



# **St. John's Day School**

**Enriching Young Minds Since 1950**

# **Student Handbook 2021-22**



# Table of Contents

Foreword.....	4
History.....	4
Philosophy.....	4
Mission Statement.....	5
Administration .....	5
Board of Trustees.....	5
Headmistress and Staff .....	5
Kindergarten Faculty.....	5
Elementary Faculty .....	5
Resource Faculty .....	5
Committees.....	5
Parent’s Club.....	5
Homeroom Mothers .....	5
Parent/Teacher/Administrator Relationship .....	5
Deadlines .....	6
Admission Information .....	6
Admission Policies.....	6
Registration.....	6
Class Formation.....	6
Class Vacancies .....	6
Class Size Goal.....	6
Class Size Expectations.....	7
Attendance Policies.....	7
Attendance.....	7
Absences .....	7
Tardiness .....	7
Inclement Weather .....	7
Visitor Policy.....	8
Telephone Policy.....	8
Financial Information and Policies.....	8
Financial Information .....	8
Tuition Payment Plans .....	8
Gifts and Donations .....	9
General Information and Policies .....	9
School Calendar .....	9

School Hours .....	9
Telephone Numbers .....	9
Mailing Address .....	9
Dress Code .....	9
Drop-Off and Pick-Up .....	9
Field Trips .....	10
Field Trip Guidelines .....	10
Medication Policy.....	10
Healthy Practices .....	11
Drills .....	11
Extended Session .....	11
Extended Session Guidelines .....	11
Firearms and Illegal Drugs.....	11
Immunization and Birth Certificates .....	11
Lost and Found.....	11
School Pictures .....	12
Invitations .....	12
Parties .....	12
Snacks .....	12
Carpool.....	12
Co-Curricular Activities .....	12
<b>Academic Policies.....</b>	<b>12</b>
Preschool and Elementary Academics .....	12
Grading Scale – 1 <sup>st</sup> through 6 <sup>th</sup> Grade .....	13
Grading Scale – K5.....	13
Resource Grades .....	13
Student Academic/Activity Awards .....	13
Headmistress List .....	14
Honor Roll .....	14
Homework Policy .....	14
Tests .....	14
Repeating Grades.....	14
Library .....	14
General Rules for the Library .....	14
Care of Books .....	14
Independent Reader Requirements.....	15
Accelerated Reader Certification Levels .....	15
K5 – 6 <sup>th</sup> Grades Accelerated Reader Parent Information .....	15
Accelerated Math Mastery of Objectives Per Grade Level .....	16

Discipline ..... 16

Classroom Behavior ..... 17

Technology..... 17

Rules for Good School Citizenship ..... 17

Conduct in Chapel/Assemblies ..... 17

Cafeteria Conduct ..... 17

Playground Conduct..... 17

School Property..... 17

Curriculum Development..... 18

Faculty Development ..... 18

## Foreword

This handbook is designed to acquaint the students and parents of St. John's Day School with school regulations and policies affecting them while attending school or any school sponsored function.

A handbook outlines the method of education and promotes the atmosphere that St. John's strives to provide so that each student will be able to live and to learn in a constructive environment. It is also recognized, however, that during the year situations may occur which may not be specifically addressed in the handbook. These special circumstances will be left to the discretion of the headmistress and the Board of Trustees.

Through a clear understanding of what is expected, one can enjoy a greater harmony and fulfillment. With the support and cooperation of our parents, St. John's will continue to exhibit splendid school spirit and success in achieving its goal – the education of our children.

## History

Located at 520 North Fifth Avenue, St. John's Day School was once the home of Mr. and Mrs. George S. Gardiner. The main building was built by the Gardiners at the turn of the century to provide comfort and a gracious way of life for their family, as well as to share its ambiance and amenities with their fellow citizens. Laurel, MS, was a small lumber town at the time the home was built. Dirt roads and tiny wooden houses were prevalent in the small town; however, Mr. and Mrs. Gardiner had grander ideas for Laurel. The building was originally called Laurel Manor, and the land surrounding the home was a beautiful garden filled with fragrant gardenias and winding brick paths. The true beauty of Laurel Manor was the three-story mansion with wide porches and ornate columns. Laurel Manor would be home to the Gardiner family until 1949. This beautiful family home now bears the name of St. John's Day School.

In 1949, Mrs. Jane Rogers Hynson, granddaughter of Mr. and Mrs. George S. Gardiner, discovered that Reverend William Mann, rector of the Episcopal Church in Laurel wanted to start a school. However, he did not want to start just any school. He envisioned a school where a child could learn and grow intellectually, physically, emotionally, and spiritually. Rev. Mann's main objective was "to tie in the regular studies and activities of pre-school and grade school children with the religious teaching of the Bible and the Christian faith." St. John's Day School officially opened on September 11, 1950, with only a handful of students. The school began with four classes, Kindergarten (K4), Primer (K5), First Grade, and Second Grade. Over the years, more grades were added, and by 1955 the first sixth grade class graduated from St. John's. These students, like so many others after them, were sent forth from here to be the "Promise and Possibility" that helps to define who they are and what they will become. Traditions, both old and new, have always been part of St. John's Day School. Chapel is a weekly tradition where everyone gathers together to sing, pray, and learn more about God and what is going on in our school that week. This is part of the vision of Rev. Mann when the school began. Each week at chapel the song "I Am a Promise" is one of the highlights of the week. It helps remind us about the "Promise and Possibility". Now there are over 200 students being instructed and groomed in patterns that will ensure each child's successful preparation for future educational endeavors and adulthood.

Thanks to the foresight of William S. Mann, and the generosity and dedicated interest of Jane Rogers Hynson, St. John's Day School continues to be a unique and progressive academic institution. Guided by a philosophy of moral and spiritual values and committed to the academic, physical, and cultural pursuits necessary to a well-rounded education, St. John's enjoys a special heritage as it progressively moves into its seventh decade.

