

Lower School

St. Johns Country Day School



Student - Parent Handbook

2016 - 2017

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TABLE OF CONTENTS

Mission/Policy Statement		Grades	
Preface	1	Grade Values	14
St. Johns Mission Statement	1	Honor Roll	14
St. Johns Philosophy	1	Tuesday Folders	14
St. Johns Objectives	1&2	Conferences	14
School Motto	2	Haiku	14
School Founders Song	2	Extended Curriculum	
School Hymn	2	Art	15
Policy of Non-Discrimination	2	Library	15
Policy on Harassment and Bullying	3	Music	15
Policy Regarding Serious Infectious Diseases	3	Drama/Movement	15
Parent/Faculty Communication Policy	3	World Languages	15
Policy on Religion	3&4	Physical Education	15
Interfaith Assembly	4	P.E. Dress	15
St. Johns Honor Code		P.E. Grades	15
Honor Code	5	Electronic Technologies Acceptable Use	16
Definitions	5	Unacceptable Uses	17&18
Daily Procedures		School Technology Policy	18&19
Transportation	6	Extracurricular Activities	
Classroom Visits	7	Student Government	19
Absences/Tardiness	7	School Patrol	19
Make-Up Work	7	Field Trips	19
Rules – Before and After School	7&8	Special Occasions	
Disciplinary Behavior Procedures	8	Birthdays	20
Electronic Devices	8	Holidays	20
Lower School Dress Code		Field Day	20
Lower School Dress Code	9	Grandparents Day	20
Boys Pre-K3 - 5	9	Awards	
Girls Pre-K3 - 5	10	Awards	20
Spartan T-Shirt Days	10	Re-invitation	
Lunch and Snack		Re-invitation	20
Lunch and Snacks	11	Student Withdrawal	
Use of School Grounds		Student Withdrawal	21
Use of School Grounds	11	Clinic/Health Policies	
Flyers/Solicitations		Clinic/Health Policies	22
Flyers/Solicitations	11	Health Screenings	22
Emergency Announcement/ Procedures		Frequently Called Numbers	
Fire Drill	12	Phone List	23
Stranger/Weapon on Campus	12	Bell Schedule	
Tornado Drill	12		24
Emergency Notices	12		
Academic Expectations			
Grouping	13		
Homework	13		

ST. JOHNS MISSION/POLICY STATEMENT

PREFACE

This handbook is written for the entire school community, including parents.

A student's presence in the school signifies his acceptance of a willingness to abide by all the policies set forth in the Handbook, and as they may be revised from time to time.

In enrolling or re-enrolling their children each year, parents sign a statement expressing their acceptance of the school's policies as contained in the Handbook.

St. Johns will endeavor to announce changes in policies, but it reserves the right to alter its policies at any time without prior written notice.

ST. JOHNS MISSION STATEMENT

St. Johns Country Day School's mission is to provide a superior college preparatory program with a diverse curriculum that stresses academic accomplishment, artistic expression, and athletic participation in a supportive family atmosphere that fosters self-reliance and ethical responsibility.

ST. JOHNS PHILOSOPHY

St. Johns Country Day School provides a strong college preparatory program. It maintains high academic standards and offers a demanding curriculum intended to interest all students and challenge them to discover their own capabilities. Its aim is to develop young people who are independent, self-reliant individuals prepared for college and for life. Admissions are based on developmental maturity, academic achievement, and aptitude regardless of sex, race, color, national or ethnic origin, religion or religious creed.

Learning is enhanced by small classes, the interaction of students in Grades Pre-K3 through 12, and the utilization of the attractive campus environment. Recognizing individual learning styles, teachers employ a variety of instructional techniques.

Founded upon Judeo-Christian Principles, the School seeks to develop in each student a sense of self-worth and respect for the values of a diverse school community. St. Johns Country Day School seeks to nurture in its students a continuing desire to learn and the skills necessary to pursue their goals.

ST. JOHNS OBJECTIVES

St. Johns Country Day School has for its purpose the college preparatory education of students in the strict and demanding tradition of academic education and to aid them in the search for truth and meaning in their lives. To meet these objectives, the School:

- sets as the goal of each student a questioning and inquiring mind prepared for the demands of college and the challenges of life;
- fosters an appreciative but critical attitude towards knowledge;
- guides each student to self-awareness through numerous and appropriate techniques;
- encourages each student to participate in group activities, to respect the rights of others, and to realize obligations to both the individual and the group;
- recognizes and encourages the character development of its students;

- offers appropriate physical activities to support the development of the whole individual;
- seeks to develop aesthetic awareness through a variety of experiences in the fine arts area;
- fosters a sensitivity to the needs of the environment and the community.

