



**San Jose Episcopal Day School
Parent / Student
Handbook
2011-2012**

**7423 San Jose Boulevard
Jacksonville, FL 32217
904-733-0352
www.sjeds.org**



San Jose Episcopal Day School

FULLY ACCREDITED BY:

The Florida Council of Independent Schools (FCIS)

Florida Kindergarten Council (FKC)

The Episcopal Board of Regents, Diocese of Florida

Southern Association of Colleges and Schools (SACS)

MEMBERSHIPS:

National Association of Episcopal Schools (NAES)

National Association of Independent Schools (NAIS)

Council for the Advancement and Support of Education (CASE)

Association for Supervision and Curriculum Development

Independent School Management (ISM)

**For additional information call the School Office at 904-733-0352
or visit our website at www.sjeds.org**

San Jose Episcopal Day School welcomes all academically qualified students without regard to race, creed, color, sex, or national origin.

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SAN JOSE EPISCOPAL DAY SCHOOL

Mission

San Jose Episcopal Day School is dedicated to empowering students to achieve academic excellence built on a Christian foundation, fostering lifelong global and community stewardship.

Governance

The school is a mission of San Jose Episcopal Church and the School Board and Vestry are the guardians of the school's mission. It is the Board's and Vestry's responsibility to ensure that the mission is appropriate, relevant, and vital to the community it serves. They are also responsible for the financial well being of the school. The Board of Trustees, Vestry, and Head of School work in partnership in fulfilling these principles.

History

The San Jose area was born out of the Florida land boom of the 1920's. A hotel, restaurant, service station, and administration building were erected in the area until the Depression halted any further development. In time, the hotel became Bolles Military Academy, the restaurant became San Jose Country Club, and the administration building became Grace Chapel Episcopal Church. The young church, with its wooden altar and cross, handmade pews, and old foot pump organ, eventually grew to include San Jose Episcopal Day School (SJEDS). San Jose Episcopal Day School, Inc., originally Grace Chapel Parish Day School, was founded in 1954 as a mission of San Jose Episcopal Church. The school is located on 6.38 acres of beautifully landscaped property donated to the church by Mrs. Jessie Ball duPont.

In the mid-1940's the kindergarten program was opened. The school began with 25 students. More properties were added and the service station was replaced with the Parish Center Building. In 1954, five additional classrooms were constructed and the elementary grades were added. In addition to classroom space, the school has two music rooms, an art room, media center, science lab, lunchroom/extended day facility, state-of-the-art computer lab, enrichment center, teachers' workroom, school office wing and an activities building. From its simple beginnings, SJEDS has continued to grow through the years into a parish day school of which we are all very proud.

ADMINISTRATIVE AND SCHOOL OFFICES

Admissions

Acceptance/Participation in Program: The educational program at SJEDS is designed to challenge, enlighten, enrich and accommodate the needs of our students. Acceptance into the SJEDS program is determined by evaluation of academic achievement and performance testing, emotional and social development, previous school records, parental acceptance and agreement with the Enrollment Contract requirements, and available space.

Students must willingly and actively participate in the complete program or the desired benefits from such a program will not be attained. Cooperation with the staff and ability to maintain desirable relationships with classmates is essential. **School policy does not permit anyone who serves as a disturbing factor to jeopardize the success of others enrolled in the school.** In the best interest of total enrollment, the Head of School may require a disruptive student or parent to be withdrawn.

Enrollment Contract: When registering as a new student or reenrolling, parents are asked to read and sign a new Enrollment Contract for each child enrolled in the school. The Enrollment Contract addresses financial requirements and policies set forth by the school. Parental signature represents a pledge to uphold the school's policies and financial requirements. The original Enrollment Contract should be returned to the school office along with appropriate fees.

Classroom Placement: The school reserves the right to determine proper placement for each student. A Faculty – Administrative Committee will carefully consider where a student is placed for optimum spiritual and academic success.

Business Office

The Business Office is responsible for school financial transactions. The Business Office is located next to the main School Office and is open during regular school hours. There is a drop box in the door of the School Office for your convenience before and after school hours.

Development

SJEDS parents take a leading role in ensuring the financial health and advancement of the school so children can experience an education of exceptional quality. Since the school was founded in 1954, parents have helped make voluntary financial support one of San Jose Episcopal's proudest traditions.

Faculty, alumni, parents of alumni, grandparents, and friends of the school make SJEDS a fine institution of learning. We rely on you to support and build upon these traditions by contributing to our Annual Giving Campaign and fundraising events. Thank you for your continues and generous support!

Personnel

SJEDS faculty and staff are valued by students and parents for caring attitudes, Christian values, intelligence, creative teaching ability, loyalty, and responsibility. All employees are required by the Diocese of Florida to submit to a full background check, including fingerprinting, and to attend a Safe Guarding God's People course and abide by the Standards of Ethical Conduct according to Florida Statutes.

FINANCIAL INFORMATION

Early Arrivals

There is a charge for Early Arrivals (7:30– 8:00 a.m.) in the Music Room adjacent to the Activities Building. If the student is already contracted for the monthly Extended Day care program there is no additional charge.

Extended Day Program / Monthly or Occasional Care

In order to enroll in monthly or occasional care (Extended Day Program), a **registration fee** will be charged to your account. Monthly care will be charged in advance and occasional care will be charged at the end of the month of use. Younger siblings (PreK3 and PreK4) of kindergarteners may stay in Extended Day from 12:00 noon to 1:00 p.m. free of charge.

We are grateful to our military families and we appreciate their service to our country. If a mom or dad is deployed, SJEDS is happy to offer extended day services at a discounted rate during the deployment period.

Late Payment Policy

We require prompt payment of fees, as the school's obligations are substantial and tuition payments are the primary source of income. Your signed contract represents your financial commitment and obligation to the school.

Tuition is considered in arrears if the current bill is not paid within 15 days of the due date. Smart Tuition (the company used to collect all our receivables) uses a follow-up service that includes an e-mail reminder prior to the due date, an e-mail on the due date asking for a web payment that day, and a call after the grace period asking for a payment by credit card or electronic bank transfer over the phone. A follow-up fee will then be charged to the family's account (\$20 per late occurrence).

If tuition falls behind by three months, the child will not be admitted to class, the re-enrollment contract will not be mailed, and at the end of the school year, any unpaid fees will result in the withholding of school records, report cards and standardized testing results, thus preventing the forwarding of student records. **This is non-negotiable.**

Refund Policy

Once the enrollment agreement has been executed and returned to the school with the appropriate deposit, your child is enrolled for the next full school year. The school will not refund any fees, regardless of the reason for the child's non-attendance at school. In addition, the parent becomes responsible for the full year's tuition, regardless of the reason for the child's non-attendance at school. There are only two, limited exceptions to this policy. The school may refund unused tuition payments, but not the non-refundable enrollment deposit, if (1) *the parent provides the school with appropriate written verification prior to the start of the school year reflecting an employment relocation that makes it unfeasible for the child to continue to attend school or (2) that the child has an illness that makes the child unable to attend school for the school year.* In addition, the school reserves the right to request additional information from either the parent's employer or the child's physician regarding the reason for withdrawal.

