



ST. JOHN'S
PARISH DAY SCHOOL

Parent Handbook

2011-2012

Website: www.stjohnspds.org

Office: 410-465-7644

Absentee Line: 410-465-6935

Fax: 410-465-7748 (school)
410-461-4883 (business office)

After Care/Emergency Cell: 443-535-3457

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Dear Parents and Students,

Welcome to the 2011-2012 school year! We are excited to have you with us for a year of wonderful educational experiences and exciting adventures together. We are dedicated to providing your child with excellence in education, fun and rewarding social experiences, and a nurturing and safe environment. At St. John's we honor your child as a whole being – mind, body, and spirit.

This handbook is designed as a guide for parents and students to the philosophies, policies, and procedures of St. John's Parish Day School. It contains a wealth of information.

Please carefully review this handbook and use it as a resource throughout the year.

We, the staff, administrative team, and the Parents' Association, will work together to help make this a memorable year in your child's education. If you have any questions, please do not hesitate to contact us.

Respectfully,

*Steve Harrison
Headmaster*

*Judy Robbins
Early Childhood Director*

*Tiffany Rath
Lower School Director*

Creating a Place for Children

St. John's Parish Day School seeks to provide a rich and rewarding educational environment for children. We teach values and build character while celebrating creativity and the exchange of ideas. Our children are excited about learning. They explore their relationships with God during daily Chapel and their relationships with others through community service.

Mission Statement

We educate children with a stimulating and challenging academic curriculum in a culturally and economically diverse community. We create a safe and nurturing environment for students to grow and to learn, helping them to utilize their full potential and individual gifts. We provide an atmosphere that fosters spiritual grounding in the Christian tradition with respect for the dignity and beliefs of every human being. We promote the concepts of responsible global citizenship and active stewardship for the natural world.

Non-Discrimination Policy

St. John's Parish Day School does not discriminate on the basis of race, national/ethnic origin, gender, sexual orientation, age, creed, or religion in the administration of its educational, admission, financial assistance, or employment policies, or any other programs administered by the School.

SJPDS LOGO DESCRIPTION

The new logo blends the traditional symbolism of St. John's with a new look and feel representing our commitment to our entire school – both Early Childhood and Lower School. The elements of the logo represent the following:

Flame

The flame is the symbol of illumination - of fervor and passion – in our case toward education and faith, as well as being a symbol for the Holy Spirit. This is a flame lighting the path of St. John's for the future.

Heart

The heart is a strong symbol tied to our earliest notions of love, care, and support, especially for children. It points toward an open, friendly conceptualization of community at St. John's, but it also speaks to the passion we have for knowledge and community.

Leaf

The budding green leaf is a symbol for growth and prosperity. It represents the tremendous academic, personal, and spiritual growth and development of students at St. John's. The leaf also reflects our status as a Maryland Green School dedicated to environmental sustainability.

Acorn

The acorn symbolizes possibility – the tiniest acorn can grow to be the tallest, mightiest oak. Paired with the green leaf, the acorn points toward a trajectory of growth as students are nurtured and developed into strong, stalwart thinkers and people of character.

Cross

This central Christian symbol fills the empty space between the other symbols. The cross not only represents salvation in our Christian faith, but it is also an intersection where people and ideas can meet.

SJPDS PLEDGE

We at St. John's, as Children of God, respect ourselves, others, our school, and our earth. We are kind, honest, responsible, and a community of learners.

SJPDS – FIVE GIFTS

Spiritual growth through faith formation

Preservation and celebration of childhood

Innovative curriculum and personalized learning that lead to lifelong success

Confident and respectful citizens connected to our local and global communities

Sense of wonder and active discovery

SJPDS SCHOOL PRAYER

O God, creator of light and fountain of all knowledge, bless this school, we pray. Illuminate those who teach and those who learn here, that your light of truth and love may shine with growing brightness within us, through Jesus Christ our Lord.

Amen

SJPDS SCHOOL SONG – “We Are All God’s Children”

We are all God’s children

Though we come from different lands.

For God holds all people

In His loving hands.

So let’s live together

In peace and harmony.

We are all God’s children

In St. John’s family.

God has made us different

In color shape and size

But we all are equal

In God’s loving eyes.

So let’s love each other,

United all are we.

We are all God’s children

In St. John’s family.

SJPDS SPIRIT SONG

S-T—J-O-H-N-S

St. John’s, St. John’s is the best

St. John’s school is number one.

Here, we have a ton of fun.

Spirit, Faith, and Power rule;

Beware the Bears of St. John’s School.

*The bears take care of God’s green Earth;
Reaching out for all we’re worth.*

Spirit, Faith and Power rule:

Beware the Bears of St. John’s School.

We have, we have, we have spirit!

Can you, can you, can you hear it?

We know, we know, that you fear it.

St. John’s spirit, let’s all cheer it!

S-T-J-O-H-N-S

St. John’s, St. John’s

Is the best!!!

SJPDS OBJECTIVES

Three objectives of the school are:

To help each child explore the loving relationship we have with God and each other.

To encourage children to see themselves as separate persons, unique and capable.

To consider the child as a “whole person” with equal attention paid to emotional, intellectual, moral, physical, and social development.

What it Means to be an Episcopal School

One of the distinctive facets of being an Episcopal School is the dedication to integrate seamlessly a well-rounded academic program with the spiritual development of its children. As we foster the concept that each child is a complete and unique individual and child of God, we have the wonderful opportunity, as well as the solemn responsibility, of guiding each of our children through the day-to-day learning experiences that will help them develop into men and women of honor, with high moral character and compassion for their world. In catering to the needs of each child’s body, mind, and spirit, we utilize the Christian traditions and liturgies of the Episcopal faith as we conduct daily Chapel. In addition, we strive to create a safe and nurturing learning environment where all ideas and thoughts are encouraged and shared so our children will be excited about their classrooms, their community, and their faith. We strive to have our community operate as a living manifestation of God’s love in the world and encourage students to seek deeper spiritual meaning and understanding in their individual families’ specific faith traditions. At St. John’s Parish Day School, we are so very proud of our children, and their achievements speak to the success of our program.

NAES (National Association of Episcopal Schools)

In keeping with our faith and practice as Episcopal schools in manifesting the daily experience of the love of God in our lives, NAES develops sets of principles of good practice for various aspects of Episcopal school identity, leadership, governance and community life. These sets of principles are intended to:

- *support the incarnational journey of each school as it teaches, communicates and lives out its essential mission and identity as an Episcopal school.*
- *assist each school in maintaining high standards of leadership and governance consonant with its Episcopal identity.*
- *guide discussion and processes with the insights gathered from the larger community of Episcopal schools, rather than to prescribe formulas.*
- *exist as living documents, expanding and changing as our schools' missions are defined or re-defined and their communities' lives are lived.*

*The **Principles** outlined by the NAES are:*

An Episcopal school is comprehensive and inclusive.

The unity of an Episcopal school is based on rite and tradition rather than doctrine.

An Episcopal school values reason as a way to true understanding.

An Episcopal school has a concern for the well being of society.

An Episcopal school is founded on love.

It is instructive to note that these elements of our school are in place and are practiced not because we hope they will result in stronger enrollment, not because we feel that it is the altruistic/responsible way to live in the world, and not even solely to produce an outcome of a particular type of student. Rather, the elements of a true Episcopal school emanate from and are practiced due to an abiding belief that our commitment to this intellectual, spiritual, and human formation flows specifically from a Christian world-view and a commitment to furthering God's will on earth. As Anne Mellows of NAES clearly states, "We do so because we are called to live out God's love to all and to bear witness to Gospel truths."

A Brief History of St. John's Church

Almost forty years before the American Civil War, an historic meeting took place at Whitehall, the Howard County home of Charles W. Dorsey. It was decided on that day to found a church that would provide the area's Episcopalians a more convenient place to worship. In 1822 a structure was built on the land generously donated by Caleb and Elizabeth Dorsey. The building itself was a stone and rough cast structure, thirty-eight by thirty-six feet. It included four large columns and a portico in the front and was painted white. "The White Church" as it was called by the locals, accommodated 200 worshippers and a gallery of servants and slaves.

By 1859 plans were drawn for a new church to be erected on the same site. The new church was built of hard Howard County granite. This new structure also included a wooden arched belfry with a stone base and a magnificent solid stone spire. The original design called for it to reach eighty-nine feet into the sky, however the stone was so heavy, it had to be limited to eighty-three feet. St. John's is only one of 12 churches in the country with a solid stone spire. In the mid 20th Century an education building was constructed for children youth and adults. The latest restoration has been the Center for Ministry and Education building and the Multipurpose Building.

We have inherited something truly special from those who contributed here and have added their part to this great history. Now we have added to the tradition.

History of St. John's Parish Day School

St. John's Parish Day School began in 1965 with preschool and kindergarten programs under the leadership of Rev. Al Rich. St. John's worked hard to meet the needs of the community and in 1998 offered its first transitional kindergarten program and in 2005 its first full-day-fours program. From the beginning, the parent community was very active hosting special events like spring carnival and helping at field day. In 2001, construction for an expansion of the existing facility began, and in 2002 St. John's enrolled its inaugural class of first graders. In 2005 St. John's celebrated its 40th year and was designated a Maryland Green School. Our inaugural Fifth Grade class graduated June 3, 2007.

St. John's continues to be the leader in early childhood education for 3 and 4-year-old children in Howard County while also offering an exceptional academic program for Kindergarten through Grade 5. At every level, students receive an excellent education while learning in an open and inclusive faith-based environment, anchored in the essence of the Episcopal Church but respectful of all faith traditions. SJPDS builds strength of character in children that will carry them successfully through the academic pressures and social/emotional challenges they will encounter in middle and high school – public or private.