## Philosophy

The Board of Trustees, the administration and the faculty of St. John's Day School believe that the school's function is to accept all students as individuals. By developing their potential intellectually, physically, emotionally, spiritually, and aesthetically, they will become valuable members of our democratic society. Basic to our philosophy is the development of each child's self-concept. We also believe concerned discipline is essential to the growth of the individual.

Rooted in a Christian setting, we believe that Christian principles and content materials from Holy Scriptures should be taught in regular chapel programs and activity periods. We also believe that the headmistress, teachers, and other personnel should exemplify Christian morals and ethics in their own attitudes and actions. The goals of all our activities at St. John's Day School are to develop learning habits and character traits which will enrich personal living and result in responsible citizens.

## Mission Statement

St. John's Day School combines Christian beliefs, rich traditions, and enhanced educational opportunities to create a family atmosphere in which students acquire the skills, habits, and traits of lifelong learners and productive citizens.

- Mascot: Crusader
- Rule: At St. John's Day School, we respect one another.
- Belief: Every child is a promise.
- Colors: Green and White

## Administration

### Board of Trustees

The Board of Trustees is the policy-making body of St. John's Day School who directs the headmistress in the administration of the school operations, which includes the establishment of rules necessary to carry out policy. The board is a self-sustaining body comprised of fifteen members who are elected for three-year terms with five members elected on a yearly basis. The headmistress and the Parents' Club president are ad hoc members on the board.

### Headmistress and Staff

The headmistress administers school policy and rules, provides leadership and guidance to the faculty, directs the development and implementation of academic curriculum, and manages/directs the day-to-day operation of St. John's Day School. She is supported by an administrative assistant, a financial officer, and a guidance counselor.

### Kindergarten Faculty

The kindergarten faculty is comprised of teachers for three, four, and five-year olds.

### Elementary Faculty

Teachers for grades one through six make-up the elementary faculty. Subjects taught include language arts, critical and recreational reading, spelling, handwriting, formal and creative writing, phonics, listening and speaking skills, English, science, social studies, and math.

### Resource Faculty

The resource faculty includes teachers in physical education, technology, art, music, library/media, and foreign language.

### Committees

Committees have been established by the Board of Trustees at St. John's Day School to provide assistance toward its goal of academic excellence. The current list of committees includes Nominating, Facilities, Finance, Publicity, Development, May Day, Personnel, and Executive.

### Parent's Club

A Parent's Club has been established at St. John's Day School to support school activities monetarily and to extend the family atmosphere that prevails at the school. One purpose of the club is to raise money to provide the teachers with extra materials and supplies not supported by tuition. The Club's major fund-raising event is Eaglefest, held in the fall of the year. Another purpose is to welcome new families to St. John's Day School and to include them in planning and implementing activities that occur throughout the year.

### Homeroom Mothers

Each class has a homeroom mother chosen by the teacher who helps to direct special activities. The homeroom mother communicates with other parents to encourage participation and involvement.

### Parent/Teacher/Administrator Relationship

St. John's encourages a close working relationship between parents, teachers, and the administration. Parents are invited to school for conferences, special nights and other events. Teachers are available for conferences from 3:00 to 3:30 P.M. Conferences should be arranged in advance through the school office. HOME CALLS TO THE TEACHER SHOULD BE KEPT TO A MINIMUM.

Parents and teachers are the key figures in a child's success at school. When parents are concerned about their child's progress – academically, socially, or emotionally – they should talk with the teacher.

The headmistress is the instructional leader and is responsible for the overall operation of the school. After conferences with the teacher(s), parents who have continuing concerns about their child's progress in any area should confer with the headmistress.

Often a conference including the parent, teacher(s), and the headmistress is productive. Additionally, concerns regarding school policy should be discussed with the headmistress.

If parents wish to confer with the Board of Trustees after the first two lines of communication have been followed (teacher/headmistress), they should direct concerns to the appropriate board committee in writing. After evaluating the concern, the board will respond so that mutual understanding will be achieved.

Parents' participation in the school program is sincerely encouraged. Parents will be given the opportunity to help in learning centers in kindergarten, in the library, and with special instructional activities as the need arises. Parents will also be asked to assist in accompanying classes on field trips. Both the school and parents benefit from their involvement in the life of St. John's.

Each parent is strongly encouraged to commit a minimum of 8 hours of service to the school per year.

### Deadlines

Meeting deadlines established for the return of documents, fundraising, efforts, and orders is essential to the efficient operation of the school.

## Admission Information

### Admission Policies

St. John's Day School is a non-discriminatory school encompassing three-year-old kindergarten through grade six. Admissions, school activities, administration of educational policies, staffing, scholarships, or any other school administered policy or program is accomplished on the basis of non-discrimination without regard to race, color, creed, sex, national or ethnic origin, or handicap. \*

\*Due to limited facilities and resources, St. John's Day School may not be able to accommodate some children with special needs. Cases will be evaluated on an individual basis. Admission decisions will be based on available facilities and resources.

If a class vacancy occurs, families with children at St. John's and alumni are always given first consideration. Should they refuse, it will be offered to the next family on the list. It is recommended that to be admitted to pre-school, students must be 3 years of age by September 1 to enter K3 and 4 years of age by September 1 to enter K4. \*\*Students **MUST** be 5 by September 1 to enter K5. All entering K3 students must be completely toilet trained.

Grade placement for home school students entering St. John's will be determined by assessments conducted by the teachers of St. John's Day School.

\*\* Applicants who wish admission and do not meet age requirements will be reviewed individually by the headmistress and the teacher. Any special consideration will be contingent upon performance at required levels and subject to periodic review.

### Registration

During the month of February, enrollment contracts for the next school year will be mailed to families of St. John's currently enrolled students. Contracts returned with deposits by the stated deadline, which is the end of February, will ensure enrollment. After the deadline, contracts will be dated upon receipt, and students will be enrolled according to those dates.

### Class Formation

Class will be considered closed when they reach the optimum number as determined by the Board of Trustees. At that time a waiting list will be established until there is an adequate number of students to form additional sections. Students will be assigned to a specific section at the sole discretion of the headmistress. All special requests will be considered but must be submitted in writing.