Returned Check Policy

There is a \$35 fee charged for any check returned unpaid by the bank. Please advise the school immediately if your check is returned unpaid. We will resubmit the check to the bank (allowed once by most banks), or we will require payment in cash, money order or cashier's check.

ATTENDANCE POLICIES AND PROCEDURES

It is essential for students to be active participants in all class activities to receive a successful education. This includes PreK3 through sixth grade students.

Attendance Records

An inordinate number of tardies, early departures, and/or absences may affect the school's decision to offer re-enrollment to your child and/or your child's ability to progress to the next grade level. The school reserves the right to determine the student's ability to move to the next grade. In certain instances, a test may be given to a student who has missed an excessive amount of school. This test would be based on material covered in the current grade, and the student's satisfactory completion of this material. Attendance records are kept for the regular classroom as well as the resource classes. The school office tracks absences, tardies, and early dismissals.

Attendance, Absences, Record Keeping

The school day begins at **8:15 a.m. sharp**. Students are expected to be seated in their desks and ready to begin their academic day at 8:15 a.m.

Tardy: Students arriving **after the 8:15 a.m.** bell will be marked tardy. They must be escorted by a parent to the school office and "signed in" explaining the reason for the late arrival. The student will be given a tardy slip by the office. A student will not be admitted to class after 8:15 a.m., without a tardy slip. After five unexcused tardies, students will be charged with an absence.

Absent/ Present: For your child's sake, as well as out of consideration for others, please keep any child who has been ill during the past **24 HOURS** home from school. Please let the school know about any illness that is causing your child to miss school for three days or more.

Students in school for at least **four hours** of the school day are marked present. Students not in school for a total of four hours are marked absent.

Parents are strongly encouraged to plan vacations not to interfere with the published school calendar.

Make-up Work for Absences

It is **the student's responsibility** to make up or complete all class work, homework, quizzes, and tests missed during an absence. Students are given the same number of days they have missed to make up their work.

For **absence of one day**, the student should check the teacher's blog, call a fellow student or ask for assignments upon return to school. The office does not arrange for homework until the student has been absent two consecutive days. For **absences of two days or more**, parents may call the School Office before 10:00 a.m. to request assignments. The homework assignments will be available in the School Office after 3:00 p.m. that day. The teacher has discretionary power and may specify exactly what is to be made up and to permit extension of the make-up schedule beyond the regulation time.

Early Departures From School

Students leaving during school hours must provide a note to their classroom teacher in advance. **Parents must "sign out" their child in the school office, and state the reason for the early departure.**

Changes to a student's carpool direction must be sent by a parental note or phone call. These carpool changes must be received **no later than 2:15 p.m.** of the day of the requested carpool change. **NOTE:** When carpool has ended, those students not picked up from carpool will be taken to the Extended Day Center, and parents will be billed accordingly. **Parents do not need to call the office to arrange this. Students will not be released early from school to family, friends, neighbors, etc. without written permission from the parent.**

ARRIVAL, DISMISSAL, TRAFFIC, PARKING, CARPOOL AND TRANSPORTATION

Due to our location between two busy streets, we have traffic challenges. The following procedures must be followed to ensure your child's safety. Please go over these procedures very carefully and talk to your child about them. The responsibility for following these procedures is placed with you.

Arrival

- 7:30 - 8:00 a.m. Early Morning Care, Music Room (nominal fee)
- 7:50 - 8:00 a.m. Early Arrivals, Activities Building (no charge)
- 8:00 a.m. 1st Bell: Classrooms open
- 8:10 a.m. 2nd Bell: Classes Begin (Carpool Line Closes; cones are removed)
- 8:15 a.m. Flag-raising (children tardy must be brought to front office)

Students should arrive with adequate time for students to reach their classroom before the 8:10 a.m. bell. The drop-off location is in the **front driveway for all grades**. Cars line up on the east side of San Jose in the parking lane. When exiting onto San Jose Boulevard, **do not turn left** due to heavy traffic. School Patrol members open and close car doors for students. School Patrol "walkers" are provided for younger students needing an escort to their rooms.

FOR YOUR CHILD'S SAFETY:

- **NO CHILD MAY BE DROPPED OFF AT THE CORNER.**
- **NO CHILD MAY EXIT A CAR UNASSISTED.**

***IMPORTANT CHANGE: FOR SAFETY REASONS, THERE WILL NO LONGER BE A MORNING DROP OFF AREA FOR OLDER STUDENTS ALONG VIA DE LA REINA. ALL STUDENTS SHOULD BE DROPPED OFF IN THE FRONT DRIVEWAY.**

Supervised Early Morning Care is open each school morning in the Music Room at 7:30 a.m. for a nominal fee. Parents must **park and escort their children to Early Morning Care** since students may not travel the school grounds without supervision.

The **Activities Building (gym)** opens for students arriving between **7:50 a.m. and 8:00 a.m.** at **no cost**. For your child's safety, students must remain supervised by their parent until the doors open and "on duty faculty" receives them. Parents must make sure the child has entered the building before leaving. No exceptions. Students arriving **after 7:50 a.m.** are dropped off in the carpool line in front of the Activities Building. At 8:00 a.m. students go to their classrooms escorted by older children when necessary. **School playgrounds are off limits to students and parents before and after school.**

Dismissal

- 12:00 P.M. PreK3, PreK4
- 1:00 P.M. Kindergarten
- 3:00 P.M. 1st – 6th grade

Half Day PreK3, PreK4 and Kindergarten dismisses from Via De La Reina.

Carpool

There are two ways you may pick up your child after school:

Front Drive Pick Up: Follow standard carpool procedures. Exert caution at the corner of St. Augustine Road and San Jose Boulevard. Please do not block the intersection by forming a line. If the light changes, you must turn right and circle SJEDS property and rejoin the carpool line. **Drivers have received tickets for blocking traffic flow.**

Flex Pick-up: This is a second option for student pick-up. Parents may park on Via De La Reina and walk to the gym door and check students out. Students must be picked up by 3:20 P.M.