ST. JOHNS MOTTO

“As thy days, so shall thy strength be.” (Deut. 33:25)

ST. JOHNS FOUNDERS SONG

O, the Heinrichs had a vision, a dream, a plan
 To build a college prep school.
 And in nineteen fifty three, in the county of Clay,
 They founded St. Johns Country Day.

With faith and wisdom, our founders led the way.
 So with grateful hearts we proudly say,
 “We’re the Spartans of St. Johns Country Day.”

As thy days, so shall thy strength be.
 This, our motto clear, tradition we hold so dear.
 We remember our past; we look forward today,
 To the future of St. Johns Country Day.

With faith and wisdom, our founders led the way.
 So with grateful hearts we proudly say,
 “We’re the Spartans of St. Johns Country Day.”

ST. JOHNS HYMN

To St. Johns our hymn we raise,
 Full of love and full of praise.
 Wisdom gained for future days
 Leads us on to righteous ways.
 With our days our strength shall grow
 As our words and deeds may show.

POLICY OF NON-DISCRIMINATION

St. Johns Country Day School admits students of any sex, race, color, national or ethnic origin, religion or religious creed to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. The School does not discriminate on the basis of sex, race, color, national or ethnic origin, religion or religious creed in the administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

POLICY ON HARASSMENT AND BULLYING

St. Johns Country Day School endeavors to maintain an environment free of bullying and harassment.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, written or cyber-based interactions.

Racial, ethnic, religious, sexual or disability *harassment* is any unwanted physical or verbal attention directed toward any person or persons that makes an individual feel inferior or uncomfortable. This attention may include verbal or written comments, name calling, jokes, gestures, and/or graffiti.

POLICY REGARDING SERIOUS INFECTIOUS ILLNESSES

St. Johns Country Day School is concerned with the health and safety of all students and personnel and, while maintaining the individual's right to privacy as best it can, complies with all health department regulations regarding infectious disease.

POLICY ON PARENT/FACULTY COMMUNICATION

In our role as partners with parents in education, the school encourages open communication between parents and members of the faculty or administration.

POLICY ON RELIGION

Recognizing that all people have spiritual needs, St. Johns Country Day School commits to fostering the spiritual growth and development of its students.

Hoping to enhance the religious understanding and spiritual journey of every student, St. Johns promotes high standards of character, honor, and ethics.

St. Johns was founded on Judeo-Christian principles and the school's religious life orientation while non-denominational is consistent with the school's heritage.

St. Johns welcomes people of all religions and desires to be a nurturing community where respect and understanding permeate all relationships.

St. Johns expects its students, faculty, and staff to respect all religions and people of all religions. The school does not tolerate the maligning of any person's religion or the attempt to convince any person that his or her religious beliefs are not valid.

Believing that well-educated people in a global community must understand the world in which they live, St. Johns provides opportunities for students to learn the basic tenets of the world's major religions.

The primary role of the classroom setting is educational, and teachers are expected to refrain from using the classroom as a forum for religious conversion or expressing their personal religious beliefs with the intent to demean any other religion or belief.

St. Johns faculty and students are expected to cooperate so that each person may observe the significant holy days of his or her faith. Students and their families must inform the school in advance of religious observances that conflict with class attendance, tests or examinations, or other school activities. The school will then attempt to accommodate the student's religious observances.

St. Johns employs qualified faculty and staff regardless of their religion or creed. Faculty and staff should understand and be willing to abide by and support the St. Johns Country Day School Policy on Religion.

St. Johns admits qualified students regardless of their religion or creed. Entering students and their families should understand and be willing to abide by and support the St. Johns Country Day School Policy on Religion.

Approved by the Board March, 2007

INTERFAITH ASSEMBLIES

Interfaith Assemblies are intended to support the mission of the school by fostering self-reliance and ethical responsibility. In keeping with the school's policy on religion, Interfaith Assemblies begin and end in prayer and feature speakers or programs that promote high standards of character, honor, and ethics. Special holiday Interfaith Assemblies incorporate traditions from a variety of major world religions.