### Class Vacancies

When a class vacancy occurs, the opening will be offered to the first family on the waiting list. Should they decline, the vacancy will be offered to the next family on the list as determined by the date the application was received.

### Class Size Goal

The ideal class sizes are as follows.

- K3 & K4 – 16 with teaching assistants
- K5 – 20 with teaching assistants
- Grades 1-3 – 20
- Grades 4-6 – 24

## Class Size Expectations

The board may authorize a larger class size if necessary to accommodate student enrollment at St. John's Day School. Such classes will be allowed to reduce by natural attrition. Wait listed students will be called only after the class falls below goal level.

## **Attendance Policies**

### Attendance

Parents, guardians, and students are reminded of St. John's yearly calendar, which provides sufficient vacation time. Family vacations, trips, or functions should be scheduled during these periods if at all possible, so as to not hinder the educational process. Likewise, lateness, irregular attendance; and early departure from class interfere with a student's progress. It is important, therefore, for students to be on time, attend class every day, and remain in class the entire day.

### Absences

Absences due to illness or death in the family are excused. If students miss a test, they will make up the work at the discretion of the teacher(s) with one-day notification allowed after returning. Students will be given full credit for late work if completed according to the teacher's instruction. It is the responsibility of the students and/or parents to pick up assignments missed during absences.

**Absences involving activities judged by the headmistress to be of educational value MAY be excused. Parents should discuss such activities with the headmistress at least two weeks in advance. Missed assignments will be made up at the discretion and direction of the teacher(s). Parents should consult with the teacher(s) in this regard. It is the responsibility of the students and parents to see that missed work is made up. Failure to comply will result in a grade reduction of ten points per day for three school days. Thereafter, a zero will be recorded.**

In order for an absence to be excused, students should bring a written note of explanation upon their return. Failure to bring a note automatically results in an unexcused absence.

Medical and dental appointments requiring absences during the school day are excused if notification is given in writing from the parents. Parents are urged to schedule such appointments outside of school hours wherever possible.

Parents of students being excused must sign an early departure slip in the front office. Upon returning from an absence, students must get an admittance slip to go to class.

When an absence is unexcused, no credit will be given for missed work, nor will make-up work be provided. On work that is graded and recorded during the unexcused absence, the student will receive a zero. In subject areas in which no graded work was recorded, students will receive a one-point reduction on the daily grade average for the nine weeks.

Absences for disciplinary reasons are always unexcused. Zeroes are recorded in each subject missed and an "Unsatisfactory" is recorded in conduct for that grading period.

A student who has more than twenty-five (25) days of absences during the school year cannot receive credit for the year, unless the Board of Trustees exempts the student from this policy due to unusual circumstances.

Assignments for absent students may be picked up in the front office at 3:00 P.M.

### Tardiness

All students (including K3 and K4) are to be in their classroom by 8:05 A.M. After 8:05 A.M., students are considered tardy. Tardy students must report to the office to obtain an admittance slip before going to their classrooms. Only the headmistress may determine if a tardy is excused. Three unexcused tardies will result in the lowering of the citizenship grade to NI (Needs Improvement). More than three unexcused tardies in a nine-week period will lower the citizenship grade to U (Unsatisfactory). Parents are urged to allow sufficient time in the family schedule to ensure their children's arrival at school by 8:00 A.M. each day.

### Inclement Weather

**Procedure Before School Begins:** Local news media will be notified of the closing of school as soon as the decision is made.

Generally, St. John's will adhere to the decision of the Laurel School District and/or the Jones County School District. Parents are advised to listen to WBBN 95.9 FM, WNSL 100.3 FM, or watch WDAM for decisions regarding school closings. School closings will also be posted on our webpage, [www.sjds-laurel.com](http://www.sjds-laurel.com), Remind101, PraxiSchool, and on our Facebook page.

**Procedure During School:** If the decision is made to dismiss school during the instructional day because of threatening weather, the headmistress will notify the Civil Defense and the local media. St. John's will adhere to state criteria regarding early dismissal of school for any justifiable reason.



### Visitor Policy

Visitors to St. John's are always welcome and should report to the front office upon arrival. TO MAINTAIN INTEGRITY OF THE CLASSROOM ENVIRONMENT, VISITORS ARE NOT ALLOWED TO GO DIRECTLY TO THE CLASSROOM BUT MUST OBTAIN A PASS AT THE FRONT DESK.

### Telephone Policy

Any messages for students should be left at the front office. The school cannot assume responsibility for messages received after 11:30 A.M. (K3 – K4) or 2:30 P.M. (K5 – 6<sup>th</sup>). If it is essential that a parent speak with a student, the call will be returned during the student's lunch period. Students will not make or receive calls except in emergencies. Social activities must be arranged prior to arrival at school. Cooperation in this matter is required and will be appreciated. Students may use the telephone only with written permission from the teacher.

## Financial Information and Policies

### Financial Information

Current information regarding registration, lunch and tuition fees is available in the office. However, it is important to note that registration fees are due at the time of application for enrollment. **REGISTRATION FEES ARE NOT REFUNDABLE.**

Tuition contracts are signed in February and a twelve-month payment plan is available for those unable or choosing not to pay tuition by the semester or by the year. No application for enrollment of a student will be considered for future school years if the family making the application is delinquent in their account to St. John's for any amount.

### Tuition Payment Plans

#### **FULL TUITION PAYMENT BY AUGUST 1<sup>st</sup>**

For those parents choosing to pay their tuition on a semester or yearly basis, the tuition payment for the term is due within 30 days of the beginning of that term. If payment is not received within the 30-day time period, the parents will automatically be set up on the school's monthly payment plan with appropriate interest charges. Monthly payments should begin immediately upon receipt of the first bill and continue until such time as the parent can pay the semester or yearly tuition in full.