Upon **PRIOR written request** from parents, PreK3, PreK4 and Kindergarten students in Extended Day may be walked to carpool or flex-pick to be dismissed with grades 1-6. Students having alternative afternoon pick up plans and **who are not going home in their usual carpools must provide their homeroom teacher with written parental permission. Students will not be released early from school to family, friends, neighbors, etc. without written permission from the parent.**

NOTE: After 3:30 p.m., remaining students will be taken to the Extended Day Center, and parents will be billed accordingly. **Parents do not need to call the office to arrange this.**

Traffic Flow

The school's front driveway is busy and congested so extreme care and consideration is necessary when arriving and departing. Cell phones can interfere with our two-way radios and should not be used. For both morning arrivals and afternoon departures, the front driveway is blocked to receive one lane traffic only. Therefore, traffic turns right only into the front driveway from the parking lane south of the school entrance. The following suggestions greatly improve the ease of pick up for all involved.

1. Please be considerate of those waiting in line. If traveling south on San Jose Boulevard, circle the block (turn left on Via De La Reina, right on St. Augustine Road, and right onto San Jose Boulevard) to **avoid making a left turn** into the school.
2. Time your arrival **after 3:00 p.m.** in order to avoid the back up of cars.
3. **BY ORDER OF THE JACKSONVILLE SHERIFF'S OFFICE**, cars in the right lane on St. Augustine Road approaching the light on San Jose Boulevard must **turn right when the light turns green.** If the parking lane on San Jose Boulevard is full, circle the school turning right on Via De La Reina and return up St. Augustine Road to try again.

Parking

When visiting school during the day, park on San Jose Boulevard or Via De La Reina whenever possible. **Unnumbered** parking spaces in the front parking lot may be used on a short-term basis. Reserved visitor and church parking spaces should not be used.

Carpool Identification

In order to expedite afternoon dismissal, all cars should **display carpool signs** marked with the **name** of the carpool (name to identify several students in the same neighborhood riding together) or with **the family's last name.** Official SJEDS carpool signs will be distributed to each family and are required for pick-up.

Your carpool sign should be **displayed in the front window area** so those "calling carpools" can easily identify you from a distance, call your children, and have them waiting for you at the pickup stations. Signs are most visible when attached to the visor. We suggest clipping the sign to the visor so it can be lowered when needed. Be sure the name shows right side up!

ASSESSMENT

Pre-kindergarten and Kindergarten

In PreK and Kindergarten, children are continuously assessed. Skills are introduced, practice is provided, and mastery is noted. Teachers communicate informally and formally with parents on a regular basis. In PreK4 and Kindergarten, formal progress reports are mailed home twice a year: at mid-year and the end of the year. Parents are invited to participate in a formal conference with classroom teachers in the fall and spring. Other conferences may be scheduled as necessary during the year.

Academic, Grade PreK

CD Consistently Demonstrated
D Developing
ND Not Demonstrated at this time

Academic, Grade K

CD Consistently Demonstrated
D Developing
ND Not Demonstrated at this time

ASSESSMENT

Grades 1 – 6

A professional evaluation of the student by the teacher is intended to give a general picture of a child's progress. Assessment is based on every observable facet of a child's performance in the classroom. This may include class participation, active interest in discussion, quality of homework and class work as well as assignments, quizzes, tests, projects, and portfolios. Letter grades, reflecting number percentages will be given in grades three through six.

The following letters will be given in grades one and two.

Academic, Grades 1 – 2

Penmanship, Citizenship, Work Habits

E Excellent
VG Very Good
S Satisfactory
NI Needs Improvement

Academic, Grades 3 - 6

A+ = 98-100	A = 93-97	A- = 90-92	Excellent
B+ = 88-89	B = 83-87	B- = 80-82	Above Average
C+ = 78-79	C = 73-77	C- = 70-72	Average
D+ = 68-69	D = 63-67	D- = 60-62	Below Average

F = 59 or Below

Resource Grades 1-6

O Outstanding
M Meets Expectations
NI Needs Improvement

Academic and Resource Subjects

The following subjects are considered academic subjects:

Fourth grade through sixth grades: language arts, math, social studies, science, religious education and Spanish.

Grading Periods

Our academic year is divided into **four quarters**. Academic progress is communicated to students and parents midway through each quarter and at the end of each quarter. The dates for distribution of midterms and progress reports are noted on the school calendar.

In grades 3-6, parents will be notified if a student is making a D or an F on a midterm report or report card by the teacher prior to the report card coming home.

Midterm Reports

The **Midterm Report** is designed to provide students and parents a review of the student's academic progress, citizenship, and work habits. At this time, parents are notified in the resource areas only if there is a problem.

Report Cards

The **Report Card** is designed to provide students and parents a review of the student's academic progress, citizenship, and work habits for the preceding nine weeks. Attendance and tardy records are included on the Report Card.

Academic Honors (Grades 4 - 6 only)

All A Honor Roll: Students will be on the all A Honor Roll, if they have received an A in the following subjects every quarter:

4th grade: language arts, math, social studies and science

5th grade: language arts, math, social studies and science

6th grade: language arts, math, social studies and science

*No B's are permitted.

A/B Honor Roll: Students will be on the A/B Honor Roll, if they have received As and Bs in the following subjects every quarter:

4th grade – language arts, math, social studies and science.

5th grade - language arts, math, social studies, science

6th grade – language arts, math, social studies, science.

*No C's are permitted.

DISCIPLINE

We are a Christian community. It is our purpose to encourage responsibility, respect, kindness, and accountability to one another. We believe that behavior of students is a maturing process in which the students will take increasing responsibility for their own behavior.

The classroom teacher will be the primary contact with the parents regarding behavior infractions. This will be supported by the SJEDS administration and clergy. The classroom teacher will make contact by phone, to the parents, if there is a behavior problem. SJEDS uses assertive discipline rules.

The purpose of both of these measures is to help develop students of good character, who respect one another, respect adults, respect authority, and respect our shared space. Students learn to practice self-control and that their actions have consequences.

In grades 3-6, red cards may be issued by any staff member for Level I infractions and some Level II infractions. Red cards may be issued at school, at school functions, on Field Trips, and at Extended Day.

The student and staff member issuing the red card are both asked to sign the red card. The infraction is listed, as well as the date. The Administration receives the signed red card. When a student receives three red cards, he/she will receive detention. The requirements of that detention will be determined by the administration. If a student has been required to serve more than two detentions, parents and the student may be required to come in for a conference with the Head of School. Every school year begins a fresh start – red cards are not held over from one year to another.

In more serious cases, a student may be required to serve an in school suspension or an out of school suspension. A student who serves in-house or home suspension will be required to make up all work which will be assigned at the discretion of the teacher. In the event of an extreme case of misbehavior, the administration reserves the right to terminate the student's contract.