Admission Policy

St. John's Parish Day School admits qualified children to all the rights, privileges, programs, and activities generally accorded or made available to children at the school. We do not discriminate on the basis of race, national/ethnic origin, gender, sexual orientation, age, creed, or religion in the administration of our educational, admission, scholarship, or employment policies, or any other programs administered by the School.

St. John's Parish Day School serves children from age 3 through Grade 5. We accept any child/family who meet(s) the academic, social, and emotional requirements of our school and who can contribute to, participate in, and substantially benefit from our program.

- **The Early Childhood admission process includes:**
 - Attendance at one of the open houses or campus tours
 - Submission of completed application
- **The following Lower School admission process includes:**
 - Attendance at one of the open houses or campus tours
 - Submission of completed application
 - Submission of teacher referral form
 - Submission of recent report card and any standardized testing results
 - Grade 1-5 student visitation (Shadow Day)
 - Parent interview

Hours of Operation

St. John's Parish Day School office hours are 8:00 AM to 4:00 PM. (Summer office hours are generally 9:00 AM to 1:00 PM.) The Lower School begins promptly at 8:30 AM with dismissal at 3:30 PM. The partial-day Early Childhood session begins at 9:00 AM and ends at 1:00 PM. The full day program is 9:00 AM to 3:00 PM.

When visiting during the school day, please stop by the Lower School Office to sign the Visitor's Log and receive a visitor's badge. If items are brought in for the students during the school day, they should be taken to the Division Offices rather than the classrooms.

Arrival and Dismissal

- **Entrance into the Campus**

Parents must enter the campus at the Rose Hill entrance and follow the road around the campus to the Terrace Level entrance for "drop-off."
- **Early Childhood**

Morning "drop-off" begins at 8:50 AM. Children may be dropped off at the Terrace Level. Staff will be assigned to help the children to their classrooms. Parents may choose to park in the upper parking lot and walk their child to and/or pick up their child from the classroom. Parents are asked to pick up their child from the classroom at the end of each session.
- **Lower School**

Morning "drop-off" begins at 8:15 AM. Children may be dropped off at the Terrace Level.
Children will be considered late after 8:30 AM.

 - *Parents who choose to park should use the upper parking lots (behind Rose Hill and beside the Church) and walk their children to and/or pick up their child from the classroom.*
 - *You may **ONLY** drop your child off at the Terrace Level. Adults are there to receive your child and verify his/her safety.*

No child should be dropped off in the upper parking lot, or by Clark House, and allowed to walk into the school unaccompanied. No children should be left in cars unattended while parents accompany other children into the school.

- At LS dismissal, parents may pick up their students from the classrooms at 3:25 PM. Those students being picked up in the car-line will be dismissed from the Auditorium doors at 3:30.
 - Parents are asked to line up at the speed bump and wait to advance until a staff member comes outside with your child.
 - Parents are asked to display the car sign, provided with their child(ren)'s name(s), to expedite the loading process. Place the sign on the visor and pull down the visor, displaying the name, when approaching the pickup area. This facilitates the pick-up process for staff members walking children to their cars.

Late Arrival

If your child has arrived late to school, please park your car in an authorized parking space and accompany him/her to the Early Childhood classroom or the Lower School Office. Parents of Lower School students, who arrive late, must accompany their child(ren) to the office to complete a "Late Arrival Form" and walk their child(ren) to the classroom teacher. Please do not park in Reserved or Handicap spaces or block crosswalks. Classes start promptly at 8:30AM. It is essential for your child's learning to arrive on time.

Visiting During Pick Up

St. John's is a warm and welcoming community where life-long friendships are made. We welcome parents to visit and enjoy each other's company. We do ask that while engaging in these conversations on school grounds that you keep a close eye on your children and require them to respect and follow all of the school rules (e.g. no running in the halls or sliding down the banisters).

Pick Up Procedures and Stranger Identification

It is extremely important to release a child only to an authorized adult. The parents/guardians are required to alert St. John's Parish Day School, by written notice or phone, if someone other than the enrolling parent/guardian will pick up the child. The parents/guardians have listed authorized people on the emergency card.

All unfamiliar individuals must produce a valid identification. You may use drivers' licenses or photo ID for identification. We cannot release children to anyone less than 18 years of age. No child may leave our school without being accompanied by an adult. Lower School students, who leave early, must be signed out by the accompanying adult. A sign-out registry is located in the Lower School office.

Parking

Parking for parents during the school day is available behind Rose Hill and in the Church lots. There is also limited parking along the road behind the EC playground. Parking in the lots in front of the Early Childhood building and between the EC playground and the LS wing is for staff only during the school day. Please note that part of Rose Hill parking lot is used during the school day for Lower School recess as denoted by the orange cones. During this time, parking is not permitted in this area.

Before Care and After Care Programs

These programs provide supervised care for St. John's children from 7:00 AM to the start of school and from the end of school to 6:00 PM. Our goal is to provide a safe, supervised, and relaxed environment where the children can feel comfortable doing homework, playing, or working on a craft. A snack is provided during After School care.

- **Before Care** is available from 7:00 AM until 8:30 AM for Lower School and until 9:00 AM for Early Childhood. Please note that care is provided from 8:30 AM until 9:00 AM, at no additional cost, for Early Childhood students with siblings in the Lower School.
- **After Care** hours are available from 3:00 PM until 6:00 PM. Please note that care is provided from 3:00 PM until 3:30 PM, at no additional cost, for Early Childhood students with siblings in the Lower School.
- The program closes at 6:00 PM and late charges will be assessed after that time.

Enrollment forms and fee information can be obtained in the Early Childhood and Lower School offices or on the website: www.stjohnspds.org.

Late Arrival and Pick Up

Lower School children should be in their classrooms no earlier than 8:15 AM. If children arrive earlier than 15 minutes before class, they will go to Before Care and a \$10.00 fee will be charged. Early Childhood children may come to their classrooms at 8:50 AM or 12:25 PM.

Children should be picked up promptly at dismissal time unless they are enrolled in the After Care program. If your child is checked into After Care, as a result of a parent/guardian arriving late, a fee of \$20.00 for the first 30 minutes will be charged.

- If there are any changes to carpool, drivers, or time of pick-up, please notify the office.

Extracurricular Programs

Extracurricular classes are offered which are fun for children and convenient for parents. These classes give families access to special programs and are arranged by St. John's Parish Day School. Skilled service providers from the community offer children the opportunity to participate in a wide variety of interest-based activities. Special fees are usually associated with each extracurricular activity. No credit or reimbursement will be given if a child is absent for a registered extracurricular class. A brochure outlining all of the activities and registration materials is enclosed in the summer mailing. The brochure will also normally be posted on the school's website. EC "Extending Learning" programs begin in October.

Holidays and School Closures

St. John's Parish Day School will be closed throughout the year for holidays, conferences, and staff development. Please check the website calendar for these dates and other information.

INCLEMENT WEATHER POLICY

If Howard County schools are closed because of inclement weather, St. John's will be closed (unless notified in advance of any changes to this policy). If Howard County schools open late (regardless of one hour or two), the Lower School will begin at 10:00 AM; student drop-off for Lower School will be from 9:45-10:00 AM. Early Childhood classes will begin at 10:15 AM (optional at the parents' discretion) with EC drop-off from 10:00-10:15 AM.

In addition:

- 1. No Before School Care will be available.*
- 2. If Howard County should make an announcement by Noon to close early due to snow or inclement weather:
 - a. Both Early Childhood and Lower School will dismiss at noon.*
 - b. After Care will be cancelled.**
- 3. If the decision to close early is made later than Noon:
 - a. We will follow the same decision as Howard County.*
 - b. After Care will be cancelled.**
- 4. In all other irregular situations that may affect the safety or usefulness of the school environment, we will make the decision to close the school on a case-by-case basis and will contact parents by all the methods listed below. Irregularities include, but are not limited to: electrical disruption, heating/air-conditioning problems, plumbing issues, etc.*

Information about school closures will be provided via the following media sources:

- WBAL 1090AM radio*
- Our website, www.stjohnspds.org*
- www.schoolsout.com*
- Information will also be placed on the school's answering machine. Messages may be obtained by calling 410-465-7644*
- Email notification to families*

Visiting the School

Visitors must sign in and out at the Lower School Office and receive a visitor's badge. For security, we will keep all doors locked, except the main entrance doors by the Lower School Office. We ask that you do not use or expect to be admitted at other entrances.

Lost And Found

Lost articles are kept in the school's lost and found container, located by the soda machine in the Early Childhood hallway, and may be claimed at anytime. Periodically, lost and found items will be displayed. Any unclaimed items will be donated to a local charity. Please label your child(ren)'s clothing to avoid loss.

Absences and Changes in Schedule

If your child is ill, call **410-465-6935** and leave a message, or email absent@stjohnspds.org. The school nurse will be checking both phone and email messages. If your child is absent for reasons other than illness, such as vacation, medical appointments, etc., let your child's teacher know in writing. Please refer to **Appendix 5** for the Lower School Attendance Policy.

We would appreciate a note or email explaining your child's absence upon your child's return so that we may be informed and sensitive to your child's needs.

We urge you to make doctor and other appointments after dismissal time if possible.

Mandated Reporting

When a St. John's Parish Day School staff member has reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or child exploitation, the school is required by law to contact Child Protective Services.