**Note:** Limited scholarships based on need are available at times. Application forms are available in the office

#### **50% EACH SEMESTER**

1. The first payment should be received no later than August 1<sup>st</sup> at St. John's Day School.
2. Please mail payments to St. John's Day School at 520 North 5<sup>th</sup> Avenue, Laurel, MS 39440, or bring them directly to the school. **DO NOT SEND PAYMENTS IN CHILDREN'S BACKPACKS.**
3. The second payment must be received in full by December 1<sup>st</sup> to St. John's Day School.

**Note:** Any questions about your account should be directed to our financial officer at the St. John's office.

#### **MONTHLY INSTALLMENTS**

1. TUITION PAYMENTS ARE DUE ON THE 1<sup>ST</sup> DAY OF THE MONTH BEGINNING IN THE MONTH OF AUGUST. Tuition payments are equivalent to installment payments on the total amount financed by the school. The actual number of days taught in a month will have no bearing on the payment. Installments begin on August 1<sup>st</sup> and are due the first day of every month through July for a total of twelve payments.
2. Accounts more than 30 days past due will be referred to the Board of Trustees. Student suspension can result when a tuition reaches 30 days past due.
3. Any questions about your account should be directed to our financial officer.
4. If you need receipts for your payments, (for work reimbursements, etc.), please indicate in writing at the beginning of the year in order for us to set that up on our computers.
5. Please mail payments to St. John's Day School at 520 North 5<sup>th</sup> Avenue, Laurel, MS 39440, or bring them directly to the school. **DO NOT SENT PAYMENTS IN CHILDREN'S BACKPACKS.**
6. Tuition payments should not be combined with any other payment to the school. (Daycare, library birthday books, etc.)
7. All student accounts must be current for the student to enter school in August.

### Gifts and Donations

All gifts and donations made to St. John's Day School are tax deductible. Gifts and donations make it possible to keep tuition costs at a minimum, to purchase equipment and materials, and to improve the facility.

## **General Information and Policies**

### School Calendar

A listing of major academic, social events, and school holidays are reflected in the St. John's Day School calendar, on the St. John's Day School website, and on the St. John's Day School Facebook page.

### School Hours

Morning Sessions	8:00 A.M. – 11:45 A.M.
All-Day Sessions	8:00 A.M. – 3:00 P.M.
Aftercare/Homework Helpers	3:00 P.M. – 6:00 P.M.

### Office Hours

7:30 A.M. – 3:30 P.M.

### Telephone Numbers

Business Office	(601) 428-4350
Fax	(601) 428-0419
Email	office@sjdslaurel.com

### Mailing Address

520 N. 5<sup>th</sup> Avenue  
Laurel, MS 39443

### Dress Code

Good personal appearance and behavior have a positive effect on the learning process. Students are expected to dress neatly and to conform to generally held concepts of decency and propriety. School wide (K3 – 6<sup>th</sup>) all students are to wear their field trip t-shirt on Wednesdays, as well as on every field trip. Shorts should be of a decent length and always be longer than and visible underneath untucked shirts and sweatshirts.

No shirt should reveal a child's midriff when the arms are raised above the head. Shorts and skirts that are not an appropriate length, cleats, halters, t-backed shirts, bare midriffs, and muscle shirts are not acceptable dress. Sports bras do not need to be visible. Girls in grade K5 – 6<sup>th</sup> may wear tank tops if the straps are an inch wide, but no spaghetti strap shirts are allowed. Message t-shirts must be appropriate for school. The headmistress may deem improper any apparel that causes distractions or disruptions in the educational process. No caps may be worn in the building. No extreme hair colors or ornamentation is allowed.

If parents neglect their responsibility for seeing that children conform to the dress code, the responsibility will be assumed by the school for them. Any child in violation of the dress code will be advised of the violation and a note will be sent home to inform the parent.

### Drop-Off and Pick-Up

Since there is limited parking on the school campus, parents are encouraged to park in the parking lot at the back of the gymnasium for events such as chapel programs, Eaglefest, and May Day.

Students should be dropped off for school in the mornings before the tardy bell rings at 8:05 A.M. School personnel and sixth grade students will be posted to help students exit cars from 7:45 A.M. until 8:05 A.M. Any student arriving before 7:45 A.M. will need to enter through the office door in the main building and be seated in the cafeteria. A teacher will be on duty in the cafeteria from 7:00 A.M. until 7:45 A.M.

Parents should enter the school driveway from the north side of 5<sup>th</sup> Avenue and proceed SLOWLY to the back of the main building. Students in three and four-year-old kindergarten should be dropped off and picked up at the first covered area of the circle. Grades K5 – 6<sup>th</sup> will be dropped off at the second covered area of the circle. The students will be picked in the same manner.

Parents must sign special permission forms in order for a student to be allowed to walk to the back. A teacher or staff member will be on duty.

All school gates are opened during the morning until 8:05 A.M. After all gates have been locked, visitors must enter the school through the front office door. The drive through gate is re-opened at 11:45 A.M. until 12:00 P.M. Cars are allowed in the back circle for drop off and pick up from 7:45 A.M. until 8:05 A.M, from 11:45 A.M. until 12:00 P.M., and from 3:00 P.M. until the close of Aftercare/Homework Helpers at 5:30 P.M. **CAUTION SHOULD ALWAYS BE OBSERVED WHEN DRIVING IN THE BACK AREA.**

### Field Trips

Field trips are an integral part of the curriculum at St. John's. They extend the classroom into the community and help students become more aware of the resources available to them in our society. It also broadens their understanding of community needs. As such, parents are often requested to accompany groups of students on field trips to assist with supervision and transportation. Parents who chaperone/drive on field trips must be familiar with St. John's Field Trip Guidelines.