In PreK3 through 2nd grade, the classroom teacher is the primary disciplinarian. Parents will be contacted in the event of serious discipline issues.

ASSERTIVE DISCIPLINE RULES FOR SAN JOSE EPISCOPAL DAY SCHOOL

- | | |
|--|--|
| I will respect myself and others | Pertains to swearing, insults, hitting, bullying, invading personal property and space |
| I will respect my school | Pertains to damaging property or facilities |
| I will move quietly and safely on campus | Pertains to inappropriate running, reckless movement |
| I will come to school prepared to learn | Pertains to having necessary school supplies and books, attitudes toward class assignments, and wearing the appropriate uniform. |
| I will follow directions | Pertains to assignments, and specific instructions from teachers. |

With God’s help, I will obey these rules.

Infractions and Corrective Measures

Infractions have been rated at three levels: level one being the least serious and level three being the most serious infraction. Parents must be contacted for level two and three infractions. For infractions, one or more corrective measures may be employed as deemed necessary.

LEVEL I	
<p>INFRACTIONS</p> <ul style="list-style-type: none"> Classroom disruption Disrespect and unkindness to others Minor insubordination to someone in authority Insubordination during school, including breaks, lunch, designated times Uniform violations 	<p>CORRECTIVE MEASURES</p> <p>Corrective measures may be taken in any circumstances</p> <ul style="list-style-type: none"> Red card issued Parental contact Verbal reprimand Temporary removal from setting or time out (in classroom or main office) <p>Repeated Level I infractions: After School Detention or removal from school related activities (usually implemented after three warnings) Other corrective action as deemed appropriate by administration.</p>
LEVEL II	
<p>INFRACTIONS</p> <ul style="list-style-type: none"> Cheating/Plagiarism/Forgery Destruction of property Open defiance to someone in authority Threats/intimidation/bullying Unauthorized absence from school or class Classroom disruption (major) Disorderly conduct (major) Disrespect and meanness to others Misbehavior on school trips or related functions 	<p>CORRECTIVE ACTIONS:</p> <ul style="list-style-type: none"> Parental contact (mandatory by teacher) Zero grade received if infraction is cheating Parental conference After school detention In school suspension Out of school suspension Restitution of property or damages Temporary removal from school related activities or programs Required counseling (out of school)

False or misleading information Profane or obscene language or materials	Community service (to our school or church) Suspension or expulsion Other corrective action as deemed appropriate by administration
LEVEL III	
INFRACTIONS Fighting Destruction of property Gross insubordination Disrespect for those in authority Stealing False fire alarm Weapons at school, play or otherwise, including but not limited to knives, guns Violation of drug policy Violation of technology acceptable use policy	CORRECTIVE MEASURES Parental contact (immediate, followed by written notification by teacher or administration) Immediate removal from school Out of school suspension Required counseling (out of school) Removal from school related activities or programs Community service Expulsion Other corrective action as deemed appropriate by administration

Learning from Our or Other’s Mistakes: Discipline issues may be discussed at any faculty/employee meeting if for learning or informational purposes.

POLICIES AND PROCEDURES FOR GRIEVANCE

Parents should communicate directly with their child's teacher if they have questions or concerns. If needed, the issue can then be directed to the **Assistant Head of School**. The **Head of School** should be contacted about classroom issues only after the teacher and Assistant Head of School have had an opportunity to address the situation.

We are ever hopeful that difficulties can be resolved between parent and teacher and school. In every instance, discussion should first occur with the individual at the immediate level of the concern. Face-to-face discussion generally results in positive solutions and promotes reconciliation between/among involved parties.

After attempted, but unsuccessful resolution at initial levels, parents who wish to express a grievance should contact the Assistant Head of School who will make every effort to resolve the complaint. Resolution will include a general meeting with all parties present. If the complaint is not resolved at this level, then the following action may be taken:

The Head of School will make every effort to resolve the complaint. The seriousness of the complaint may require involving the Rector and/or the Board of Trustees.

UNIFORMS AND PERSONAL APPEARANCE CODE

Students are expected to arrive and depart school properly dressed in full uniform (collars buttoned, ties tied, shirttails tucked in, shoes properly fastened). **School policy if a student is improperly dressed or has soiled clothing, is: we will provide what is missing or soiled and a used uniform price will be added to the student's account (if used is available).** If used clothing is not available, we will provide a new item (again, if available) and your account will be charged accordingly.

Girls Uniforms

	SS/LS Peter Pan Blouse (tie required)	SS/LS Polo w/Logo	SS Banded Bottom Polo w/Logo	Lower School Jumper (#94)	NEW! Upper School Jumper (#1062)	Wrap Front Skort	NEW! Skort (#148)	Upper School Pleated Skirt	Flat Front Slacks	Cross Tie	Bike Shorts (worn under jumper or skirt)
PreK4	White	White	White	Plaid	N/A	Navy	Plaid or Navy	N/A	Navy	Navy	Navy
K	White	White	White	Plaid	N/A	Navy	Plaid or Navy	N/A	Navy	Navy	Navy
1	White	White	White	Plaid	N/A	Navy	Plaid or Navy	N/A	Navy	Navy	Navy
2	White	White	White	Plaid	N/A	Navy	Plaid or Navy	N/A	Navy	Navy	Navy
3	White	White	White	Plaid	N/A	Navy	Plaid or Navy	N/A	Navy	Navy	Navy
4	White	White	White	N/A	Plaid	Navy	Plaid or Navy	Plaid*	Navy	Navy	Navy
5	White	White	White	N/A	Plaid	Navy	Plaid or Navy	Plaid*	Navy	Navy	Navy
6	White	White	White	N/A	Plaid	Navy	Plaid or Navy	Plaid*	Navy	Navy	Navy

Chapel Day (PreK4-3): Plaid Jumper (#94), or Plaid Skort (#148) and White Peter Pan Blouse w/tie

Chapel Day (4-6): Plaid Jumper (#1062), Plaid Skort (#148) or Plaid Skirt and White Peter Pan Blouse w/tie

Socks – Solid white, black or navy socks. Solid white, black or navy tights or ankle-length leggings may be worn in cooler weather.

Shoes – Tennis (athletic) shoes which are predominantly white, gray or black with white, gray or black soles and laces are required for all students. They should be in keeping with the uniform – no boots, Converse, sandals, high-top tennis shoes, blinking lights/heelies, or faddish shoes may be worn. Girls in lower grades may wear navy or black Mary-Jane style shoes with crepe soles. Shoes are expected to be properly fastened at all times.

* Previously purchased items are still acceptable parts of the uniform. Please don't buy these items new as they will eventually be phased out.

