNDS FOR EXPULSION**



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1. The use of alcohol or drugs will result in an immediate parent conference with possible expulsion as a consequence.
2. The bringing of a weapon to school will result in an immediate parent conference with possible expulsion as a consequence.
3. A student who leaves the campus without permission is subject to immediate expulsion. The police will be notified to find a student who leaves the campus.
4. Students who are expelled from St. John's Episcopal School may appear within seven days to the School Board for a hearing.
5. If a student is expelled from St. John's Episcopal School, the parent or guardian is responsible for paying the remainder of the year's tuition. School records will not be released until full payment is made.

**\*NOTE:** The administration reserves the right to choose the appropriate consequence of a misbehavior and may not always follow the above plan if it is deemed necessary, for the safety of other students or faculty, to remove a student immediately from the campus.

## **HEALTH, SAFETY, AND EMERGENCY CARE**

The policy stated below applies equally to Early Bird Program, Regular School Sessions. .

1. Each child entering St. John's for the first time must present to the school proof of a physical performed within the calendar year on the form DH 3040 and Certificate of Immunization form DH 680. (This form is available at your physician's office.)
2. Every child entering St. John's for the first time must present to the school an immunization card which verifies that all immunizations are current.
3. A copy of the physical and a copy of the immunization record are kept in the child's cumulative file.
4. Children in preschool through Grade 2 must have a yearly physical and current immunization on



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file.

5. All injuries sustained by faculty, staff, and students will be immediately reported to the office and recorded on an accident report form. There are accident report forms in the office and given to each teacher.
6. All accident reports are kept in the office in the student cummes.
7. For minor scrapes, the secretary will clean the wound with soap and water and will apply a band-aid if needed.
8. A parent (or emergency contact person if parent cannot be reached) will be notified and asked for instructions concerning any injury, bump, bruise, or wound that is more serious. A parent (or emergency contact person if parent cannot be reached) will be notified if there is doubt as to seriousness of an injury, and/or if there exists the possibility of bone damage or internal injury.
9. In the event of serious or life threatening injuries, the school will call 911 for immediate emergency care and the parent (or emergency contact person if parent cannot be reached) will be called. Care will be taken not to move a child if there is a possibility that moving the child may lead to further injury.
10. The school is NOT responsible for transporting sick or injured children to the hospital or to a physician. No staff member will transport an injured child.
- 11. The school will not dispense medication, including Tylenol or antibiotics. The parent must plan medication around the school schedule or may come to school to administer the medication. An exception to this rule may be students who are on regular, long-term medication. A note from the doctor and the parent is required before the school will dispense the medication. These records are kept in the Medical Log in the office.**
12. Children may not bring medication to school.
13. Children should not be sent to school if they feel ill, have a temperature, sore throat, stomach ache, ear ache, or rash. The school does not employ a nurse and has no sick room facilities.
14. A parent (or emergency contact person if parent cannot be reached) will be called to pick-up a child who comes to school sick or becomes sick during the day.
- 15. It is important that all emergency contact information be current. Please be sure that this information is updated. The office will send home information update forms every quarter with**



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## **the progress report.**

16. Please be sure to fill out Medical information form for your child. This will be kept on file.

## **PAYMENT OF FEES**

St. John's Episcopal School is a non-profit organization and is an educational ministry of St. John's Episcopal Church.

1. St. John's Episcopal School engages its faculty and staff, budgets for the year, and purchases supplies and equipment in advance on the assumption of FULL payment of tuition. Full payment of tuition, without refund, will be expected in all instances, regardless of possible withdrawal, dismissal, expulsion, or absence for any reason unless the withdrawal occurs before July 15 of the upcoming school year. This provision applies to all enrollments, including those admitted after July 15. If an account does not remain current, the student's enrollment at St. John's can be discontinued.
2. A registration fee must be paid at registration. The registration fee is not refundable or transferable.
3. Tuition payments are managed by the St. John's office. Payments can be made in one of the following ways: Applies only to self - pay parents.
  - 1) Pay in full to the school before June 1 of the current school year and receive a 5% tuition discount.
  - 2) Pay each semester in full--first semester by August 1 of the current school year; second semester by January 15 of the current school year.
  - 3) Make ten monthly payments (either on the 5th or the 20th of the month) from Sept through June.
  - 4) Make twice monthly payments, on the 5th and the 20th for ten months, Sept through June.
4. All families are expected to remain current with payment of all fees. If an account does not remain current, the student's enrollment at St. John's can be discontinued.
5. The Assistant Principal and/or the School Secretary are responsible for collecting tuition and lunch money.
6. Payments may be made in the office between the hours of 8:00 AM and 4:00 PM or may be mailed.



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7. Fees may be mailed to St. John's Episcopal School, 145 NE 10 St., Homestead, FL 33030.
8. Credit care payments are accepted in person or over the phone. There is a fee charged for this.
9. St. John's Episcopal School allows a 5% discount of tuition, after registration is paid, to pledging parishioners, who pledge at least \$1000 to St. John's Church. To qualify, at least one parent must be an active, pledging communicant of St. John's Episcopal Church for a least six months prior to September 1 of the current school year. His/her yearly contributions to the support of the parish must be at least \$1000. Applies only to self-pay parents.
10. St. John's Episcopal School allows a 10% tuition discount, after registration is paid, for the second and subsequent children in a family enrolled at St. John's School – **self pay only**.
11. St. John's Episcopal School allows a 50% discount of tuition, after registration, for the children of the Episcopal clergy – **self pay only**.
12. Final report cards will be held until all accounts are paid in full, and until all library books, text books, and school owned equipment/supplies are returned to the school in good condition.
13. Transfer documents and records will not be sent to another school until all accounts are paid in full, and until all library books, text books, and school owned equipment/supplies are returned to the school in good condition.
14. All outstanding fees from previous years must be paid in full before a child will be allowed to begin the new school year.