### Field Trip Guidelines

1. Each child will wear a seatbelt when the vehicle is moving.
2. Teachers will arrange for one chaperone for every three students in K3 – 3<sup>rd</sup> Grade and one chaperone for every five students in grades 4 – 6 on in-town field trips. Note: If the trip is a short one, teachers may use their own discretion as to the number of chaperones needed. ON OUT OF TOWN FIELD TRIPS, THERE WILL BE TWO ADULTS PER VEHICLE. (Special circumstances concerning the ratio will be cleared with the headmistress.)
3. Teachers will ride in cars with students and parents.
4. All parents will sign a permission slip for their child to go on a field trip.
5. Students will wear their St. John's field trip t-shirts unless otherwise stipulated.
6. There will be no smoking by chaperones during the transporting of children.
7. There will be no drinking of alcoholic beverages by chaperones on a field trip.
8. Teachers will have a list of the students riding in each vehicle. Students will remain in the assigned vehicle throughout the field trip.
9. Teachers will prepare the students for the field trip by discussing behavior expectations, purpose of the trip, and other pertinent details.
10. Parents will be notified of the field trip agenda, money needed, dress, etc.
11. Eating/drinking in cars is at the discretion of the teacher and drivers.
12. Younger siblings will not be allowed to accompany parents (chaperones).
13. It is the responsibility of parents accompanying field trip groups to stay with the group during the entire trip and not leave the group for personal business.
14. Students will stay with the teacher and chaperones at all times. Chaperones will be responsible for students assigned to their care.
15. Maps will be provided for each driver. Cell phone numbers of other drivers will be distributed if available.
16. Designated stopping places will be indicated to all drivers.
17. The teacher will be responsible for taking a first aid kit.
18. Each teacher will file with the office a complete agenda, distribution of students and chaperones in cars, and cell phone numbers of drivers for each field trip.
19. At least one vehicle being used for the field trip will have a cell phone.
20. Teachers will collect and dispense money as needed for the field trip.
21. Field trips planning to depart before 8:00 A.M. will load in the back parking lot.
22. Teachers will be thoroughly familiar with the educational benefits of the field trip and are encouraged to visit the site before making the arrangements.
23. Drivers will observe safety regulations and driving laws while driving to and from the destination as a group.
24. Teachers will inform the drivers and chaperones of their responsibilities.
25. Teachers will confirm reservations the day before the trip.
26. Teachers will send notes of thanks when appropriate.
27. **TEACHERS WILL BE RESPONSIBLE FOR ALL DECISIONS.**

### Medication Policy

The administration of any medication shall be at the parents' discretion and with their written permission/request on file. Prescription drugs must be accompanied by directions, sent in single dose units, and supplied by the parents. Medication may be given only by teachers or school officials. Under no circumstances will teachers or staff administer any Tylenol, patent drug, or prescribed drug without the written or verbal permission of the parent.

## Healthy Practices

Students will be inspected periodically for head lice. If a child is infected with nits and/or eggs, the child must remain out of school until the infection is cleared.

If a child vomits at school, he/she must remain out of school for 24 hours. Any child with any form of staph must have a doctor's note to return to school.

## Drills

St. John's Day School has an operational plan for emergencies and disasters. Consequently, fire, tornado, and lockdown drills are conducted on a regular basis as required by state standards.

## Extended Session

Extended session services are provided at St. John's Day School from 11:45 – 3:00. Aftercare services are provided from 3:00 – 5:30. To obtain information pertaining to the schedule of services, please contact the office.

## Extended Session Guidelines

The extended session is billed at the end of each month. Parents are billed according to the number and length of time the student stays.

Extended Session and Aftercare invoices will be considered past due ten (10) days after the monthly billing date. NO CHILD WILL BE READMITTED INTO DAYCARE ON THE ELEVENTH DAY AFTER THE MONTHLY DUE DATE IF CHARGES ARE IN ARREARS. If receipts are needed for reimbursement purposes for aftercare/extended session, please notify us in writing so that this may be set up on our computer at the beginning of the year to supply to you at billing time. All questions regarding billing should be directed to our financial officer at the school.

Each child staying on a regular basis for the extended session should supply the following. (Make sure all items are labeled with child's name.)

- A complete extra change of clothing placed in a Ziploc bag
- A nap mat
- A container of anti-bacterial soap for use in washing hands

Experience has taught us it is best for children not to bring toys from home.

Workers need to leave at 5:30. **This means that all children should be gone from the campus by 5:30.**

For occasional and drop-in users:

- In order to secure a more accurate lunch count for the cafeteria and to ensure we have enough help, please let the office know by 10:00 A.M. for K3 and K4 if your child will stay for the extended session.

## Firearms and Illegal Drugs

A policy has been established to protect St. John's from possible problems with Mississippi's "gunslinger law". The policy requires that all individuals, including employees, students, parents, guardians, and visitors to St. John's must conform to all rules and regulations of the school while on school property or attending school functions. The policy strictly prohibits the possession of firearms, knives, or any type of implement or tool that may be used as a weapon or may be interpreted as having the potential for being used as a weapon. The policy also prohibits the use, possession, transmission, or being under the influence of any type of illegal drugs or alcohol.

SJDS is a tobacco-free facility. Use of tobacco products is prohibited.

## Immunization and Birth Certificates

Children enrolling at St. John's for the first time must have a valid, updated Mississippi Immunization compliance form 121 or 123. The form must be on file at the school before the beginning of the school term in the fall. The student's immunization record will be sent to, or requested from, any other school in the event of transfer from or to St. John's. A copy of the state-issued child's birth certificate and social security card must also be on file at St. John's for those students enrolled in K3 through 6<sup>th</sup> grade.

## Lost and Found

Articles that are found on campus should be brought immediately to the school office to be claimed by the owner after proper identification.

### School Pictures

Individual school pictures are made yearly and are featured in the yearbook. Parents may purchase additional copies. If a child is absent on picture day, the student may be photographed on “re-take” day.

### Invitations

Students can deliver invitations while at school if they are inviting the ENTIRE class, or all of the boys or all of the girls in the class.

### Parties

To provide maximum instruction in the classroom, classroom parties will be limited to Halloween, Christmas, Valentine’s Day, Easter, Chapel Programs, and End-Of-The-Year Parties. Kindergarten parties will be arranged at the discretion of the kindergarten faculty and the headmistress.

### Snacks

Students in K3, K4, and K5 are provided with a nutritional snack. All students are allowed to bring snacks from home for snack or break time.