Boys Uniforms

GRADE	SS/LS Polo w/ Logo	SS/LS Oxford Shirts	Pleated or Flat Front Shorts	Pleated or Flat Front Pants	Tie (required on chapel day)	Belt
PreK4	White	N/A	Navy	Navy	N/A	Black, Brown or Navy
K	White	N/A	Navy	Navy	N/A	Black, Brown or Navy
1	White	White	Navy	Navy	Navy	Black, Brown or Navy
2	White	White	Navy	Navy	Navy	Black, Brown or Navy
3	White	White	Navy	Navy	Navy	Black, Brown or Navy
4	White	White	Navy	Navy	Navy	Black, Brown or Navy
5	White	White	Navy	Navy	Navy	Black, Brown or Navy
6	White	White	Navy	Navy	Navy	Black, Brown or Navy

Chapel Day (PreK4& K): polo shirt, short or long pants

Chapel Day (1-6): SS or LS oxford shirt, tie, short or long pants

Socks – Solid white, black or navy socks.

Shoes –Tennis (athletic) shoes which are predominantly white, gray or black with white, gray or black soles and laces are required for all students. They should be in keeping with the uniform – no boots, Converse, sandals, high-top tennis shoes, blinking lights/heelies, or faddish shoes may be worn. Boys may wear black athletic shoes. Shoes are expected to be properly fastened at all times.

Sweaters and Sweatshirts – Solid navy blue sweaters or sweatshirts with the school logo may be worn during cooler weather. No other “logo type” clothing is acceptable. Any hooded sweater or sweatshirt should be worn with the hood down while indoors.

Jackets and Coats - Jackets and coats may be worn outside the classroom in cold weather. No jackets, coats or hats will be allowed to be worn inside.

Jewelry

Conservative jewelry may be worn as long as it is appropriate and not distracting. Excessive jewelry is not allowed. Girls may wear small, non-dangling post earrings only. Boys are not permitted to wear earrings. Any questionable jewelry will be left to the discretion of the teacher and/or administration.

T-Shirt Day

When T-shirt days are held, the SJEDS T-shirt or Fruits of the Spirit T-shirt is worn by students in PreK3 through fifth grades. Sixth graders may wear their special class T-shirt as well. SJEDS T-shirts are sold by the Parents' Association in the Office.

Students wear their SJEDS T-shirt with either **traditional fitted blue jeans** or a **plain blue jean skirt, (no shorter than 3 inches above the knee), with shorts underneath**. Jeans must be **fitted** in the waist and legs, rather than baggy in any way. Jeans should not have utility loops or utility pockets on the legs.

T-shirt day is a privilege earned by the student. Therefore, it can be revoked as a result of not following acceptable standards.

Non-uniform Days or “Dress Down” Days

For special celebrations or events, students may wear something other than uniforms. The “dress of the day” guideline should be followed, and dress should always be in good taste. Should a student wear something that is inappropriate, SJEDS will provide a SJEDS T-shirt. If a used T-shirt is not available, then a new T-shirt will be issued and the parent’s school account will be charged the cost of the T-shirt. We are unable to call parents to bring appropriate clothing. Please dress accordingly!

Hair Styles

Hairstyles should be consistent with good grooming and cleanliness. Please refrain from faddish hair styles which are determined inappropriate by the Administration. Girls must not wear excessive hair jewelry, extensions, bandanas or any additions that may become a distraction. Boys hair should be out of the eyes, (above the eyebrow) and in keeping with the SJEDS tradition as determined by the administration. Improper length will warrant disciplinary action. Hair that is bleached, dyed or tipped is not permitted.

Fingernail Polish

Girls may wear **clear fingernail polish only**.

Hats and Sunglasses

Unless designated, hats, bandanas, and sunglasses are **not permitted** during class time.

Make Up

Make up is **not permitted** at school. Tattoos, permanent or non-permanent, are not permitted.

Labeled Clothing

All clothing, including sweatshirts, sweaters, coats, jackets, and ties should be **clearly labeled** with the child's name. Garments found in classrooms or around the campus are placed in the **Lost and Found** either in the Activities Building or in Extended Day. Unclaimed garments will be donated.

SCHOOL SERVICES

Extended Day Program

The Extended Day Program is for children from PreK3 through sixth grade. Extended Day hours are **12:00 P.M. – 6:00 p.m., Monday through Friday**. Exceptions: School holidays, vacation periods, and teacher workdays.

The Extended Day schedule is age-appropriate and flexible, providing children the best possible learning environment. The schedule is planned so that the PreK3, PreK4 and Kindergarten programs are given their own space and time to eat and play separately. Time and space is provided for older children to have a study hall to complete homework, as well as snack time and outside play.

Food Services and Lunch Program

SJEDS students in grades K-6 eat in the Parish Center. PreK3 students remaining on campus in the Extended Day Program eat in their classroom. PreK4 students remaining on campus in the Extended Day Program eat in the Extended Day area of the Parish Center.

<i>Lunch Schedule:</i>	Kindergarten	10:45 A.M. - 11:15 A.M.
	First/Second	11:30 P.M. - 12:00 P.M.
	Third/Fourth	12:05 P.M. - 12:35 P.M.
	Fifth/Sixth Grade	12:40 P.M. - 1:10 P.M.

The lunch program is run by SLA Management. Lunch is purchased on a daily basis and monthly menus are posted on the school website. Parents are responsible for establishing and maintaining a balance in their student’s lunch account at www.slalunch.com. SLA charge policy states that you are allowed three negative charges during a

school year. Repayment is expected immediately. If your account continues to be negative, your child will be served and charged for a cheese sandwich. Students bringing lunch from home may also purchase milk, juice, or water with cash.

SLA is sensitive to the needs of all students with allergies; however, they cannot be absolutely certain that all food products are free of potential allergens, notably, peanut related products. If a student has a severe allergy we strongly advise you to consider bringing lunch from home.

For students that bring lunch please use the follow guidelines when packing lunches:

1. Lunches should be self-contained, and should include plastic eating utensils, straws, etc.
2. Avoid metal pop-top style cans.
3. Microwaves are not available for student use and parents, faculty, and staff are unable to heat food for students.
4. Milk, juice and water are available for purchase.
5. Please be considerate of students in the class that may have severe allergies and avoid those foods.

Parents eating lunch with students must check in at the school office. Parents may eat with them at the special tables provided for guests. Lunch prices are the same for parents. Parents are allowed to bring lunch for their child only but not for other children. No parent may take a child, other than their own outside to eat at the picnic tables. No student may play on playground equipment during the lunch period – even under a parent’s supervision.

Parents delivering forgotten lunches must deliver lunches to the main office.

Allergies

SJEDS cannot guarantee that a student will never experience an allergy-related event at school, but we are committed to student safety, and have created this policy to reduce the risk that children with food allergies will have an allergy-related event.