Dress Code

Early Childhood

Early Childhood students should wear clothing that allows for easy bathroom use (i.e. elastic waist bands, no belts, etc.) Clothing should be washable and allow your child to engage in all of the activities of an active classroom.

Lower School

Students in Kindergarten through Grade 5 are required to wear school uniforms. If a child is often dressed inappropriately, the Lower School Director will discuss it with the child. If a pattern of being out of uniform develops, the Lower School Director will discuss it with the child and/or the parent. Please refer to **Appendix 3** for the Uniform Guidelines.

Parental Volunteering

We support our active community and embrace the time and energy families so readily give in volunteer activities. Parent Volunteer Forms and a list of volunteer opportunities are sent in August by the Parents' Association. There are numerous and varied volunteer opportunities. Feel free to help in whatever capacity best suits your family's schedule.

The Volunteer Coordinator from the Parents' Association is the liaison between the school and families and facilitates the volunteer process.

Communication

Philosophy

St. John's Parish Day School strives to provide clear, concise, and timely information throughout the year. It is our intention to keep you informed of all events, homework, and pertinent information so that you may participate in all of the areas of your child's school life. It is also our goal to respond to inquiries and contacts within 24 hours of receiving such communication (during the school week).

Telephones

The school is equipped with four telephone lines and also cellular phones. If you are unable to reach a member of the staff directly, leave a voice message, and your call will be returned. Teachers are

unable to take calls during the school day. If you would like to talk with a teacher, please leave a message, and she/he will return your call as soon as possible.

Please inform St. John's Parish Day School if and when your home, office, or cellular phone numbers change. It is critical that the school have current phone numbers in order to contact you immediately in the event of an emergency.

We also ask that you advise the office of any changes to your home or email address(es) so we can communicate with you as necessary without interruption.

<p style="text-align: center;">St. John's Parish Day School's telephone number is 410-465-7644.</p>
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The school will update the message on the answering machine to provide current school and service information to parents. These messages reflect changes due to closures, emergencies, or special events. Cellular phones are used during emergencies and field trips.

Family Directory

Our school compiles a directory of parents' and students' names, addresses, email addresses, and telephone numbers. This directory will be made available in the fall on the school's website.

Written Communications

School Publications

You will receive a weekly newsletter via email. It contains information about both the Early Childhood and the Lower School, news from our Board of Trustees, and the latest from the Parents' Association. Please make every effort to keep the school office informed of your current email address.

A more comprehensive publication, called *Impressions*, will be distributed periodically through the year.

Photographs and Images

All photographs and/or images of children may be used in internal and external publications (without full name identification in external materials) unless expressly limited in writing from the parents or legal guardians.

Communication Bulletin Board

The Early Childhood Communication bulletin board is located under the stairs on the first floor of the Early Childhood wing. The board provides information about current events, calendars, newsletters, and Parents' Association events. Please check often. A Community Events board is located in the main lobby and posts events of a more general community interest.

Folders and Tote Bags

- Early Childhood children are offered a St. John's tote bag which they take back and forth each time they attend school. It contains children's work and information.
- Lower School students will bring home a weekly folder with communication for parents. Please review all paperwork in the folder and return the next day.

Addressing Your Questions

Though it is our desire to make your experience at St. John's Parish Day School an enjoyable one, we realize there will be times when questions or concerns arise. We encourage you to use the following procedures as your guide.

- Begin with your child's teacher for concerns relating to classroom situations.

At times, it may seem easier and more expedient to go right to an administrator with an issue, but we feel it is important for staff to have the opportunity to address your concerns first, whenever possible.

- If you feel your needs have not been met, please contact the Division Director.
- If you feel your needs have not been met after seeing the teacher and Director, feel free to request a conversation with the Headmaster.

Parents' Page on the Website

You are 5 easy steps away from accessing the Parents' Page:

- 1) Visit the St. John's website at www.stjohnspds.org.
- 2) On the home page in the upper right corner click on "Login".
- 3) Enter the following on the login page:
Username: parents
Password: P@rents

Note: You do not need to click on Create New Account or a Request New Password.

- 4) Click on the gray box labeled "Login".
- 5) In the upper right corner of the screen click on Parents' Page.

Parents' Association at St. John's Parish Day School

Every parent with a child attending St. John's is a very important member of the Parents' Association. It is you, your ideas, and your time that make possible all that the PA does. Each parent is welcomed and encouraged to volunteer in the way that is most comfortable for you. There is no time requirement or limitation. The Parents' Association (PA) has two primary functions: 1) it serves primarily as a community building organization to support teachers, administration, and parents; and 2) secondarily as a fundraising organization to support the school.

The Parents' Association leadership consists of a talented and diverse group of parents such as you! Getting involved in the Parents' Association is the best way for you to get to know other parents, to get involved in school life, and to stay in touch. The Parents' Association is at work year round. Highlights for the year include: Fall Family Fun Day, Pizza Friday, Bingo, Dining-Out Days, World Fest, and Spring Carnival.

PA fundraisers include PA Spirit Wear, Original Art, Campbell Soup Label points, Safeway/Giant/Harris Teeter/Target card rewards, and Box Tops for Education. Monies raised are used to sponsor cultural events for the Early Childhood and Lower School students, to host a guest author each year, to purchase school supplies and equipment, to provide Mini-Grants for faculty, and to fund the many community events coordinated throughout the year.

You may volunteer your help at any point throughout the school year by contacting a Parents' Association representative or the volunteer coordinator. Volunteer forms are available at the school office and usually on-line at Volunteer Spot. You can also contact the committee chairperson overseeing the many volunteer opportunities available. Each spring, the PA actively recruits new officers, council members, and event coordinators to serve as leaders for the Parents' Association for the following year. You will find a complete list of PA and school volunteer opportunities and volunteer forms in **Appendix 1**.

Studies have shown that parent involvement is a key component to children's academic and personal success. By keeping you informed of the Parents' Association activities, we hope to increase your already strong connection to St. John's. To help everyone stay informed, important activity and event dates are included in the weekly newsletter, sent via email to all families. These dates can also be found on the school website, www.stjohnspds.org.

The Parents' Association strives to foster an environment where every parent feels welcome. Comments and suggestions from parents, teachers and staff are encouraged and welcomed.

Internet Communication

Website

Visit our website at www.stjohnspds.org. This website includes much of the information outlined in this handbook as well as the weekly newsletter, admissions information, the school calendar, Parents' Association updates, faculty/staff/Board pages and blogs, monthly book suggestions, and upcoming events. This information is updated on a regular basis. We encourage you to access the website regularly.

Email

Email is an easy way to stay connected. You will also receive information and notification of important items via e-mail. Feel free to use this method of communication with your child's teachers and school staff as needed. Staff are encouraged to respond to emails within a 24 hour period during the school week.

Lunch & Snack

Daily lunch may be purchased from CKCS food service through the link on the SJPDS website.

Snack is provided for children in Early Childhood; children in full day programs may bring their lunches. Children in the Lower School bring their own snacks to school and may bring their own lunches. Please be sure that the foods you pack for your child(ren) are choices that are nutritious and consist of foods they will eat.

- Suggestions – cheese, crackers, fruit, raisins, granola, or cereal bars.
 - Gum and sodas are not permitted.
- Drinking water is important for good health.
 - We encourage water for snack.
- Label both thermos and lunch box or bag with your child's name.
- **No medications of any kind may be sent in lunch boxes.**
- **Nut products of any kind, including peanut butter, are not permitted at St. John's.**

Nut-Free Environment

While we strive to be nut-free, we cannot absolutely guarantee that the snacks we provide have been processed in a nut-free environment. Parents of children with food allergies may choose to provide their children's snacks. We must insist that foods containing nuts or nut oils **not** be brought for snack or lunch.

Field Trips

Field trips are an important part of our curriculum. Parents are asked to complete and sign a field trip permission form for every off-campus activity. Children are not allowed to participate in field trips without written permission. Parents may be asked to participate in field trips.

Community Service

Service to others is an important part of our program at St. John's. Children are encouraged to be responsible citizens and thoughtful to others. Throughout the year we will have collections of food, school supplies, coats and other items to help those in need. In addition, service activities are an integral part of our curriculum.

Tuition Policies

Specific tuition information and policies are outlined in your St. John's Parish Day School Enrollment Contract. If you have any questions, please don't hesitate to call the Business Office.

Withdrawal and Termination

St. John's Parish Day School reserves the right to terminate service to any student whose behavior, or that of his or her parents or guardians, is deemed detrimental to the program, or whose performance is not satisfactory. Service may also be terminated if tuition is not paid in accordance with the terms and conditions of the Enrollment Contract. Enrollment Contract financial obligations remain in force regardless of termination or withdrawal of students before the academic year ends.

Healthcare Policies

St. John's Parish Day School has a responsibility to all parents and students to maintain strict standards regarding attendance at school if a child is ill. Any child with a fever, diarrhea, undiagnosed rash or sore, vomiting, or discharge from eyes, ears or nose, indicating an infection, may not attend school. Should a child become ill at school, the child's parent/guardian will be notified and asked to make arrangements to pick up the child within the hour.

Health and Safety

Parents must submit a Health Inventory form for each student with updated information on immunizations and current physical condition. Emergency telephone numbers and an additional contact person must be provided in case of an emergency.

Prescription medications will be accepted from a pharmacy-labeled container only. Do not send pills to school in baggies, etc. A physician's signature is needed for us to dispense medicine. At no time is a child permitted to keep medication in her/his school bags or on his/her person. All medication will be kept with the staff in the Health Office.

Smoke-Free Environment

St. John's Parish Day School has a no-smoking policy throughout the school and church property and buildings, as we respect the health and safety of our children, families, and staff.