### Carpool

Carpool numbers are assigned to the family of each registered student. A correct list of passengers should be registered with the school office and notification given of any changes. Carpool numbers should be obtained for all family members and friends who will be picking up St. John’s students. Carpool numbers must be displayed according to issuing directions. Drivers without carpool numbers should pull forward in the line to pick up students. Parents are responsible for arranging daily changes in the carpool with the driver and should advise the school of the change.

### Co-Curricular Activities

- **Safety Patrol:** Students in the 5<sup>th</sup> and 6<sup>th</sup> grades have the opportunity to serve on the school safety patrol, which is supervised by teachers. Since students assist with the arrival and departure of students, they are required to be safety conscious, observant, and dependable in carrying out this responsibility.
- **Drug Education:** The Junior Auxiliary of Laurel provides drug education and self-concept building for elementary students.
- **Hoe and Hope Garden Club:** Hoe and Hope Garden Club is a junior garden club for 6<sup>th</sup> grade students sponsored by the Laurel Garden Club. The students learn about the care of our natural world, specifically trees, flowers, and birds. Guest speakers and field trips are also aspects of this club.
- **Yearbook:** A St. John’s Day School yearbook is published each year, and each student receives a copy.

## Academic Policies

### Preschool and Elementary Academics

The preschool consists of three-year-old (K3) and four-year-old (K4) kindergarten classes. The program for K3 and K4 strives to attain desirable attitudes toward school, to acquire appropriate social skills, and to establish good work habits during the child’s formative years. Additionally, K3 and K4 classes include music, library, and Spanish. K4 are introduced to a more structured program of phonics in preparation for K5.

The elementary school consists of grade K5 through 6<sup>th</sup> grade. In K5, the student is exposed to basic concepts of mathematics, reading, phonics, language, thinking, and the skills of science, social studies, multicultural awareness, social interaction, and gross and fine motor ability. The child is also taught how to follow directions and to complete assigned tasks.

The basic program in the first two grades focuses on English/language arts which includes reading, writing, listening, phonics, speaking, and spelling. The fundamental processes of mathematics are also explored. Subjects taught also include social studies and science. Students continue to develop their academic skills in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades. Students are expected to be more self-motivated and are offered more opportunities to work independently and demonstrate ownership of their work in all subject areas. Areas of instruction include English, literature, reading, composition, spelling, handwriting, math, science, and social studies. Accelerated Reader and Accelerated Math are a part of the curriculum in grades K5 through 6<sup>th</sup>.

Elementary school students are also instructed in art, foreign language, library, music, gardening, and physical education. Additionally, grade K5 through 6<sup>th</sup> attend weekly accelerated technology classes and have access to computers in the classroom. For enrichment, pre-kindergarten and elementary students take many educationally relevant field trips. In addition, numerous resource speakers are invited to the classroom.

## Grading Scale – 1<sup>st</sup> through 6<sup>th</sup> Grade

### Core Curriculum Grading Scale

A	95-100
B	85-94
C	75-84
D	70-74
F	Below 70

### Citizenship Grading Scale

VG	Very Good
G	Good
NI	Needs Improvement
U	Unsatisfactory

## Grading Scale – K5

E	Excellent
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

Progress reports will be given to students in K5 through 6<sup>th</sup> grades during the fourth or fifth week of each nine-week grading period. Daily work and test papers will be sent home weekly for parents to review, sign, and return.

Report cards will be given to the students in K5 through 6<sup>th</sup> grades at the end of each nine-week grading period. They should be signed by parents and returned to school the following day.

Grades in resource classes will be based on cooperation, participation, and scores on any tests given. Talent and ability are taken into consideration but are not prerequisites for satisfactory grades. (Spanish, science, and technology are considered academic courses; students in these courses are given numerical grades.)

## Resource Grades

VG	Very Good
G	Good
NI	Needs Improvement
U	Unsatisfactory

## Student Academic/Activity Awards

- City-Wide Art Contest Awards (K5 – 6<sup>th</sup> Grades)
- Academic Awards (2<sup>nd</sup> – 6<sup>th</sup> Grades)
- Headmistress List and Honor Roll (2<sup>nd</sup> – 6<sup>th</sup> Grades)
- Spanish Award (K5 – 6<sup>th</sup> Grades)
- Citizenship Award (K5 – 6<sup>th</sup> Grades)
- Perfect Attendance Award (K5 – 6<sup>th</sup> Grades)
- Accelerated Reader Awards (K5 – 6<sup>th</sup> Grades)
- Accelerated Math Awards (K5 – 6<sup>th</sup> Grades)
- Hoe and Hope Garden Club Award (6<sup>th</sup> Grade)
- R. C. Hynson Creative Writing Award (6<sup>th</sup> Grade)
- William S. Mann Award (6<sup>th</sup> Grade)
- J. T. McGlothlin Science Research Project Award (6<sup>th</sup> Grade)
- Ruth C. Williamson Spirit-of-St. John's Award (6<sup>th</sup> Grade)
- Tomlinson Fine Arts Awards (6<sup>th</sup> Grade)
- Ronnie Jones Community Service Award (6<sup>th</sup> Grade)
- Highest Academic Honors Award (6<sup>th</sup> Grade)
- Ariel Ball Art Award (6<sup>th</sup> Grade)
- Physical Education Award (6<sup>th</sup> Grade)
- Faithfully Fit Award (6<sup>th</sup> Grade)
- Helping Hands Award (6<sup>th</sup> Grade)
- Niner and Tener Awards (6<sup>th</sup> Grade)
- Linda Tabor Howard Highest Academic Average Award (6<sup>th</sup> Grade)

## Headmistress List

To qualify for Headmistress List, a student must make an “A” in each subject for the nine-week grading period. In addition, his or her grade in citizenship must be at least GOOD. The yearly Headmistress List is based on the nine weeks averages; students on this list must not have a “B” at any point during the year.

## Honor Roll

To qualify for Honor Roll, a student must make all A’s and B’s, with the majority of A’s for the nine-week term. His or her citizenship grade must be at least GOOD. The yearly Honor Roll List is based on the nine weeks averages; students on this list must not have a “C” at any point during the year.