SJEDS recognizes that allergies, in some instances, may be severe and even occasionally life-threatening. For children with severe or life-threatening allergies, it is the family’s responsibility to notify the school, in writing, of the allergies at the time of admission or following diagnosis. The school staff, faculty, and administrators will work with parents to determine the feasibility of protocols and to create an action plan. This action plan will include the following items:

- Severe food allergies present in a classroom will be posted on the door to the classroom.
- A picture of the student describing the allergy and what to do in the event of a reaction will be present with the emergency handbooks located inside each classroom and comply with HIPAA regulations.
- When eating, students with severe allergies may opt to sit at a table away from other students and their food.
- The school will notify parents of classmates of children with severe allergies and request those items be avoided for lunches and snacks.

Foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. **SJEDS is not a peanut free school; however, we are trying to create a safe place for students with specific food allergies. When a severe or life-threatening allergy is present we will notify the parents of classmates of the specific food allergy present and request that parents not send snacks or lunches to school which contain the food.** We are asking for the cooperation of the SJEDS community in addressing this concern. We cannot however, guarantee this action will take place on the part of the other parents.

In addition, SJEDS will do its best to avoid serving food that contains food allergens known to be present, but cannot guarantee that products such as nuts will never be present, as we cannot monitor products sold at events or special student sales, products brought for potlucks or celebrations, or served on off-campus trips. **Therefore, persons with severe food allergies must carefully monitor their food in these situations.**

Health and Safety

SCHOOL CLINIC

SJEDS has a designated clinic area in the office, however, **the office staff are not trained medical professionals.**

The clinic functions in the following ways:

- A place for students who become ill during the school day to come for needed attention.
- A dispensary for prescription medications.
- A dispensary for over-the-counter medications should the parent decide this is warranted. Office staff will try and reach those designated on your emergency/information sheet.
- A location where all medications are registered and kept.

Illness and Accidents: Children will be sent to the office in case of illness or accident. If a fever is present or a broken bone suspected, the parent will be called to pick up the child. Students with persistent signs of illness or vomiting must go home. Children with a fever will be sent home and **may not return to school until they are free of fever for 24 hours without medication; this includes fever reducers.** If children are vomiting or have diarrhea, they may not return to school until they are free of these symptoms for 24 hours. In case of emergency, the office will dial 911 and refer to the Student Emergency/Information Sheet.

Medication(s): For the safety of all children, any child needing to receive medication during school hours must report to the School Office. All **prescription and over-the-counter medicine** must be kept in the School Office rather than the classroom or in a backpack. **It is a Health Department requirement that medicines be in their original prescription container.** Medication forms are available in the School Office and on the school web page. This form must be completed by the parent and filed in the school clinic.

Prescription Medication

All prescription medications needed at school should be delivered to the front office by a parent with written dispensing instructions. It is the student's responsibility to come to the office to take the prescribed medicine.

Head Lice Policy: If a case of head lice is suspected, parents will be called to pick up their child. Classmates and siblings are also screened. After a total lice elimination system has been used at home, the student(s) must report to the school office to insure they are "nit" (egg) free. *A Parent's Guide for Managing Head Lice* is available in the office.

School Patrols

SJEDS School Patrols play a very important role in our school's daily routine. They serve students, parents, and teachers alike. Students serving on Patrol can be identified by their bright patrol belts as they perform their duties around campus.

Security

The safety of your child is of the utmost concern at SJEDS. For that reason, all classes travel around campus via the **inside halls**. Students travel at all times with a "**buddy**". Perimeter **gates** are kept locked during the school day except for a short period during morning arrival and afternoon dismissal.

In order to maintain the safety of our students and to eliminate as many distractions as possible in our classrooms, anyone not employed by SJEDS (including parents) **must report directly to the School Office** upon arriving on campus. All visitors (parents, guests, or volunteers) must sign in and receive a Visitor's Badge to wear while on campus. **There are no exceptions.**

Visitation by any media source must be approved, in advance, through the Rector's Office and Head of School's office.

Photographs and Publications

SJEDS reserves the right to photograph, videotape, or otherwise create and use student's images in school publications. If a parent objects to this process, such objection must be placed in writing and directed to the Head of

School prior to the start of the school year.

Photographs are not allowed to be taken during chapel services. Photography distracts from worship which is our primary objective.

School Calendar and School Communication

The primary means of communication is the school website and the E-Parent connection which. The school website houses the most current calendar. Please note that sometimes dates and times need to be changed.

GENERAL INFORMATION

Chapel

Chapel Schedule: PreK3, PreK4, Kindergarten - Tuesday Chapel, 8:30 A.M.
Grades 1 - 6 – Wednesday Eucharist, 8:30 A.M.

Chapel Services: Chapel Services for all grades occur weekly. The Chapel service for grades first through sixth follows the Episcopal Eucharist format (which includes communion for fourth through sixth until Ash Wednesday, when third grade fully participates). Chapel provides students with instruction and a chance to share in Christian community. Parents are always invited to attend the chapel service. Students actively participate in the service in various roles. Students arriving late to school should report to the school office where they will wait until Chapel concludes. Chapel services may not be interrupted for late comers. Appropriate attire for students is Chapel Day uniforms.

Collection of Money

When sending in money to the school for any reason (school pictures, T-shirts, sweatshirts, etc.), please enclose the money in an envelope **marked clearly with your child's name, classroom teacher, and purpose.**

Conferences

Conference days are designated on the school calendar to provide an opportunity to communicate formally with parents about growth and progress. Dependent upon the grade level and time of year, these conferences take several different forms: parent/student/teacher conferences or parent/teacher conferences. **Informal conferences** with teachers can be scheduled at any time by contacting the teacher.

The place to discuss a child's school progress is during a scheduled conference at the school. Please be considerate of faculty and do not put them on the spot about school business when they are away from school. Your children are too important to be discussed in a casual or informal setting.

Crisis Management and Emergencies

School Closings: In the event of severe weather conditions, i.e., hurricanes, tornadoes, flooding, etc. SJEDS will close. Heed and follow recommendations provided by local radio and television broadcasts for Duval County Public Schools. If our closing or opening of school differs from the County schools, every effort will be made to notify you. Methods used will include SJEDS telephone tree, e-mail, the school office answering system, website (www.sjeds.org), and local radio/TV stations.

Security: Security is a priority at SJEDS. Should there be a security problem on or near the school campus, the school wide **crisis management plan** goes into effect. All classroom doors remain locked. Every effort is made to make sure our children are in a safe environment and are protected until the all-clear signal is given. Please do not discuss or comment on any crisis situation with any member of the media. Please direct them to the front office.