Individual Health Care Plan

If your child has allergies or has a prescribed EpiPen® or has other significant health care issues, an individual health care plan must be developed. The school nurse will work with you and your physician to develop this plan.

Healthcare Policy Requirements for Parents

- *Keep Us Informed*
 - *Notify the school if your child has been exposed to a contagious illness, so that staff can then be prepared and alerted to the specifics of the disease.*
- *Report Illness or Disease*
 - *Notify the school when an illness or disease is diagnosed so we can take preventative measures to protect the health of our children.*
 - *Notify the school of the danger signs to look for and any precautions we may need to take.*
- *Be Certain Children Are Immunized*
 - *A Certificate of Immunization must be completed and on file before the child may attend school.*
 - *Update the school copy of the Certificate as your child receives additional immunizations.*
- *Keep Your Child At Home When Symptoms Of Illness Are Present*
 - *School staff cannot provide one-on-one care for ill children without compromising the well-being of other children. **Children should remain home a full 24 hours symptom-free (without the use of medication) after any fever.** Your consideration of others is appreciated. Children who have been absent during the day for any reason should not participate in any after-school or evening event or program at school.*

Common Illness

There are times when your child will become ill at school and the nurse or school personnel will call and ask that you come and pick up your child. We ask that you come within the hour for your child's sake and for the sake of other children and staff. We will call when the following conditions exist.

- **Fever**
Any child with a temperature of 100° F or greater.
- **Vomiting**
Any child vomiting.
- **Diarrhea**
Any child who has two or more loose stools while in school, we will dismiss them from school that day and the day(s) following until they have gone 24 hours without further occurrences.

- **Eye Discharge/Pink Eye**
Any child with drainage, discharge, or pink and itchy eyes. Pink Eye is a contagious form of conjunctivitis and can be caused by a variety of germs and viruses.
- **Head Lice**
Any child suspected or diagnosed with head lice.
- **Respiratory or Nasal Drainage**
Any child having progressive symptoms of a respiratory infection (green-yellow mucus, watery eyes, congestion, etc.).
- **Severe and Progressive Coughing**
Any child having severe or prolonged coughing that interrupts the child's daily activities.
- **Skin Rash or Lesions**
Any child having an undiagnosed rash or lesion.

Communicable Diseases

Any child having symptoms of a known, easily-communicable disease will be dismissed from school immediately. This includes but is not limited to:

- **Bacterial meningitis**
- **Chicken pox**
- **Diphtheria**
- **Hepatitis**
- **Measles**
- **Mumps**
- **Pneumonia**
- **Rubella**
- **Strep throat**

Children diagnosed with such a communicable disease may return to school when cleared by a physician or nurse practitioner through written notification. If their illness requires antibiotics, they must be treated for 24 hours before returning. Please report any communicable or contagious diseases immediately so we may inform the other families as well as contact the local health department for further guidance and information.

Medication Management

St. John's Parish Day School's Health Office personnel, according to the directions received from the child's physician and or parent, will dispense medications needed by a child during the day. St. John's Parish Day School's Health Office staff will maintain records of all medications that are administered. Minor and major injuries and incidents will also be recorded.

Medication Dispensing Process

Whenever possible, request your child's doctors to prescribe medications that can be administered during non-school hours.

- A Medication Consent Form, located in the Early Childhood Office, Lower School Office, Health Office, and website, must be filled out by the parent for prescription medicines in order for the medications to be administered. This form will be kept with the medication.
- Medications will be kept in a locked box in the Health Office either refrigerated or non-refrigerated as needed.
 - Our Health Office staff will monitor the documentation of all medications.
 - Medicines will be inaccessible to children.
- Prescription medications must be in the original bottle or container from the pharmacy.
 - The label must include the physician's name, the child's name, the name of the medication, dosage, legible instructions regarding number of times per day to be administered, and expiration date.
- All medications given will be recorded by the Health Office staff on the Medication Report and will include the child's name, medication, reason for giving, amount administered, time given, and the signature of the person administering.
- Unused medications will be sent home on a regular basis.

- *Staff members must wash their hands before preparing medications and after giving medications.*
- *Blanket authorizations from a physician are allowed only for health conditions requiring on-going medications.*
 - *These authorizations must include a signed statement from the child's physician or a prescription indicating that the treatment is for the above-mentioned condition. (Administration of non-aspirin pain relievers does not fall into this category.)*
 - *It is St. John's Parish Day School's policy to administer such medications only with a daily written Medication Consent Form from the parent.*
 - *For the security of the child, authorization will not be taken over the telephone.*

Minor Emergencies

In the case of minor injuries such as small cuts, bruises, strains or bumps, the Health Office staff will take the appropriate steps for treating your child's injury. You will be notified immediately if the injury requires medical attention. The staff receives training in EpiPen® usage.

Major Emergencies

In the event of a life-threatening or major medical emergency to a child at St. John's Parish Day School, one staff member will remain with the injured or ill child while another staff member calls 911. The parent will be notified as soon as medical care has been obtained. If St. John's Parish Day School is unable to reach the parent, we will attempt to contact one of the emergency contacts listed on the Emergency Form; however, transport will proceed, as deemed necessary by school personnel, even if parents/emergency contacts cannot be reached. Transportation to a care facility will be arranged through a rescue team or the child's parent.

Please keep the school informed with updated telephone numbers and emergency contacts.

Emergency Preparedness

St. John's Parish Day School is committed to providing a safe and healthy environment for our children, families, and staff. We understand that to consistently maintain the high standards we have adopted, we must have the appropriate systems in place.

Fire Drills

Fire drills are conducted at St. John's Parish Day School on a regular basis at various times of the day. Each classroom has an outlined evacuation plan and a designated meeting area outside of the school. Staff members are trained in evacuation procedures. The fire equipment at St. John's Parish Day School is checked annually.

Other Emergency Preparedness

St. John's Parish Day School prepares for a variety of emergencies, and keeps emergency supplies stocked on the premises.

Discipline Policy

*St. John's Parish Day School is committed to providing students with optimum-learning opportunities in an environment that ensures student and staff boundaries are respected. Discipline is an opportunity to provide students with guidance and growth and facilitates a safe learning environment. The first ten (10) days of school (Lower School only) will be used to clarify and practice these expectations and manners. The Lower School Discipline Policy is outlined in **Appendix 4**.*

Positive Loving Approach

Discipline comes from the root word, Disciple, which means to teach. St. John's approach is one of love, acceptance, and guidance using the tools of classroom meetings, redirection, and direct teaching.

The St. John's Pledge is the foundation for the school's discipline policy.

We at St. John's, as children of God, respect ourselves, others, our school, and our earth. We are kind, honest, responsible, and a community of learners.

The Pledge is integrated into the school in a variety of ways. It is recited every Friday during Lower School gathering, and its meaning is reinforced in chapel and the classroom. Each teacher will have a classroom management plan (i.e. checkbook reward program, class points/tickets, etc.) to reinforce positive behavior and modify negative behavior. When a classroom management plan is no longer effective in modifying behavior, the school's discipline policy will be implemented.

Consequences

Early Childhood

Children, ages 3, 4, and 5, are forming their understanding of appropriate behavior. Techniques most used are direct teaching, redirection, and positive encouragement. If challenging behaviors persist, parents will be asked to join in a behavior plan that will address the issues.

Children requiring constant, individualized attention may be asked to find some other program better suited to meet their particular needs.

Behavior On the Playgrounds

Our St. John's Pledge (said during Lower School chapel) acknowledges our commitment to respect ourselves, others, our school, and our earth. These words are reflected in our expectations of behavior both within our school and on our playground.

Early Childhood Playground

- *The playground equipment is for EC use only.*
- *Only one child at a time is allowed on the swing and that, for safety reasons, children must remain seated and twisting or spinning is not allowed.*
- *When using the slide, children must walk up the ladder and slide down.*
 - *Children may not walk up the slide, and must go down the slide, one child at a time.*
- *Sand and Playsafer® material may not be thrown, and must stay on the ground.*

Upper Field

- *Take turns on play equipment*
- *Swing only in the seated position*
- *Be seated facing forward when going down slide*
- *Stay on the black top, field or playground within sight of playground staff*
- *Climb up and down the climbing wall, without sitting on the top*
- *Hang underneath the monkey bars*
- *Keep your hands to yourself*
- *Be kind to others*
- *Follow the St. John's Pledge*

All Play Areas and Outside School Grounds

- We respect our trees by not climbing on them or swinging on the branches.
- Our children know the importance of kindness to others and show respect for our school property. Your reminders to them after school about appropriate school behavior are appreciated. Thank you for helping us to take care of our school.
- After the school day has ended, the Early Childhood playground is available only until 4:15 PM. The Upper Field is not restricted after school.
- Parents/guardians are responsible for supervising children on the field and playgrounds outside of school time and thereby accept liability for accidents and/or injuries that may occur as a result of use of the facilities during these times.

Students' Personal Items at School

St. John's Parish Day School has created an environment rich with materials and experiences for children. We ask that children not bring toys and games from home.

Recess

Outdoor play is an important part of the school experience. Weather permitting; the children will spend time outdoors each day. In cold weather, children will normally go outside unless the temperature drops below 20 degrees Fahrenheit. Dress your child appropriately for the weather conditions.

Birthday Celebrations

A child's birthday is an exciting and wonderful time. We celebrate your child's birthday in chapel and in classrooms. Celebration of summer birthdays should be coordinated with your child's teacher.

Parents may send in a non-food treat or small healthy food for birthdays. Please check with your child's classroom teacher for dietary restrictions.