ST. JOHNS HONOR CODE

“I PLEDGE THAT I HAVE NEITHER GIVEN NOR RECEIVED UNAUTHORIZED HELP ON THIS ASSIGNMENT.”

St. Johns students are required to maintain the highest standard of integrity, one of personal honesty and independence. By acceptable self-conduct, a student assists fellow students to abide by a proper set of values which is expected in a school environment and by society at large.

Students shall not engage in any of the following: giving or receiving information on tests, quizzes, or any other graded assignment unless otherwise allowed by the teacher; theft, or vandalism of school property or of another individual's property; harassment of others; lying; or dishonorable actions of any kind.

Recognizing that the existence of an honorable community requires the participation and support of all its members, it is expected that a student will report a violation when witnessed. This may be done confidentially to a teacher, an advisor, a guidance counselor, or an administrator.

DEFINITIONS

LYING: To state an oral or written untruth. It is a lie to knowingly misrepresent the true situation or to deceive by withholding, omitting, or subtly wording information in such a way as to leave an erroneous or false impression of the known true situation.

CHEATING: To knowingly use unauthorized assistance in submitted work. Giving or receiving verbal or written assistance on homework, individual assignments, quizzes, or tests is prohibited unless the student's teacher specifically allows it. One form of unauthorized assistance would be copies of current tests or quizzes. Such copies of current tests or quizzes, in whole or in part, in any form whatsoever, should not be in the possession of any student. Once a test or quiz is graded and returned by the teacher to the permanent possession of his or her students, however, that test or quiz should be considered no longer "current." Such "old" tests and quizzes may be used by any student as study guides provided they are not brought, in any form, into a room where a test or quiz is to be taken.

STEALING: is the wrongful taking, obtaining, or withholding of property from the possession of the true owner. The difference between stealing and borrowing is that, in borrowing, the owner has given prior specific approval for the temporary use of an item of property.

PLAGIARISM: To use someone else's ideas, opinions, or phrasing, either deliberately or through carelessness, without properly crediting the source. Plagiarism may be considered stealing (taking of another's creative property), cheating (represent another's work as one's own), or both.

***A ST. JOHNS STUDENT STRIVES TO BE A PERSON OF INTEGRITY
AND WILL NOT LIE, CHEAT, OR STEAL.***

DAILY PROCEDURES

TRANSPORTATION - Bus Students, Carpools, Walkers, and Bikers

Pre-Kindergarten begins at 8:30 a.m. and is dismissed at 1:00 p.m. Kindergarten begins at 8:30 a.m. and is dismissed at 2:30 p.m. Extended Day is available, until 3:35 p.m. at no extra charge, to those Kindergarteners with siblings at St. Johns.

Pre-K3 and Pre-K4 students are to be dropped off and picked up at the Early Learning Center entrance. Students in Kindergarten are to be dropped off and picked up at the Kindergarten gated entrance. Students in Grades 1 - 5 are to be dropped off and picked up at the Lower School entrance of the main building.

Students in carpools should be in their designated carpool room by 3:15 p.m. for dismissal. Students not picked up by 3:35 p.m. will be sent to Extended Day, and parents will be billed.

No changes in transportation arrangements will be made without prior written permission, which will be handed to the homeroom teacher at the beginning of the day.

Carpool drivers should not park in either drop-off area, or block the designated handicapped parking spaces.

In case of emergency, official announcements will be made on radio stations 96.9 FM and, 95.1 FM, as well as local TV Stations Channel 4 and Channel 12.

Bus Attendance - Students must ride the bus to which they have been assigned. Bus riders will report to room L15 and will be escorted to the appropriate bus. Regulations for bus passengers are listed and issued separately. Permission to change buses, for any reason, must be approved by the school's Transportation Department.