## **UNIFORM CODE AND REGULATIONS**

**2019-2020**

**ALL UNIFORM REGULATIONS WILL BE STRICTLY ENFORCED.** The first infraction will result in a “Uniform Infraction Notice” sent home to be signed by a parent and returned the next day. At the second infraction the parent will be called to inform him/her of the infraction and the appropriate uniform. If there are subsequent infractions for students in Level 2 and up. Parents will be called and the correct uniform must be brought in within the hour. If the parent is unable the correct uniform, the student can take the necessary piece(s) from the school store if they have it. There will be no penalties assessed during the first two weeks of school. If uniform infractions are repeated and/or continuous they will be treated as a disciplinary problem.





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All hair styles - boys and girls - must be in keeping with conservative standards as determined by school administration. There are to be **NO ASYMMETRICAL CUTS, BI-LEVELS, MOHAWKS, SHAVED PORTIONS, ETHNIC CUTS, V-CUTS ECT.** Radical hair styles will result in suspension. **Boy's hair should not be below mid –ear. Any form of hair coloring is strictly prohibited.**

Students should not have to be told about their hair. It is the students' responsibility always to be well-groomed. When a student can not take care of him/herself, a warning will be given on the first day, an after-school on the second day. On the third day the student will be issued a detention and told not to return to school until the hair problem is corrected. Time spent out of the classroom will be considered an unexcused absence. For repeat offenders the administration reserves the right to change the sequence of consequence for hair problems.

## ACCESSORIES

All accessories should compliment the uniform, not distract from it. For example, belt buckles must be simple and plain, no recognizable image and girl accessories should be color coordinated to student uniform. **HAIR RIBBONS, BEADS, BARRETTES, HEADBANDS** - Uniform plaid, blue or white or combination of blue and white, tortoise shell, or brown leather( ribbons, beads, barrettes and headbands should coordinate with the uniform). **Girls may wear accessories that coordinates with their colored polo's.**

**JEWELRY** - Ring, cross necklace and Daughter of the King pin are acceptable. Girls may wear one pair of matching earrings. Studs and miniature hoops are the only earrings acceptable because of safety considerations. NO dangling earrings of any kind may be worn. NO other jewelry will be allowed. BOYS are not allowed earrings. The only necklace boys may wear must be a cross or of a medical nature. One ring.

**NO BODY PIERCING IS ALLOWED (other than pierced ears for girls only).**

**ONLY CLEAR NAIL POLSH IS ALLOWED.**

**NO MAKE UP IS ALLOWED.**

**NO JACKETS WITH HOODS.**

**No wigs allowed except for medical reasons.**

## ADDITIONAL UNIFORM INFORMATION

1. Belts are to be worn with pants or shorts that have belt loops. The belt must be of a dark color:



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black, brown or navy. All belts must have a plain belt buckle.

2. Girls socks Pre-K- 8<sup>th</sup> grade must be white/black or navy. White tights may be worn on cold days. Navy socks or tan panty hose may be worn with dress uniform.
3. Athletic shoes and their soles of blue, black, white, gray or a combination of these colors, in low quarter style may be worn on all days except Dress Uniform days. No cartoon characters, light up shoes, heels or soles over an inch are allowed. Dress Uniform shoes must be blue, black, brown low quarter shoes, for example Loafers, Oxfords, Mary Jane's etc. **High heels/sneakers with heels are not allowed. Students are required to wear closed toe shoes at all times – even on dress down days.**
4. Boys socks Pre-K- 8<sup>th</sup> grade should be white, black or navy. Kindergarten – 8<sup>th</sup> grade boys Dress Uniform socks should be brown , navy or black.
5. No open toed shoes, no sandals, no cowboy boots, no metal toed work boots are acceptable footwear, even on dress down days.
6. Girls wear plaid only on Eucharist days.

## Book or Resource Response to Challenge Policy

All materials are chosen for values of interest and enlightenment of all the students of St. John's. Materials shall not be excluded solely on the basis that they may contain potentially controversial material, such as that pertaining to race, nationality, or certain political or profanity should not automatically disqualify material. Should a parent or other challenge any library or classroom materials, the Head of School and the complaining parent or other shall meet and discuss the "offending material". The material should be judged in total, not on objectionable words or phrases, no material shall be removed from use until a final decision from the Head of School on the status be made. If the parent or other disagrees, their child shall be assigned material that is more to the "liking" of the parent but it shall be congruent to the material that is being read by the student peers.



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## Everyday Safety Protocol at St. John's Episcopal School

Parking lot gates closed and locked from 8:20 am – 2:45 pm and from 8:20 am to 11:45 am on half days.

All classroom doors to remain locked.

Classroom blinds to remain open to enable visibility of the exterior.

Office door on code lock and buzzer system.

Non-Verbal emergency signal to indicate an emergency or alert.

Regularly scheduled fire/lockdown/Murphy lockdown drills.

Use of PA system and conference phone for communication and alerts.

All visitors to the office to sign in.



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