Deliveries

All parents are required to report to the school office **first** when arriving on campus. Parents **may not deliver items**

directly to a child's classroom. Classes may not be interrupted. Forgotten lunches should be delivered to the school office.

Teachers are not required to accept schoolwork after the school day has begun. This includes forgotten homework, classwork, jackets, etc. Anything that is left in the office for your child will remain there until the teacher is able to come retrieve it. Please be aware that this may not happen until after 3:00 p.m.

Any non-related school items (i.e. dishes, clothing from sleepovers, notes from one parent to another) cannot be left at the front office for pick up.

Field Trips

SJEDS students take field trips during the school year, including local and out-of-town trips, one-day and overnight field trips. Blanket permission is provided by parental signature on the annual student contract. SJEDS has zero tolerance for alcohol or drugs. Parent chaperones pledge to use neither.

You will be notified of the date, destination, and purpose of each trip in advance. Collecting money for overnight field trips (non-local) is handled separately and paid in advance of the trip.

We appreciate parent volunteers! A limited number of chaperones may accompany field trips. The school, with the classroom faculty, determines the appropriate number of parents who will accompany a field trip. Safety is of prime importance, so the destination, number of children, and receiving agency requirements are considered. Parents who are not designated chaperones should not meet the class at the field trip destination.

All parents who chaperone classroom activities or field trips **must** take Safeguarding God's Children Workshop required by the Diocese of Florida. This course is offered at SJEDS and at other Episcopal agencies. Please check your school calendar or the Diocesan website (www.diocesefl.org) for specific workshop dates.

Homework

Homework reinforces concepts discussed in class. Homework is assigned in all grades from Monday through Thursday. Homework may, at times, be given on weekends. The **amount of time** a child spends on homework will vary from child to child.

It is the **parent's responsibility** to provide the student a consistent place and time for home study that is free from distractions. It is the **student's responsibility** to complete and turn in homework assignments independently. If a child has difficulty understanding a concept regarding the assignments, the parents may help explain the concept.

All grades are final as recorded. If there is a question regarding a midterm or report card grade please contact the teacher for clarification. Students failing to turn in homework may be required to attend classroom detention when requested by faculty. If a student forgets books or homework papers, classrooms will not allow entry after 3:00 p.m.

Parties

Teachers should be notified in advance when a parent is bringing in a special lunch or snack to celebrate a birthday. Treats should be limited to simple foods, such as cookies or cupcakes, with no drinks other than water and must be eaten during lunch or snack time in the area designated by the teacher. **Parents must check in with the office before going to deliver items to the child's classroom.**

Always check with the classroom teacher to see if there are any children in the class who have food allergies.

Party invitations, thank you notes, or gifts for private celebrations or parties may not be distributed at school.

Invitations must be sent by parent. Addresses may be found in the SJEDS School Directory.

Parties of any kind held off campus are not school sponsored events. Responsibility will be borne by party organizer.

Community Service and Fundraising

We ask that students submit a community service request form four weeks before project and have a brief meeting with the Head of School and Director of Development to review their project.

Snacks

Students are encouraged to bring one healthy snack and a bottle of plain water for snack time each day.

Telephone Calls/Messages for Faculty and Staff

Please be respectful and do not contact faculty at home unless there is a true emergency. Questions about student dress, homework, or grades do not constitute emergencies. Should you need to speak with faculty for any reason, contact them through their email or call and leave a message in the front office. Your message will be returned at the faculty's earliest convenience, usually within 24 hours or by the next business day. Keep in mind that faculty may not respond to a phone call or email until the end of the school day.

Telephone Usage by Students

Telephones are not for student use except in **emergency** situations. Setting up after-school visits with friends, requesting forgotten lunches, books, or supplies, or requesting permission to remain after school are not considered emergencies. Parents and students should be reminded that special arrangements of any kind must be made in advance, not by phone from school. A student's use or possession of cell phones on campus is not permitted and is strictly enforced on all school trips.

Toys, Electronic Games

Toys and electronic devices may not be brought to school or used during the school day (7:30 A.M. – 6:00 P.M.). If brought to campus, school assumes no responsibility in the event of loss. School personnel may also choose, at their discretion, to keep the item until the end of the school year and then it will be returned.

Extended Day does not permit toys, games, cards, or any electronic device to be brought by students. Extended Day will provide any and all toys. No others are permitted. PreK3 students are allowed to bring one soft "sleepy" for naptime.

Visitors, Volunteers

All parents who are more than occasional visitors or who wish to volunteer in the classroom or chaperone field trips **must** take the Safeguarding God's Children Workshop required by the Diocese of Florida. This course is offered at the school early in the year in order to clear parents for visiting, volunteering, and chaperoning. Classes are also offered at other sites. Please check your school calendar, *or* Diocesan website (www.diocesefl.org) for workshop dates.

Parents/Parent Volunteers

Parent conduct is held to the standards mandated by SJEDS school policy and by the Diocese of Florida. When parents volunteer, under any and all circumstances, they must refrain from tobacco, drugs, and alcohol usage. Conduct must always be above reproach. SJEDS has a "zero" tolerance for drug or alcohol use of any kind.

Safety

For safety reasons, no bicycles, skateboards, skates or heellies are allowed on the school campus. Also, pets are not allowed to visit the classrooms.

STUDENT ACTIVITIES AND AFTER SCHOOL ENRICHMENT

Acolytes

Sixth graders have the honor to serve as acolytes for Wednesday Eucharist. This program is coordinated by a volunteer and will require some before and after school time. It is a commitment.

Enrichment Activities

Enrichment activities will be offered. These are led by SJEDS faculty or approved outside vendors.

School Patrols

Patrols play an important role in the school's daily routine. Patrols are on duty for morning arrival and afternoon dismissal. They direct traffic through carpool lines, open and close car doors for arriving and departing students, and escort younger students to their classrooms in the morning and to their cars in the afternoon. To serve on patrol, students must maintain satisfactory grades and citizenship.

Student Council

Serving on Student Council provides the opportunity for students to develop leadership skills and a sense of responsibility. Two representatives are elected from each classroom in grades 4 - 6. Officers are elected from grades 5 and 6. These students are assisted by the Student Council Advisor(s). The Student Council meets on a monthly basis. To serve on Student Council, students must maintain satisfactory grades and citizenship.

COMPUTER AND SYSTEMS USAGE POLICY

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's wireless systems are required to abide by the following rules. Failure to do so will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses. Students need to fully understand that they continuously represent SJEDS whenever and wherever they use electronic communications and the World Wide Web resources, even if they are using these resources away from or outside of the school's network. SJEDS reserves the right to administer appropriate disciplinary actions when electronic communication, in whatever format is posted online and distributed, that have an effect on our school's community.