## Homework Policy

Homework develops self-discipline and a sense of responsibility. It is a valuable tool used to reinforce classroom instruction. Homework is not assigned as “busy work” nor is it usually assigned over weekends, holidays, or evening school functions (with the exception of long-range projects).

A note from parents does not excuse students from missing a test or failing to turn in assigned work. Tests may fall on any day, Tuesday through Friday. A check will be given for homework in the grade book. Failure to turn in homework will result in a lowering of the student’s nine-week daily average by one point for each missed assignment.

**1<sup>st</sup> – 3<sup>rd</sup> Grades** - Homework for 1<sup>st</sup> through 3<sup>rd</sup> grades will typically take 30 to 45 minutes for students to complete. In general, these grades will receive weekly assignments in math, spelling, reading, and other core subjects.

**4<sup>th</sup> – 6<sup>th</sup> Grades** - Homework for 4<sup>th</sup> through 6<sup>th</sup> grades will typically take 45 to 60 minutes for students to complete.

## Tests

The Stanford Achievement Test (SAT) is a battery of achievement tests designed to assist in the evaluation of student progress, to aid in improving instruction and to compare students with other “like” groups.

## Repeating Grades

The decision for a student to repeat a grade will be made only after conferences involving the teacher, parents, and headmistress are held.

## Library

Grades K3-4<sup>th</sup> have a regularly scheduled library period during the week. Library checkout times are offered daily. A schedule is posted in each classroom. The library/media room is an integral part of the school program. New books are constantly being added to the collection. An excellent procedure for adding new books to the library is St. John’s Birthday Book Program. Birthday Books are selected and purchased in honor of students’ birthdays, then dedicated to the library in the students’ names. Students will choose a book, and a note will be sent home 2 to 4 weeks in advance to allow for processing time.

## General Rules for the Library

- Books may be checked out on a daily basis. Books should be returned in a timely manner.
- Encyclopedias and special reference books may not be removed from the library without permission from the librarian.
- Magazines do not circulate and must be read in the library.
- Students must not cut, tear, or write in the books.
- All books must be returned or paid for before report cards will be issued.
- Work areas must be left neat and clean by students.
- Noise should be kept to a minimum in the library.

## Care of Books

Textbooks\* and instructional materials included in tuition are a major investment at St. John’s. Students who damage or mutilate textbooks or instructional materials will be required to pay the full price of replacement.

\*Since textbooks are used for a number of years, writing within textbooks is prohibited. Until payment has been made for damaged or lost books, report cards will be held.

## Independent Reader Requirements

The student must read and test independently on (3) three books with a 1.2 or higher book level and accumulate (10) ten points. Point accumulation includes books Read to, Read With, and Read Independently. The student must score 80% or above on the test to be counted toward certification.

## Accelerated Reader Certification Levels

- **Ready Reader** – Accumulate 5 points on books Read To and/or Read With.
- **Independent Reader** – Read and test independently on 3 books with a 1.2 or higher book level and accumulate 10 points. Point accumulation includes books Read To, Read With, and Read Independently.
- **Rising Reader** – Independently read 3 books with a 1.6 or higher book level and accumulate 10 points. Only independently read books count toward point accumulation.
- **Super Reader** – Independently read 3 books with a 2.0 or higher book level worth at least 1 point each. Only independently read books count toward point accumulation.
- **Advanced Reader** – Independently read 3 books with a 3.0 or higher book level worth at least 2 points each. Only independently read books count toward point accumulation.
- **Star Reader** - Independently read 3 books with a 4.0 or higher book level worth at least 4 points each. Only independently read books count toward point accumulation.
- **Classic Reader** - Independently read 3 books with a 6.0 or higher book level worth at least 7 points each. Only independently read books count toward point accumulation.

**Note:** Ready Reader is repeated until student can score 1.2 level or higher on the Star Reading Test. Independent Reader level is accomplished only once. All other certifications are repeated 6 times before advancing to the next level. The student must score 80% or above to be counted toward certification.

## K5 – 6<sup>th</sup> Grades Accelerated Reader Parent Information

- What is A.R. (Accelerated Reader)?
  - A computerized learning information system designed to help motivate, monitor, and manage student reading practice. Simply put, it involves three steps:
    - The student selects a book in his/her reading range.
    - The student reads or listens (K5) to the book.
    - The student takes a quiz.
- What are the goals of A.R.?
  - Primary Goal: To improve reading, reading accuracy, fluency, and comprehension, which helps in all subject areas.
    - Accelerate growth in reading ability
    - Foster a love of reading in all students
    - Develop lifelong learners and critical thinkers
    - Improve test scores
- What is the Student Reading Log?
  - It is a file folder which contains individual point goals and a reading log. The reading log is for recording all A.R. reading practice and quiz results.
- What is expected of the student?
  - Select books in his/her reading range (with help from the teacher/librarian)
  - Be responsible for keeping up with and maintaining the reading log. (Listing A.R. books that are being read and having teacher/monitor list quiz score and initial log.)
  - Take quizzes on books that have been read immediately prior to the quiz. It is NOT beneficial for students to take a quiz on a book that was read 3 days, 3 weeks, 3 months or last year.
  - To read and meet his/her goal. Two grades are given at 50% and 100% during each Nine Week Period. (One grade for % correct and one for % of goal.)
- As a parent, how can I help my child?
  - Be involved in your child's reading.
  - Most of the reading in K5 will be "READ TO" the child by the parent. As your child progresses through the year, he/she will "READ WITH" the parent or "READ INDEPENDENTLY."
  - Log in to your child's Home Connect account to see your child's progress. **Please see Home Connect letter.**



- Do not expect your child to make 100% on every quiz. 80% is very common!
- Please do not make a big deal if your child makes as low as 20%, 40% or 60%. The teacher and librarian will monitor each child's success and try to figure out the problem if low scores occur too often.
- Rewards:
  - Every child who meets his/her Reading Period goal will be able to participate in a reward party which is held at the end of each nine week reading period. In previous years, our parties have included Movie Day, Chick-Fil-A Day, Make Your Own Sundae & Water Fun Day!

