

St. John's Episcopal School

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STUDENT HANDBOOK

2026-2027



“A Level Above the Rest”

School Song – On Eagle's Wings

Word for the Year: Diligence

St. John's Episcopal Student Handbook

Phone: 305-247-5445

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School Hours

School hours are from 8:00 – 3:05 on Mon/Tues/ Thur (Wednesday and Friday dismissal will be at 2 pm). Early Bird is available in Alard Hall from 7:00 to 7:45 for students who arrive before 7:45 am. This is a courtesy service provided for the convenience of our parents. Being tardy is defined as arriving after 8:20 am. Students who are tardy may go directly to the classroom from 8:20 to 8:25 am, without going to the office. **The main parking lot gates will be locked from 8:20 – 2:45/8:20 – 1:45 and from 8:20 – 11:45 on half days. After that, only the gate on NE 10th street will be open to the campus.** After 8:25 the student and parents must walk into the office and sign 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. Please be advised a student will not be allowed to leave after 2:30 pm on full days 3 pm dismissal or 1:30 on 2 pm dismissal. The parents will then have to wait for the normal dismissal time.** Students who are tardy more than 10 times a quarter will be placed in a probationary status. Only 10 absences are allowed in one school year. Excessive absences will also result in academic probation.

Health Requirements

All new students need to turn in the blue and yellow forms. Students in grades Pre-3 to 2nd need to turn in **new blue and yellow forms every year.** It is mandatory for students entering the 7th grade to provide new Health Forms. Proof of immunization (health forms) is mandatory to ensure the safety and health of all.

Medication

St. John's staff is prohibited from providing or administering any kind of medication. If the student needs medication to be administered during the school day, it will be administered only upon written consent from parent/guardian. Please stop by the front office to sign the medical release form.

School Lunch/Breakfast

Free breakfast and lunch will be served to all students in Alard Hall from 7:15 to 7:45 am. No microwave heat ups are allowed for students in grades Pre-K to 4th grades. This is in violation of the safety code per our accreditation.

Change in Student Information

It is imperative that the school office be notified immediately of a change in address, home or work telephone number or emergency information during the school year.

Discipline

Each staff member at St. John's accepts the responsibility for maintenance of discipline. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. The staff requests parental support in helping maintain appropriate conduct in the school. Students' behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

Inclement Weather

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. If it becomes necessary to close school, you will be notified by phone by your child's teacher. Please also check the message on the school phone – 305-247-5445. In severe weather conditions as a general rule St. John's will be closed whenever Miami-Dade schools are closed.

Parent Teacher Support Group (PTSG).

The PTSG is a vital part of the school. Parents can support the PTSG by becoming active members. A successful school needs the services of PTSG.

Physical Education

PE is an integral part of the instructional program. All children are required to participate unless a doctor's note is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. **Students in grades Kinder – 8th may come to school in PE uniform on PE days.**

Textbooks

Textbooks are furnished to your child by the school on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

Homework

Homework is assigned to review and reinforce materials learned. When your child is absent from school and needs his or her homework assignment, please telephone the school office in the morning and make arrangements.

Educational Field Trips

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from parent/guardian is required for all field trips.

Student Performance and Evaluation

The academic year is divided into four grading periods of nine weeks each. Mid-quarter reports are sent home in the middle of each quarter (PK-3 to 8) to communicate the child's progress. Report cards are sent home at the end of each quarter (Pre-K- 8th). We welcome your request for conferences. Students in grades 3rd – 8th grade take the IOWA test in May. It is very important that you know what is going on with your child at school. Please schedule conferences by calling the school office.

After Care: Aftercare will be provided for students, whose parents cannot pick them up at dismissal. The program is run by the Three Virtues Organization.

Class parties: Birthday parties celebrated at school will be conducted at the last hour of a school day (preferably Friday). It is encouraged to have only one student celebration at a time in case of multiple birthdays in the class. **Cupcakes/cake and juice and goody bags are allowed. Please keep it as simple as possible. Anything more elaborate will need administrative permission.**

Parent Chat and Social Media Etiquette

- **Chats are solely for the purpose of disseminating important school information and news.**
- **Be mindful of who is on the chat.**
- **Always be respectful.**
- **Guide the conversation in a positive spirit.**
- **DO NOT discuss your child, other children or any staff member on the chat. If there is an issue, please set up a meeting.**
- **Disregard of this etiquette can result in suspension from the group.**

IMPORTANT SUFS scholarship information pertaining to parent responsibility.

Please be advised once invoiced for SUFS payments on your email, parents have the responsibility to approve payment to the school within three days of receiving the email. Delayed response causes delayed payments. Delay on the parent's part will make it their responsibility to make the payment owed to school. School will be responsible for sending out robotext information pertaining to the payments. NO EXCEPTIONS! Your cooperation is sincerely appreciated in order to ensure timely tuition payments.