Invitations to birthday parties and get-togethers may be passed out at school **only** if the child's entire classroom has been invited. Use your Family Directory for addresses if you plan on inviting only a few children.

Birthday Gift for the Library

We invite children to bring a book as a gift for the library on their birthday. We encourage you to choose from a quality selection of books that are available in both the Lower School and Early Childhood offices. These books are pre-catalogued and are on the Media Center's wish list.

Party Treats

Following is a list of snacks or small gift items that would be appropriate to provide to the classroom when celebrating your child's birthday or other special event. This list is not comprehensive, and we encourage you to consult with your child's teacher before bringing in classroom treats.

Carrot sticks and dip	Mini muffins
Cookies (small to medium)	Pencil toppers
Sliced apples	Pretzels
Pencils	Goldfish
A donated book for classroom (reader for the day)	Extra recess (10 minutes)
Jell-O Jigglers	Extra read and rest (10 minutes)
Fruit kebobs	Italian ice cup (Luigi's)
Game for classroom	Pudding cup
Popcorn	Stickers
Fruit roll-ups	100-calorie cookie/cracker packs
Brownies	Cheese and crackers
Mini-cupcakes	Fruit salad
	Veggies and dip

School Parties

Students will have four (4) parties during the school year that will include food and other activities. The four celebrations will be:

- Halloween
- Christmas
- Valentine's Day
- Easter (EC only)

Celebrations will take place in the afternoon for Lower School and at Snack time for Early Childhood. These celebrations will be coordinated between classroom teachers and room parents. Since these celebrations will include food, all parents of children with dietary restrictions should provide their children with a safe alternative treat so they may fully participate in the celebrations.

The EC and LS Directors have the discretion to allow for other special celebrations in the school, but they will be announced to the school ahead of time.

Food Allergies/Sensitivities

We want all our children to be able to participate in all school sponsored and other celebrations. We encourage the parents of children with dietary restrictions to provide their child with a safe alternative treat so she/he may fully participate in our activities. Please refer to the family calendar for dates or contact your child's classroom teacher.

If a child has a food allergy or sensitivity, this information must be on record in the Health Office. We request that parents make sure that information is correct and up-to-date. Please note that while St. John's staff members strive to make the school as nut-free as possible, we cannot guarantee a fully nut-free environment.

Lower School Homework Policy

An effective homework program is child-managed, provides daily feedback, reinforces success, and provides opportunities for parent involvement. Homework is assigned to all children on a regular basis and is considered important for reinforcing and extending concepts and skills taught during the academic day and for developing good independent study habits. It is difficult to state the exact amount of time that a child will spend on homework. Homework amounts will vary depending on differences in children's learning styles and projects assigned. If your child is having difficulty completing assignments, please contact the teacher. As a general rule, Kindergarten through Grade 2 will have homework Monday through Thursday; other grades will generally have homework daily.

Kindergarten:	Homework: 10-15 minutes, read 15-20 minutes
Grade 1:	Homework: 15 minutes, read 15 minutes
Grade 2:	Homework: 20 minutes, read 15 minutes
Grade 3:	Homework: 30 minutes, read 15 minutes
Grade 4:	Homework: 40 minutes, read 20 minutes
Grade 5:	Homework: 50 minutes, read 25 minutes

This does not include projects. Homework is occasionally assigned over the weekend.

Contact your child's teacher when:

- The instructions are unclear.
- You can't seem to help your child get organized to finish assignments.
- You can't provide the materials needed.
- Assignments are too hard or too easy.
- Homework is not in even amounts; for example, none on Monday or Tuesday but 3 assignments on Thursday.
- You're unclear how much parent help is expected.

Progress Reports and Conferences

Parent Teacher conferences are a partnering that allows us to work together to better serve your child. The October conference is an informational/goal setting conference to set the vision for the year and exchange important information. We ask that you make every effort to attend these conferences. Childcare is provided free of charge.

Early Childhood Conferences

Parent Teacher conferences are held in October and January. Written reports are given in January and May. A parent may request a conference at any time if there is a problem that needs to be addressed.

Lower School Conferences

Parent Teacher Conferences are scheduled in October, November, March, and May. Report cards are issued at the end of each tri-semester. Evaluation tools used at St. John's Parish Day School include:

- Teacher observations
- Performance-based assessment
- Evaluation rubrics
- Standardized testing for Grade 2 through Grade 5

The school is responsible for preparing our students for the world in which they live and learn. Children are given opportunities to practice for standardized achievement tests, as well as, participate in individual and group performance-based assessments. Self-assessments and goal-setting also play an important part in the development of a well-rounded assessment package.

Library Books

An excellent collection of children's literature is available in the Media Center as well as our classroom libraries. Your child is encouraged to take books home to enjoy and share. Should any book be lost or damaged, a request for reimbursement for the replacement of the book will be issued so that we can maintain our library collection.

School Events

Back to School Night – Begin the year joining other parents for an important evening in school. You will have the chance to meet the Parents' Association officers, Board of Trustees' members, and of course your child's teacher. You will enjoy a visit to your child's classroom.

Where Do We Go from Here? – This event will feature pertinent information for parents to learn about what the next level of education has to offer their children, both at St. John's and beyond. Presentations will be offered by faculty, administrators, alumni, parents, and outside consultants.

Board of Trustees "Beginning of the Year Social" – This is an adult evening hosted by our Board to welcome you to the new year. Bring a bottle of wine to donate to a "wine cellar" silent auction item at our Gala. Often this event is generally the formal launch of the school's Annual Fund each year.

Grandparents' Day – Our children spend time with their very special guests in class and in Chapel. The school is filled with so much love and joy!

Fall Family Fun Day— Hosted by the PA, this is a special time to celebrate the season with fall activities.

Day School Book Fair – A celebration of books and reading! Occasionally, a special guest author will be on hand, and you will have the opportunity to buy some of the best books available for children. Be sure to come for Story Night with your Kindergartener or First Grader.

Folktales and Legends Night – For 2nd and 3rd graders - join us for an evening of fantasy fun with Mom or Dad.

Christmas Programs – Both the Early Childhood and the Lower School celebrate the beauty of the Christmas season with songs and stories. These are very special evenings!

Tea with Mom and Time with Dad –Early Childhood students will spend special one-on-one time with Mom and Dad during these two events.

Annual "Gala" – This is "the" adult event of the year! Music, dancing, delicious food and great friends! A sensational evening awaits you! Funds raised from ticket sales as well as the silent and live auctions generally assist with the school's financial aid funding. Each staff member will receive one free ticket.

Time with Mom – Moms join their Kindergarten children for a lovely morning or afternoon. We enjoy special activities and Chapel together.

Pizza with Pop – Dad, we mean you! Come enjoy pizza with your child during Lower School lunch time. It is a great opportunity to spend time with your child during the school day.

Spring Programs – The sounds of spring may be birds and breezes, but at St. John's we welcome spring with songs and music.

Spring Carnival – One of the best Saturdays of the year! Fun, food and friends!

Night Out with Dad – Games, stories, and crafts keep the Dads and our Kindergarten children laughing and having fun! What a great way to meet the other Dads too!

Field Days – So much energy! A day of fun, games, and sports!

Closing for Early Childhood Families – Families attend Chapel in the church on the last day of school.

Moving Up – The children in the Lower School will attend a special event during Chapel to celebrate their move to the next grade. Each grade is recognized with a pencil and children move to the seats they will take the following year in Chapel.

Joyful Noise – Following the Moving Up ceremony, parents are welcome to join their children on the last day of school in ASH with instruments to make a "joyful noise".



ST. JOHN'S
PARISH DAY SCHOOL

Parent Handbook Appendices

2011-2012

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Appendix 1

St. John's Parish Day School Volunteer Opportunities

There are many volunteer opportunities within the St. John's Parish Day School community. We have a very active Parents' Association that has taken an active role in spear-heading these opportunities, and they are always looking for volunteers to help with these efforts. What follows are descriptions of volunteer opportunities that are available, both through the Parents' Association and the School.

Parents' Association Activities and Events

Room Parent: *Communicate information to parents, ensure class support for activities, coordinate end of year parties and gifts, etc.*

Box Tops, Giant, Safeway Programs, etc.: *Help process box tops and assist with other fundraising programs.*

Community-building Events: *Help with bingo nights and other events throughout the year.*

Cultural Events/World Fest: *Celebration of world cultures with music, crafts, & cuisine from around the world. (Mar.)*

Dining Out: *Coordinate fundraisers with area restaurants throughout the year and coordinate orders for teacher lunches during restaurant events.*

Fall Family Event: *Autumn festivities. Bake for or staff bake sale table, direct parking, set-up/clean-up. (October)*

Memory Book Coordinator: *Organize the timeline for, and coordinate the printing of Memory Books for the Early Childhood and Lower School*

Original Works: *A children's art fundraiser: Assist with collating orders and delivering finished products to classrooms.*

Parent Hospitality: *Assist with set-up, serving, and clean-up of refreshments for PA events as scheduled throughout the year.*

Pizza Friday: *Help serve pizza to Lower School children during lunch hour each Friday.*

Reused Uniform Sales: *Help with sales of reused uniforms. (July and January)*

Spirit Wear: *Help sell SJPDS spirit Wear, take orders at Back to School nights and other school-wide events.*

Spring Carnival: *Sell tickets, help run carnival booths, direct parking, set-up, and clean-up*

Staff Hospitality: *Assist with set-up, serving, and clean-up of staff luncheons/breakfast, and support other staff appreciation events as scheduled throughout the year.*

Volunteer Pool: *volunteers to help at various events as needed or available on short notice.*

Welcome Back: *Assist with back-to-school socials for Early Childhood and/or Lower School. (August, September)*

PA Volunteer Sign-Up Form

2011/2012

Please fill in this form and return it to the school office. See reverse side for volunteer opportunity descriptions. Thank you for your participation!