### Accelerated Math Mastery of Objectives Per Grade Level

K5	72 Objectives
1 <sup>st</sup>	95 Objectives
2 <sup>nd</sup>	127 Objectives
3 <sup>rd</sup>	114 Objectives
4 <sup>th</sup>	146 Objectives
5 <sup>th</sup>	182 Objectives
6 <sup>th</sup>	219 Objectives

### Discipline

Discipline should not be interpreted in a narrow sense as a means of punishment only. The broader goal is to prepare students to live with others in an orderly society. The administration and faculty of St. John's consider disciplinary procedures to have the following objectives.

- Ensuring that all abide by the statement, "At St. John's Day School, we respect one another."
- Creating and maintaining conditions essential to the orderly program of our school.
- Preparing the student for effective participation in adolescent and adult life.
- Instilling the fundamental lessons of self-control.
- Increasing awareness of the needs of oneself in relationship to the needs of others.
- Developing a sense of responsibility for one's own actions.

Through thoughtful and caring counseling of students, emphasis is placed on the need to accept the consequences of one's behavior and to use any disciplinary action as a learning experience. High expectations of students in both academic performance and conduct are conducive to more positive behavior. Commonly accepted values of honesty, integrity, and consideration of others are reinforced across the total school program. In turn, students are treated with respect and as individuals of worth. The self-concept and self-esteem of students are of primary importance, for they affect student attitudes toward school and all other aspects of daily life. One of the major goals of St. John's is the nurturing of healthy, positive self-concepts.

When disciplinary problems arise, the following procedure is followed.

1. Teacher-student conferences, which may result in disciplinary consequences of withdrawn privileges or other appropriate punishment.
2. Teacher-parent-student conference where the problem is identified and discussed with the exploration of ways to bring about desired student behavior. The teacher addresses information about the student's behavior and explains the disciplinary consequences.
3. Teacher-student-headmistress conference where the problem is related by the student and confirmed by the teacher. At this time, the student telephones his or her parents in the presence of the headmistress and explains the situation. A disciplinary decision will then occur.
4. Headmistress-teacher-parent conference where the disciplinary problem is studied in great depth with shared insights. Alternative solutions to the problem are pursued, followed by a plan for behavior modification.

\*Note: In some instances, steps 2 and 3 may be reversed.

Disciplinary problems of a serious nature will be taken directly to the Headmistress. The Headmistress determines the disciplinary action to be taken, for the best interest of the student, after conferring with the student, parents, and teacher. A possible disciplinary action is in-school suspension, which can result in zero grades for the day.

Extremely disruptive behavior – fighting and/or exhibiting disrespectful behavior to a teacher – will result in corporal punishment or immediate suspension. Should one of these actions be taken, parents will be notified prior to punishment. Extremely serious, unsolvable behavior problems could result in expulsion.

### Classroom Behavior

The classroom environment should be conducive to learning. Unnecessary noise and confusion prevent an optimum learning experience. Students must share in the effort to maintain a pleasant, productive atmosphere by observing classroom rules for courteous behavior.

### Technology

All electronic devices need to be checked in to the homeroom teacher. Students are NOT allowed to use cell phones and tablets on campus UNLESS the use is teacher supervised. Cell phones and tablets are NOT allowed to be used at recess, in the cafeteria, or during resource class.

### Rules for Good School Citizenship

- Students report to class promptly and quietly. If tardy, students should enter without distracting the class from work in progress.
- Students should bring all necessary materials to each class. They should be prepared to begin work at the proper time.
- Students should be attentive to teacher direction and instruction.
- Assignments should be carefully prepared.
- Students should be prepared to contribute to class discussion and activities.

### Conduct in Chapel/Assemblies

Weekly chapel programs include a devotional litany that is a tradition at St. John's. Prayers which are included adhere to Christian morals, values, and principles. Religious observances are non-denominational in content. During the year, clergy of various traditions from a variety of denominations are guest speakers. Once a year, each grade presents a chapel program to which parents and relatives are invited.

### Cafeteria Conduct

Students should enter and leave the cafeteria in an orderly way. Conversation must be accomplished in a quiet manner. Good table manners are expected of each student. Students must leave their eating area free of paper, containers, or food when they depart the cafeteria.

A well-balanced, wholesome meal is provided at St. John's for a very reasonable price. All students are assessed a cafeteria fee. Lunches may be brought from home; however, fast food lunches are not encouraged. There is a microwave available for student use.

Parents are welcome to eat with students; however, they need to call and make reservations by 9:00 A.M. of the day to join their child for lunch. Parents pay their lunch fee to the cafeteria manager (\$3.00).

### Playground Conduct

All students are encouraged to play with all other students. Aggressive behavior is not tolerated. Phones, picture-taking, and videos are not permitted on the playground. Students are not to leave supervised areas. Students must pick up their own trash.

### School Property

Since much of the student's day is spent at school, students must assist in maintaining pleasant surroundings. Good school citizenship requires responsible care of school property and observances of rules of cleanliness and order. All students are expected to help keep the school grounds free from trash. Destruction and/or defacing school property, including bathroom walls, desktops, books and the outside of buildings, will result in disciplinary action as deemed appropriate by the headmaster.

## Curriculum Development

Academic excellence is the hallmark of St. John's. Appropriate curriculum development is ensured by the commitment of the faculty and the headmaster to staying current in the education world by reading journals, studying educational reports, attending conferences, and sharing ideas. This provides for an academic plan that includes units of study across the subjects and enrichment which is part of the creative and aesthetic domains. This excellent academic program is provided to children in a loving, nurturing environment.

## Faculty Development

Faculty development at St. John's is designed to be a continual process of curriculum development, implementation, and evaluation conducted by the headmaster and faculty, and intermittent sessions are conducted by professionals from the surrounding area. Faculty Development begins the week before the opening day of school and concludes during the last week of teacher contracts, at which time decisions for next year's Faculty Development are made.