INSTRUCTIONS FOR BUS PASSENGERS

- Students should be at the bus stop, ready to board, approximately five minutes before the designated time. The bus cannot wait for those who are tardy.
- No loud talking, shouting, singing, chanting, yelling, or boisterous conduct is permitted at any time. Outside of normal conversation, classroom conduct will be observed at all times (including field trips.)
- Stand off the roadway while awaiting bus.
- Stay seated at all times while the bus is moving.
- Keep your head and arms inside the windows at all times.
- Unnecessary conversation with the bus driver is very dangerous! Speak only to the driver when necessary or when bus is stopped.
- Wait for the driver's signal and cross the roadway immediately in front of the bus.
- Passengers must remain quiet while the bus is stopped at railway crossings.
- The driver is in complete charge of the bus and is responsible for the passengers' safety. The driver has been ordered to stop the bus any time that misconduct on the part of passengers in any way endangers others. The driver has the right to assign seats to passengers, if necessary, to promote order on the bus.
- No one is allowed to chew gum, eat or drink on the bus.

- These rules apply to all students and others riding on school buses on all types of trips. Failure to comply with bus rules can result in suspension from the bus, and another mode of transportation must be provided by the parents.

CLASSROOM VISITS

Parents wishing to visit the classroom must schedule the time with the classroom teacher prior to the day of visitation. Notes, lunches, and articles being delivered to students should be given to the Receptionist. Guest visitors may be scheduled at the discretion of the administration and must sign in at the reception desk. Early dismissals must sign out at the Lower School office.

ABSENCES/TARDIES

If a student is to achieve outstanding academic performance, to forge strong and lasting relationships with his or her peers and teachers, and to take maximum advantage of the range of activities offered by St. Johns, his or her consistent attendance at school is critical. Parents should make every effort to encourage their student to attend school every day, unless he or she is ill.

An inordinate number of tardies, early dismissals, 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 attendance office tracks absences, tardies, and early dismissals. Morning arrival after the 8:00 a.m. bell for students in Grades 1 - 5 is considered a tardy. The students arriving after the 8:00 a.m. bell require a sign-in by parents at the Lower School office. Failure to sign in will result in your child being assigned with an absence. If a student arrives following break, or if a student leaves school prior to 1:00 p.m., a half-day absence will be assigned.

If a student becomes ill prior to school, the office should be notified by 9:00 a.m. at (904) 264-9572. A doctor's note is required for extended absences 3 or more consecutive full school days due to illness upon return to school.

Except in cases of extended illness (3 or more consecutive full school days verified by a physician), non-school required absences in excess of 7 per quarter may prohibit a student from attaining a grade higher than a 65. In the event a student accrues more than 7 non-school required absences in a quarter, a parent conference will be held.

Permission to be away from school for out-of-town trips must be approved by the Head of the Lower School and submitted one week in advance. Work for days missed must be made up within a reasonable amount of time.

MAKE-UP WORK

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.

RULES /Before and After School

EARLY ARRIVALS - Students arriving on campus *before* 7:45 a.m. are required to go directly to Extended Day. Pre-school students arriving on campus *before* 8:00 a.m. are required to go directly to Extended Day. Waiting outside the classroom door or in the administrative building is not permitted.

BEFORE SCHOOL – At 7:45 a.m. students go directly to their rooms. Children will wait by the door until the teacher arrives. Children may tend to school business until the flag bell rings, but otherwise must remain in the room. Children may not be in the play areas before or after school.

AFTER SCHOOL - All students in Grades 1 – 5 are dismissed at the appropriate time and **MUST** report immediately to a carpool room. All students must have a car pool number.

- Bus students go to room L15.
- Carpool riders go directly to the designated room and remain there until the carpool number is called.
- Students who remain at carpool after 3:35 p.m. will be sent to Extended Day. Children are allowed on the playground only with parental supervision. Children of faculty may play on the playground after 3:35 p.m.

DISCIPLINARY BEHAVIOR PROCEDURES

Discipline of a student is primarily the responsibility of the teacher working in cooperation with parents. Accordingly, as a student's behavior becomes a continually disruptive factor in the classroom or a deterrent to academic progress, the following steps will be taken:

It shall remain at the discretion of the Head of Lower School, to discipline or suspend any student whose behavior, at any time, falls outside the realm of that normally acceptable to a learning environment such as St. Johns Country Day School. It shall further be at the discretion of those personnel to adjust this code as deemed necessary in the event of unusual disciplinary problems.

1. A note will be sent or a telephone call will be made. The note must be signed and returned.
2. Should further problems arise, parents will be called and a conference will be required. A record of this conference will be filed with the Head of Lower School.
3. Should behavior problems continue, the student will be referred to the Head of Lower School for a disciplinary warning. A conference with the Head of Lower School, parents, and teachers will be conducted.
4. Further problems may result in suspension from school. The mode, duration, and probationary status will be determined by the Head of Lower School.