Name - Volunteer #1 _____ Name - Volunteer #2 _____

Child's Name(s) _____

Teacher Name(s) _____ Grade/Class _____

Home Phone _____ Cell Phone _____

Email Address _____

Interests, Skills, or Expertise _____

Volunteer

1 2

- Room Parent
- Box Tops, Etc.
- Welcome Back
- Community-Building
- Cultural Events
- Dining Out
- Fall Family Fun Day

Volunteer

1 2

- Staff Hospitality
- Parent Hospitality
- Spirit Wear
- Memory Book Coordinator
- Pizza Friday
- Original Works
- Reused Uniform Sales

Volunteer

1 2

- Spring Carnival
- Volunteer Pool

Questions? Contact, SJPDS Volunteer Coordinator, at

School Activities and Events – Volunteer Opportunities

Open House Tours: Staff welcome table and lead tours for Early Childhood and Lower School Open Houses (Lower School - October and November, Early Childhood - January)

Green Committee: Serve as committee member, support efforts to maintain SJPDS green school status.

School Photos: Assist with individual school photos and make-up days.

PE Uniform Sales: Sell PE logo uniform items at various school functions including back-to-school socials & nights.

Book Fair: Run cash register, set-up books, help tally orders. (Nov)

The Gala: solicit auction gifts, decorate, set-up, bartend, staff welcome & silent auction tables, clean-up (Fall through February)

Grandparents' & Special Friends' Day: Greet grandparents (or Special Friends), assist with food/refreshments, and serve as campus tour guide. (October)

Media Center: Assist in Media Center as needed; processing and shelving books, etc.

Art Room: Assist art teachers as needed.

Office Assistance: Assist with mailings, etc. in the Lower School or Early Childhood offices

Thursday Folders: Prepare folders to go home on Thursday mornings by inserting school newsletters, notices, etc.

Volunteer Pool: volunteers to help at various events as needed or available on short notice.

School Volunteer Sign-Up Form

2011/2012

Please fill in this form and return it to the school office. See reverse side for volunteer opportunity descriptions. Thank you for your participation!

Name - Volunteer #1 _____ Name - Volunteer #2 _____

Child's Name(s) _____

Teacher Name(s) _____ Grade/Class _____

Home Phone _____ Cell Phone _____

Email Address _____

Interests, Skills, or Expertise _____

Volunteer

1 2

- Open House Tours
- Green Committee
- School Photos
- Volunteer Pool

Volunteer

1 2

- Book Fair
- The Gala
- Office Assistance
- Grandparents' & Special Friends' Day

Volunteer

1 2

- Media Center
- Art Room
- Thursday Folders

Questions? Contact Russell Ashton (Lower School) at rashton@stjohnspds.org or Carole Baumann (Early Childhood) at cbaumann@stjohnspds.org.

Appendix 2

Food Allergies

St. John's Parish Day School is committed to working with all of our families to provide a healthy environment for our children. We strive to provide a nut-free environment for our peanut and nut allergic children and to provide a safe environment for children with other types of food allergies. We respect choices that families make about their children's dietary restrictions for whatever the reasons. We will work with parents, health-care providers, and students to achieve these goals.

Children allergic to peanuts and nuts are at serious risk for anaphylaxis. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body. Symptoms occur within minutes to two hours after contact with the allergy-causing substance. Being a nut-free school means that foods containing peanuts, peanut butter, tree nuts (almonds, cashews, pecans, walnuts, etc), peanut oil, or any form or derivative of peanuts or nuts must not enter the school. Even if the ingredient label says "May contain traces of nuts or peanut" or "Manufactured on equipment that process nuts", treat this label as if it says "contains nuts or peanuts".

These guidelines are taken from a number of national school administration and school nurse organizations. More information can be found on the website www.foodallergy.org.

Family's Responsibility

- *Notify the school of the child's allergy before the beginning of the school year or as soon as it is known. The child's Health Inventory form is an appropriate place to document the information. It is also recommended that the child wear a Medic Alert bracelet or necklace with their allergy.*
- *Work with the school to develop an action plan that addresses the child's needs throughout the school day, including the classroom, cafeteria, and before and after care activities.*
- *Provide written documentation, instructions, and medications from your child's health care provider. Include a photo of your child on the documentation.*
- *Provide medicine in its original containers and replace medicines when expired.*
- *Educate your child in the self-management of their food allergy. This is to be age-appropriate and can include:*
 - *Teaching children safe and unsafe foods.*
 - *Symptoms of an allergic reaction and communicating this to an adult*
 - *Strategies for avoiding unsafe foods.*
- *Review this information with Health Office staff and child's teacher.*
- *Families of children without food allergies should be mindful when sending food into school and respectful of families with dietary guidelines different than their own.*

School's Responsibility

- *Review health records submitted by parents and physicians.*
- *Assure that all staff that interacts with that child on a regular basis understands food allergies, can recognize symptoms, and knows what to do in an emergency.*
- *Coordinate with the Health Office staff that any medicines needed are appropriately stored and accessible in an emergency. Students should be allowed to carry their own Epi-Pen®, if age appropriate and with proper documentation.*
- *Designate school personnel who are properly trained to administer medications in accordance with State Nursing and Good Samaritan Laws governing the administrations of emergency medications.*
- *Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location*
- *Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.*
- *Follow laws and guidelines regarding sharing medical information about the student.*

Student's Responsibility (Age-appropriate)

- *Should not trade or share food with others*
- *Should not eat anything with unknown ingredients or known to contain any allergens*
- *Should notify an adult immediately if they think they are having symptoms or think they may have ingested an allergen.*

Information in these guidelines came from the following sources:

- *American School Food Service Association*
- *National Association of Elementary School Principals*
- *National Association of School Nurses*
- *National School Board Association*
- *The Food Allergy and Anaphylaxis Network*

Party Treats

Following is a list of snacks or small gift items that would be appropriate to provide to the classroom when celebrating your child's birthday or other special event. This list is not comprehensive and we encourage you to consult with your child's teacher before bringing in classroom treats.

- *Carrot Sticks and dip*
- *Cookie (1 small to medium)*
- *Sliced apples*
- *Munchkins (1 to 2)*
- *Pencil (1)*
- *A donated book for class (reader for the day)*
- *Jell-O Jigglers*
- *Fruit Kebobs*
- *Game for classroom*
- *Popcorn*
- *Fruit roll-ups*
- *Brownies (1)*
- *Mini cupcake (1)*
- *Mini muffin (1)*
- *Pencil toppers*
- *Pretzels*
- *Goldfish*
- *Extra recess (10 minutes)*
- *Extra read and rest (10 minutes)*
- *Italian ice cup (Luigi's)*
- *Pudding cup*
- *Stickers*
- *100- calorie cookie/cracker packs*
- *Cheese & crackers*
- *Fruit Salad*
- *Veggie and dip*

Appendix 3

LOWER SCHOOL UNIFORM GUIDELINES (2011-2012)

The following guidelines describe the appropriate dress code for all Lower School students (kindergarten through fifth grade) attending St. John's Parish Day School. *Please be sure that the children are in the proper uniform each day.*

We have three types of uniforms:

- **Formal/Dress Uniform**

Students will be asked to wear the *Formal* or *Dress Uniform* for special events such as school performances, field trips, class pictures, and choir. **All shirts must be tucked in.**

Girls will wear a jumper or skirt, depending on the grade that they are in. The logo should not be placed on the jumper or on the skirt. Girls may wear black, navy, or hunter green bike shorts under their jumpers or skirts.

For third through fifth grade girls, the white blouse for the Formal/Dress Uniform must have the Logo embroidered in gold (on file at Lands' End). The logo is recommended on the white blouse for girls in grades K through second, if your child will wear the Peter Pan blouse with her everyday uniform.

For the *Formal/Dress Uniform*, boys will wear an oxford shirt and a tie. ***The oxford shirt must be worn tucked in.*** All boys must also have the plaid tie ordered through Lands' End. Please do not put a logo on the tie.

- **Everyday Uniform**

Students may wear the *Formal/Dress Uniform* or the *Everyday Uniform* on all days except on days when the *PE Uniform* is required. **All shirts must be tucked in.**

Students may choose from the items listed below for the *Everyday Uniform*. All items are not required. In addition, students may wear their *Formal/Dress Uniform*. The logo is required on all shirts, sweaters, sweatshirts, or fleeces with the *Everyday Uniform*.

- **PE (Physical Education)**

Students must wear the *PE Uniform* on days when their class has PE.

The *PE Uniform* consists of an evergreen T-shirt or sweatshirt worn with gray gym shorts or gray sweatpants. Athletic shoes are required.

The logo is required on the *PE Uniform T-shirt and sweatshirt*. Please note that students in first through fifth grades have PE twice per week.

The school logo is required on the *all shirts, sweaters, sweatshirts, or fleeces worn in the building.*



Where to Purchase Girls *Formal/Dress Uniforms*

- The jumper and skirt for the *Formal/Dress Uniform* are available through Lands' End. When purchasing the jumper or skirt, please choose the "hunter/classic navy" pattern.
- Socks, tights, and shoes may be purchased at other retailers as long as they meet the *Formal/Dress Uniform* guidelines.