Purpose: SJEDS provides access to the Internet and the school's computer system for the purpose of supporting and extending the educational process, engaging in collaborative work, and obtaining, creating and disseminating information. The use of such resources should be limited to those activities that support the school's educational objectives.

Privilege: The use of the school's systems is a privilege and not a right. Inappropriate or illegal use of the school's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access:

The school provides a filtering system in hope of eliminating access to offensive and pornographic materials. However, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the school cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator. Internet use at the school is designed for educational purposes and San Jose Episcopal Day School has taken precautions to eliminate access to controversial material. However, it is impossible to restrict access to all controversial materials and SJEDS cannot be held responsible for materials acquired on the network.

Internet Safety: Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on line without prior parental approval. Safety is the responsibility of the parent and student. The school is not liable in any way for irresponsible acts on the part of the student.

Software/Data Piracy, copyright and plagiarism issues: The term "Software Piracy" refers to the use and transfer of stolen software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for a student's own software brought to school for personal use. Programs on school computers are licensed. Some licenses extend to home use, and there are open source programs in use. Text,

photos, music, etc. may or may not be copyright or royalty free; anyone creating a file that incorporates copied material is responsible for checking if it is public domain, paying royalty fees, and citing sources accurately. Plagiarism is an ethical issue rather than a technological one. Suspected cases of plagiarism will be taken very seriously by SJEDS.

Network Access: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a policy violation.

School's Right to Inspect: The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. Do not assume that any messages or materials on your computer or the school's systems are private.

E-mail, Chat Rooms, Instant Messages, and Social Network Sites: SJEDS reserves the right to monitor the use of all electronic communications. It should be clear that electronic mail, instant messages, posts on social network sites cannot be used to harass or threaten others or transmit hateful material. The school reserves the right to randomly check e-mails, chat rooms, instant messages, personal websites and social network sites. Any form of electronic communication must not include personal attacks and should follow the rules of appropriate public language. They should not contain any language or content which the author should not be willing to share from the podium at a school meeting. Students do not have in campus e-mail.

Netiquette: Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Being polite, not being abusive in any way in your messages to others, and using appropriate language. Students may not use vulgarities or swearing that is inappropriate in a school setting.

Digital Imaging and Audio Recordings: Digital still and video cameras allow instant capture of images that can be distributed via the Internet, e-mail, and in printed form. It is expected that an individual's privacy be respected at all times. Images of students should not be distributed by any medium, or digitally manipulated, without the permission of the subject. Acceptable usage of images and audio recordings are limited to activities that support the wider educational goals of SJEDS. This applies to both personal cameras/camera phones, MP3 players and to video equipment, MP3 players and digital cameras that are provided by the school.

Viruses: Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The school is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students and teachers will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Assistant Head so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

POLICIES

Teacher Request Policy

When assigning students to particular classes and teachers, a great deal of thought and consideration goes into the process. There are many dynamics at play including balancing gender ratio, matching students with other students to create a balance conducive for learning, and matching teaching and learning styles. The class lists are created by teachers that know the students in the classroom and their academic and social profiles. Choices are made which are felt to ensure success in both areas. Therefore, requests for the upcoming school year regarding teacher and/or students are discouraged.

We do recognize that occasionally a parent might have information they feel is important in this process and that the previous year's teacher(s) are unaware of. If there is information that you feel is needed, please follow the procedure outlined below.

1. All requests should be submitted in hard copy to the school office, addressed to Jessica Banks, Assistant Head of School.
2. Requests should be specific in nature and cite specific reasons why a teacher and/or students are being requested and why the parent feels this is important regarding academic and/or social success.

Please understand that the school believes these requests are informative in nature and while requests are often honored, there are occasions when a request may not be fulfilled. It is important to note there is not a 100% guarantee that a request will be honored.

The correct placement of a child for an entire school year is one which is not taken lightly. Should a parent have an issue with the teacher assigned to their child at the beginning of the school year, the administration reserves the right to require the child remain in the assigned class.

Inspection Policy

SJEDS reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, and any other possessions or property on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and state law. Lockers are provided for grades 5 and 6. Students may not tape, glue, paint, or write on lockers. Lockers are regularly painted and a "re-painting" charge of \$50 per locker will be levied should this policy be ignored.

No Harassment Policy/No Bullying

Bullying is an aggressive behavior pattern that occurs over time and there exists an imbalance of power. Bullying can be physical or social. SJEDS does not tolerate any type of harassment including technological bullying through use of computers. The word harassment/bullying includes (but is not limited to) slurs, jokes, threats, displays of bigotry, and other verbal, graphic, or offensive physical conduct relating to age, race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. This type of offensive conduct can create a hostile school environment. Additionally, SJEDS is dedicated to fostering an environment which promotes kindness and embraces differences among individuals. Therefore, bullying, teasing, taunting, ridiculing, or threatening conduct among students will not be permitted.

All SJEDS students have a responsibility for keeping the school environment free from harassment and bullying. Students must report incidents to their teacher. When the school administration becomes aware that harassment might exist, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person for making a good faith report of alleged harassment.

Substance Abuse Policy

Substance abuse is not tolerated. It is expected that the students will follow the substance abuse policy and that parents will support the substance abuse policy. The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student or parent on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from the school, even for a first offense. Any student selling drugs on school property or at school functions will be immediately expelled.

SJEDS is committed to a drug free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. If a student exhibits the symptoms, or is suspected of, substance abuse, the school may require that the student undergo substance abuse testing. Refusal to participate in substance abuse testing may result in dismissal from the school. At times, the school may choose to conduct random drug testing of the student body. While this measure may not often be implemented, the scourge of substance abuse in our society is so serious that the administration may consider it an effective and justifiable way of combating the problem.

Interpretation, Modification, and Amendment of the Student Handbook

SJEDS reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. SJEDS reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to the students and parents.

PARENTS' ASSOCIATION (PA)

The mission of the SJEDS Parents Association is to cultivate a strong sense of community, promote academic and spiritual enrichment, and support the School's mission through programs and events that reflect our love for children and Christian values.

All parents and guardians of students of SJEDS have the opportunity to be active members of the PA through their dues and volunteer efforts. An Executive Board elected by the membership manages the affairs of the PA. The Executive Board consists of a President, President-Elect, Vice President of Homeroom Activities, Vice President of Communications, Vice President of Special Projects, Recording Secretary, Treasurer and Historian.

The Executive Board meets on a monthly basis, while General Membership meetings of the PA are held as determined by the Executive Board. Dates and locations of all meetings are published on the SJEDS website. A list of current Parents Association committees and events as well as the Parents Association Bylaws are also published on the website.