ELECTRONIC DEVICES

No electronic devices will be permitted other than cell phones and school iPads. Students must keep all personal cell phones in their backpacks during the day. Phones in classrooms are not to be used by students. School phones will be used only for emergencies. iPads are not allowed to be in use during carpool.

LOWER SCHOOL DRESS CODE

The purpose of the dress code is to provide a standard to assure that the students are appropriately dressed for the business of learning. Boys and girls shirts must be tucked in, and names should be in all garments. The dress code applies to all students (and their guests) representing St. Johns. Homeroom teachers are responsible for monitoring the dress code. Violation of the dress code is a disciplinary offense. DISCIPLINARY ACTION: written violation of the dress code will be sent home.

GUIDELINES FOR BOYS AND GIRLS

- All clothing neat, clean, appropriately sized and in good repair (no holes or frayed hems).
- Clothing must not be tight, revealing, distracting, or offensive.
- Belt loops require belts. Belts must be worn in Grades 1 – 5.
- Hats and heavy coats may be worn outdoors in freezing weather only.
- Hooded sweatshirts are not allowed.
- Special Occasion Dress days are announced in advance and include (but are not limited to) Founders Day, Veterans Day, Senior Presentation, and Awards Assemblies.

BOYS: PRE-K3 - 5 (MUST BE PURCHASED FROM LANDS' END SCHOOL UNIFORM)

SPECIAL OCCASION DRESS DAYS

- white polo with logo
- navy pants or shorts
- sweatshirt, sweater vest or jacket (optional, depending on weather)

REGULAR DRESS

- polo (white, navy, light blue and multi-stripe) with logo, or oxford shirt (white, light blue) with logo
- pants or shorts (navy or khaki)
- sweatshirt, sweater vest, or jacket (optional, depending on weather)

DESCRIPTION OF LANDS' END OFFERINGS

1. All shirts have a St. Johns logo and are worn tucked in.
2. The short-sleeved polo shirt is available in white, light blue, and navy.
3. The long-sleeved polo shirts are available in navy and white.
4. The oxford shirt is long – sleeved and is available in white and light blue.
5. Pants and shorts are available in navy, and khaki.
6. The sweatshirt, sweater vest, and jacket have a St. Johns logo and are available in navy.

Hair does not extend below the top of the shirt collar or below the earlobes and is neatly styled. No earrings, body piercings, tattoos or unnatural hair color are allowed. Shoes have closed toes.

GIRLS: PRE-K3 - 5 (MUST BE PURCHASED FROM LANDS' END UNIFORM)

SPECIAL OCCASION DRESS DAYS

- white polo with logo
- navy skirt or skort, solid navy polo dress or plaid jumper
- sweatshirt, sweater, sweater vest, jacket (optional, depending on weather)

REGULAR DRESS

- polo shirt (white, light blue or navy) with logo
- skirt, skort, pants, shorts, or capris
- polo dress with logo (navy or light blue), plaid jumper or khaki jumper
- sweatshirt, sweater, sweater vest, jacket (optional, depending on weather)

DESCRIPTION OF LANDS' END OFFERINGS

1. All tops have a St. Johns logo and are tucked in.
2. The short-sleeved polo shirt is available in white, light blue, and navy.
3. The long-sleeved polo shirt is available in navy, light blue and white.
4. Pants, capris, skorts, and shorts are available in navy and khaki.
5. The sweatshirt, sweater vest, and jacket have a St. Johns logo and are available in navy.
6. The sweater does not have a St. Johns logo and is available in navy.

Shoes have closed heels or back-straps. No body piercings tattoos, or unnatural hair color are allowed.

SPARTAN T-SHIRT DAYS

“Spartan T-shirt Days” are specially designated days approved at least a week in advance by the administration. On these days the dress code will be relaxed to include jeans, dress code length jean shorts, St. Johns T-shirts or dress code shirt, and dress code footwear. No hats are allowed. All garments must be in good repair.