Where to Purchase Boys *Formal/Dress Uniforms*

- Items for the *Formal/Dress Uniform* are available through Lands' End. When purchasing the tie, please choose the "hunter/classic navy" pattern.
- Khakis, belts, socks, and shoes may be purchased at other retailers as long as they meet the *Formal/Dress Uniform* guidelines.

Where to Purchase *Everyday Uniforms*

- Shirts, sweaters, sweatshirts and fleeces for the *Everyday Uniform* must be ordered from Lands' End.
- Khaki pants, skirts, and shorts, belts, socks, tights, and shoes may be purchased at other retailers as long as they meet the *Everyday Uniform* guidelines.

Where to Purchase PE Uniforms

- The *PE Uniform* t-shirt, sweatshirt and mesh shorts must be ordered through Lands' End.
- Sweatpants may be purchased at other retailers, such as Target or Kohl's, as long as they meet the PE Uniform guidelines. Athletic shoes can be purchased at Lands End or other retailers.

Other Notes

- Lands' End items can be purchased online (www.landsend.com/school) or at any Sears store (local stores are located at Chatham Station Shopping Center and at Columbia Mall). Shipping is free when orders are placed at any Sears store. **Our Preferred School # for Lands' End is 9000-7489-9.**
- All Lands' End Item numbers listed below are in "Girls" and "Boys" sizes; there are different item numbers for "Little Girls/Boys", "Plus" or "Husky" sizes. They can be found by searching with the Item number listed and then choosing the correct size.
- Children will need a soft-sided backpack or tote bag. *Please do not attach key chain toys to the backpacks or totes.* The backpack or tote should be wide enough to fit a 9" x 11" folder.
- Always send your children to school with outerwear appropriate for the weather since children often go outside for lessons, art, science, nature walks, and recess.
- **Please label all clothing items**, especially outerwear, cardigans, sweatshirts, and v-neck sweaters, with the student's name. Watches, religious necklaces, studs, or small hoop earrings are the only types of jewelry allowed.
- Nail color or polish is not permitted.
- Hair accessories include Hunter Green, Navy, White and Hunter/Classic Navy Plaid headbands and bows. No head coverings, i.e. bandannas.
- Sweaters, Sweatshirts and Fleece items must be worn with a collared shirt or blouse.

Uniform Guidelines for Girls (Kindergarten through Second Grade)

Formal Uniform	Everyday Uniform	PE Uniform
<p>Shirt</p> <ul style="list-style-type: none"> White Peter Pan Knit Top, Short or Long-sleeve – no ruffle; Item # 350064 and/or 350071 Logo required only if shirt will be worn with everyday uniform, Lands' End only 	<p>Shirt</p> <ul style="list-style-type: none"> White or Evergreen Knit Polo Shirt, Short or Long-sleeve; Item #051402, 0513692, 230955, and/or 230958 White Peter Pan Knit Top, Short or Long-sleeve; Item # 350064 and/or 350071 Logo required in gold, Lands' End only 	<p>T-shirt</p> <ul style="list-style-type: none"> Evergreen Basic Tee (Short or Long-sleeve); Item # 393746, 395788, 393752, and/or 395791 Logo Required in gold, Lands' End only
<p>Jumper</p> <ul style="list-style-type: none"> Lands' End Hunter/Classic Navy Plaid Jumper; Item # 065010 No logo, Lands' End only 	<p>Khaki Skirts, Shorts or Skorts</p> <ul style="list-style-type: none"> No embroidery, cargo or zippered pockets; should be similar to the Lands' End Plain or Pleated Chino Shorts or Skort or Skirt; Item # 320970, 231548, 320134, 320086, 068045, and/or 395700 No logo, any retailer <p>Khaki pants</p> <ul style="list-style-type: none"> No capris, cargo, rivets, zippered pockets, flare or embroidered styles, should be similar to Lands' End Plain-front or Pleated Chino Pants; Item # 231116 and/or 231112 No logo, any retailer 	<p>Shorts</p> <ul style="list-style-type: none"> Stone Gray Girls' Mesh Shorts; Item # 393749 No logo, Lands' End only <p>Pants</p> <ul style="list-style-type: none"> Gray sweatpants - full length, no outside pockets, buttons, elastic at ankles optional. Similar to Lands' End style; Item # 393718 No logo, any retailer
<p>Socks or Tights</p> <ul style="list-style-type: none"> White or navy ankle socks (no lace, ruffles or embroidery) White or navy knee socks White or navy tights 	<p>Socks or tights</p> <ul style="list-style-type: none"> White or navy ankle socks (no lace, ruffles or embroidery) White or navy knee socks White or navy tights (fitted leggings may worn in the winter with skirts). 	<p>Socks</p> <ul style="list-style-type: none"> White ankle socks (no lace, ruffles or embroidery)
<p>Shoes</p> <ul style="list-style-type: none"> Dark brown, navy or black leather shoes; Mary Jane, loafer, moc, or oxford styles. No boots, sneakers, sandals, high heels, open-toes, backless, or clogs. 	<p>Shoes</p> <ul style="list-style-type: none"> Dark brown, navy or black leather shoes; Mary Jane, loafer, moc, or oxford styles. No boots, sneakers, sandals, high heels, open-toes, backless, or clogs. 	<p>Shoes</p> <ul style="list-style-type: none"> Athletic shoes/sneakers Primarily white/neutral (may come with colored stripes). No characters, hightops, wheelies, lights or decorations.
	<p>Sweaters*</p> <ul style="list-style-type: none"> White or Evergreen Fine Gauge Cardigan; Item # 092807 White or Evergreen Drifter Zip-Front Cardigan; Item # 223023 Logo required in gold, Lands' End only 	<p>Sweatshirts</p> <ul style="list-style-type: none"> Evergreen Crew Sweatshirt; Item # 393698 Logo required in gold, Lands' End only
	<p>Sweatshirts*</p> <ul style="list-style-type: none"> Evergreen Crew Sweatshirt; Item #393698 Logo required in gold, Lands' End only 	
	<p>Fleece*</p> <ul style="list-style-type: none"> Evergreen Fleece vest, Microfleece Half-zip or Fleece Jacket (No hoodie); Item # 188730, 315368 and/or 188726 Logo required in gold, Lands' End only 	

Uniform Guidelines for Girls (Third through Fifth Grade)

Formal Uniform	Everyday Uniform	PE Uniform
<p>Shirt</p> <ul style="list-style-type: none"> White Long-sleeve No Iron Pinpoint; Item # 315328 White Short-sleeve Oxford; Item # 393680 Logo required in gold, Lands' End only 	<p>Shirt</p> <ul style="list-style-type: none"> White or Evergreen Knit Polo Shirt, Short or Long-sleeve; Item #051402, 051369, 230955, and/or 230958 White Long-sleeve No Iron Pinpoint; Item # 315328 White Short-sleeve Oxford; Item # 393680 Logo required in gold, Lands' End only 	<p>T-shirt</p> <ul style="list-style-type: none"> Evergreen Basic Tee (Short or Long-sleeve); Item # 393746, 395788, 393752, and/or 395791 Logo Required in gold, Lands' End only
<p>Skirt</p> <ul style="list-style-type: none"> Lands' End Hunter/Classic Navy Plaid A-Line Skirt; Item # 053785 No logo, Lands' End only 	<p>Khaki Skirts, Shorts or Skorts</p> <ul style="list-style-type: none"> No embroidery, cargo or zippered pockets; should be similar to the Lands' End Plain or Pleated Chino Shorts, Skort or Skirt; Item # 320970, 231548, 320134, 320086, 068045, and/or 395700 No logo, any retailer <p>Khaki pants</p> <ul style="list-style-type: none"> No capris, cargo, rivets, zippered pockets, flare or embroidered styles, should be similar to Lands' End Plain-front or Pleated Chino Pants; Item # 231116 and/or 231112 No logo, any retailer 	<p>Shorts</p> <ul style="list-style-type: none"> Stone Gray Girls' Mesh Shorts; Item # 393749 No logo, Lands' End only <p>Pants</p> <ul style="list-style-type: none"> Gray sweatpants - full length, no outside pockets, buttons, elastic at ankles optional; similar to Lands' End style Item # 393718 No logo, any retailer
<p>Socks or Tights</p> <ul style="list-style-type: none"> White or navy anklet socks (no lace, ruffles or embroidery) White or navy knee socks White or navy tights 	<p>Socks or tights</p> <ul style="list-style-type: none"> White or navy anklet socks (no lace, ruffles or embroidery) White or navy knee socks White or navy tights (fitted leggings may worn in the winter with skirts). 	<p>Socks</p> <ul style="list-style-type: none"> White anklet socks (no lace, ruffles or embroidery)
<p>Shoes</p> <ul style="list-style-type: none"> Dark brown, navy or black leather shoes; Mary Jane, loafer, moc, or oxford styles. No boots, sneakers, sandals, high heels, open-toes, backless, or clogs. 	<p>Shoes</p> <ul style="list-style-type: none"> Dark brown, navy or black leather shoes; Mary Jane, loafer, moc, or oxford styles. No boots, sneakers, sandals, high heels, open-toes, backless, or clogs. 	<p>Shoes</p> <ul style="list-style-type: none"> Athletic shoes/sneakers Primarily white/neutral (may come with colored stripes). No characters, hightops, wheelies, lights or decorations.
	<p>Sweaters*</p> <ul style="list-style-type: none"> White or Evergreen Fine Gauge Cardigan: Item # 092807 White or Evergreen Drifter Zip-Front Cardigan: Item # 223023 Logo required in gold, Lands' End only 	<p>Sweatshirts</p> <ul style="list-style-type: none"> Evergreen Crew Sweatshirt; Item # 393698 and/or 393695 Logo required in gold, Lands' End only
	<p>Sweatshirts*</p> <ul style="list-style-type: none"> Evergreen Crew Sweatshirt; Item #393698 and/or 393695 Logo required in gold, Lands' End only 	
	<p>Fleece*</p> <ul style="list-style-type: none"> Evergreen Fleece vest, Microfleece Half-zip or Fleece Jacket (No hoodie); Item # 188730, 315368, and/or 188726 Logo required in gold, Lands' End only 	

Uniform Guidelines for Boys (Kindergarten through Fifth Grade)

Formal Uniform	Everyday Uniform	PE Uniform
<p>Shirt</p> <ul style="list-style-type: none"> White Oxford (Short or Long-sleeve); Item # 219304 and/or 219315 Logo required in gold, Lands' End only 	<p>Shirt</p> <ul style="list-style-type: none"> White or Evergreen Knit Polo Shirt (Short or Long-sleeve); Item # 051402 and/or 051369 White Oxford (Short or Long-sleeve); Item # 219304 and/or 219315 Logo required in gold, Lands' End only 	<p>T-shirt</p> <ul style="list-style-type: none"> Evergreen Boys' Basic Tee (Short or Long-sleeve); Item # 393752 and/or 395791 Logo Required in gold, Lands' End only
<p>Tie</p> <ul style="list-style-type: none"> Lands' End Hunter/Classic Navy Uniform Plaid Necktie (Regular or Pre-tied); Item #087356 No logo, Lands' End only 		
<p>Belt</p> <ul style="list-style-type: none"> Brown or black leather, mandatory for 3rd – 5th grades Optional for K – 2nd grades 		
<p>Khaki pants</p> <ul style="list-style-type: none"> No cargo, rivets or zippered pockets, styles should be similar to Lands' End Plain-front, Pleated or Elastic Waist Chino Pants; Item # 191125, 231061, and/or 092511 No logo, any retailer 	<p>Khaki pants</p> <ul style="list-style-type: none"> No cargo, rivets or zippered pockets, styles should be similar to Lands' End Plain-front, Pleated or Elastic Waist Chino Pants; Item # 191125, 231061, and/or 092511 No logo, any retailer <p>Khaki shorts</p> <ul style="list-style-type: none"> No cargo, rivets or zippered pockets, styles should be similar to Lands' End Plain-front or Pleated Shorts; Item # 184383 and/or 231149 No logo, any retailer 	<p>Shorts</p> <ul style="list-style-type: none"> Stone Gray Boys' Mesh Shorts; Item # 393755 No logo, Lands' End only <p>Pants</p> <ul style="list-style-type: none"> Gray sweatpants - full length, no outside pockets, buttons, elastic at ankles optional. Similar to Lands' End Item # 393720 No logo, any retailer
<p>Socks</p> <ul style="list-style-type: none"> Any neutral socks 	<p>Socks</p> <ul style="list-style-type: none"> Any neutral socks 	<p>Socks</p> <ul style="list-style-type: none"> Any neutral socks
<p>Shoes</p> <ul style="list-style-type: none"> Dark brown or black leather shoes Loafer, moc, or oxford styles No boots, sneakers, sandals, open-toes, backless, or clogs 	<p>Shoes</p> <ul style="list-style-type: none"> Dark brown or black leather shoes Loafer, moc, or oxford styles No boots, sneakers, sandals, open-toes, backless, or clogs 	<p>Shoes</p> <ul style="list-style-type: none"> Athletic shoes/sneakers Primarily white or neutral (may come with colored stripes). No characters, hightops, wheelies, lights or decorations.
	<p>Sweaters*</p> <ul style="list-style-type: none"> White or Evergreen Drifter or Drifter Zip-Front Cardigan; Item # 315296 and/or 223023 Logo required in gold, Lands' End only 	<p>Sweatshirts</p> <ul style="list-style-type: none"> Evergreen Crew Sweatshirt; Item #393695 Logo required in gold, Lands' End only
	<p>Sweatshirts*</p> <ul style="list-style-type: none"> Evergreen Crew sweatshirt; Item #393695 Logo required in gold, Lands' End only 	
	<p>Fleece*</p> <ul style="list-style-type: none"> Evergreen Fleece vest, Microfleece Half-zip or Fleece Jacket (No hoodie); Item # 188730, 315368, and/or 188726 Logo required in gold, Lands' End only 	

Shoes

The following are examples of acceptable shoe styles for the *Formal/Dress*, *Everyday*, and *PE Uniform*. Please use the photos as a guide when purchasing shoes. Children may only wear athletic shoes on PE days.



Ralph Lauren
Childrens Oxford Shoe
www.amazon.com



Lands End
All weather moc
www.landsend.com



Stride Rite
Colton



Jumping Jacks
'Classy' Mary Jane
www.amazon.com



K-Swiss
Classic Varsity



Stride-Rite
Austin



Keds
Girls Champion

Appendix 4

Lower School Discipline Policy

There are times when stronger measures beyond the classroom management system must be employed to change inappropriate behavior. Inappropriate behaviors are not all the same. Below are the three (3) levels of inappropriate and unacceptable behaviors and their consequences. Compassion and fairness are the principles guiding the implementation of our policy.

Level One

- *When the student's behavior interferes with his/her learning or interrupts the teaching process, a "Think Sheet" will be completed and sent home for a parental signature.*

A think sheet is a way for a student to think through the occurrence and make a conscious plan for change. After its completion, the "Think Sheet" will be sent home for parental signature and family discussion as reinforcement. A Think Sheet without the Lower School Director's signature indicates a level one consequence. A student who receives four (4) think sheets in one trimester, will automatically move to a Level Two consequence. (Each student will have zero (0) Think Sheets at the beginning of a new trimester.)

Level Two

- *When a student's behavior causes a physically or emotionally unsafe environment for themselves, other students, or staff, the student will meet with the Lower School director, a Think Sheet will be completed and a parent conference will be scheduled.*
- *Level Two could result in the child being removed from the regular or specialist's classroom, lunch, or recess.*

Level Three

- *When student behavior creates a threatening or dangerous environment for him/herself, other students, or staff, the student will be removed from the classroom. A parent will be immediately contacted, and a Think Sheet will be completed by the student, under the supervision of the Lower School director.*
- *Level Three behavior could result in an in-school suspension, a scheduled out-of-school suspension, an immediate out-of-school suspension, or dismissal. Documentation of a Level Three behavior may become part of the student's permanent record.*

Lower School Think Sheet

Student Name: _____

Classroom Teacher: _____

Given by: _____

I was not: *Following Rules* *Being Respectful*
(circle all *Following Directions* *Being Cooperative*
that apply) *Being Safe* *Being Responsible*
 Listening *Other*

I got a Think Sheet because I

In the future I could make a better choice by

Student Signature _____

Classroom Teacher Signature _____

Person who gave think sheet _____

Please sign and return by _____

Parent Signature _____

Lower School Director (when necessary) _____



**St. John's Parish Day School
Lower School Code of Ethics**

I, _____, will

1. *Respect myself, others, the school and the earth.*
2. *Be responsible for my actions attitudes and learn from my mistakes.*
3. *Strive to be kind and honest in my statements and actions.*
4. *Work to the best of my ability.*
5. *Honor the beliefs and customs of others.*
6. *Display appropriate conduct and sportsmanship at school and at all school activities.*
7. *Make all visitors, parent volunteers, and substitute teachers feel welcome through my polite, helpful, and courteous behavior.*
8. *Promote school cleanliness and the upkeep of school property.*
9. *Dress within the school dress code.*

By signing, I agree to the best of my ability to abide by the Code of Ethics.

Student' Signature

Date

I, _____ the parent of _____

have read and discussed the St. John's Parish Day School Code of Ethics with my child. I will work cooperatively with the school, will encourage my child to abide by the Code of Ethics, and will set an excellent example for my child to follow.

Please sign below once you have read and understand the new discipline policy.

Parent Signature _____ *Date* _____

Appendix 5

Lower School St. John's Attendance Policy

School attendance is expected and is a responsibility of both the students and their families. Here at St. John's, we create a high quality educational environment, and when students are consistently present in school, they are better able to reach their full capabilities. Students are expected to arrive between 8:15 and 8:30 AM; our learning begins promptly at 8:30 AM. Each classroom has a morning routine to prepare students for the day, review material, and introduce new topics. It is essential that children start the day with a consistent and timely arrival. Attendance impacts performance and participation in the classroom and will affect report card grades. Our attendance policy is structured to help faculty create the best learning environment and experience for your children. If a child does miss school, the parent is responsible to collect class work and homework from the teacher and to see that it is completed in a timely manner.

*If your child is absent, there are several ways to let the school know. Our absentee phone line is **410-465-6935**; absentee email is **absent@stjohnspds.org**. You may also call our school nurse, Lisa Morgan, at **410-465-7644, ext 308** or email at **lmorgan@stjohnspds.org**. Parents must also send in a note when the child returns to school explaining the absence. We will follow the steps below to help our children and families, surrounding attendance.*

When a student is late 5 times or absent 10 days in a year (excluding medical or emergency situations), a letter will be sent to families and a meeting set-up with the Lower School Director, nurse, and family.

When a student is late 10 times or absent 20 days in a year, a second letter will be sent by certified mail to the family and a meeting will be set-up with the Headmaster.

Please be aware that late arrivals beyond 10 times and absences beyond 20 days significantly impact a child's education and will be taken seriously. A parent conference will be required and may result in a child not being promoted the following school year and other appropriate actions.

Thank you for your cooperation. Let's work together to make this a great year!