LUNCH AND SNACKS

Nutritious lunches may be brought from home or ordered from the **Spartan Campus Café**, operated by SLA Management, the school lunch provider. Lunch must be eaten in the room or at outside picnic tables. Eating is absolutely forbidden in any other area. Be sure that all waste is placed in the trash receptacles. *Parents are asked to deliver any items, including lunches to the Reception Desk.*

Students in Grades Pre-K3 – 5 bring snacks from home. Sweets of any kind may not be eaten by any Lower School student at break. Some suggested snacks are fruit, juice, vegetables, crackers, and sandwiches. Chewing gum and soft drinks are not permitted at any time during the school day.

VENDING MACHINES ARE OFF LIMITS TO ALL LOWER SCHOOL STUDENTS UNTIL 3:30 p.m.

USE OF SCHOOL GROUNDS

Liability concerns prohibit non-school use of the campus, athletic fields and equipment unless in compliance with the terms of duly certified rental agreement. All events are to be cleared with the Director of Operations and are not to conflict with other scheduled events or maintenance. After approval, all events should be placed on the master calendar.

FLYERS/SOLICITATIONS

All promotional literature or posters must be approved and initialed by the Administration before distribution.

EMERGENCY ANNOUNCEMENT/PROCEDURES

In the case of student illness or accident, the first consideration is always for the student's life, or the prevention of permanent, serious injury. It is understood that in the event of apparent serious illness or injury, school personnel have the power and authority to contact emergency medical technicians or other medical care providers if deemed necessary or appropriate and to transport the minor child for appropriate medical treatment. The School will notify the parents at home, work, or the emergency number listed on the student's application. Fire and tornado drills are held periodically.

Procedures for fire drills, hazardous weather and other emergencies such as medical, necessary evacuation or potential violence are posted in each classroom.

FIRE DRILL - signaled with a continuous horn. At the appropriate signal, all students and teachers are to report at once to their assigned area as noted on the Emergency Procedure Information sheet posted in each classroom. Each teacher will ensure that windows and doors are closed and the light turned off. Upon reaching the assigned area, each teacher will take the roll and report attendance. NO TALKING is permitted until dismissal by the Director of Safety.

STRANGER/WEAPON on Campus – “LOCK DOWN” signaled by an “All Call” intercom announcement for all faculty. In the event a weapon is displayed on school grounds, the observer will notify the Headmaster or Deans as soon as possible.

TORNADO DRILL - signaled by a series of short bells. Upon signal, teachers will have children keep down and provide for protection. Both teacher and students should get as far away from the outside windows as possible. NO TALKING. Stay under cover until the “all-clear” has been given.

EMERGENCY NOTICES - or announcements about the closing of school will be made on radio stations:

WJGL-FM 96.9 - The Eagle, WGNE-FM 99.9 - Gator Country, as well as local TV stations WJXT-Channel 4 - News4Jax.com, and WTLV-NBC Channel 12 - FirstCoastNews.com.

ACADEMIC EXPECTATIONS

GROUPING

Students are ability grouped for language arts in Grades 1-5 and in math in Grades 3 - 5. All students complete the curriculum objectives for the grade level. Grouping to meet the individual needs of the Pre-K and Kindergarten students is done within the classrooms. Students in the enriched math, and/or language arts classes must have a B average and a teacher recommendation to continue in the enriched class the following year.

HOMEWORK

Homework assignments vary throughout the Lower School. Homework will be designed as a meaningful experience and may not be necessary every day.

Grade 1: A maximum of 60 minutes of homework *weekly* should be sufficient.

Grade 2: Students may be assigned 15–20 minutes of homework *nightly*.

Grade 3: Students may be assigned up to 30 minutes of homework *nightly*. This will include time for book reports and special projects, which might be assigned in science or social studies.

Grade 4: Students may be assigned up to 45 minutes of homework *nightly*. This will include time for book reports and special projects, which might be assigned in science or social studies.

Grade 5: Students may be assigned up to 1 hour of homework *nightly*. This should include time for project and book reports.

No specific assignments will be made over weekends or during holidays; however, a student may be asked to complete past-due assignments at this time. Projects may be assigned one week before the holiday and be due no earlier than one week after the holiday. Special projects assigned by teachers will be sent home in written form.

GRADES

Grades for students in Grades K – 5 are the evaluation of a student’s achievement as evidenced by his class work, homework, and test scores.

Comments from the teacher accompany report cards for students in Grades 1 - 5 for the second and fourth quarters. First and third quarter report cards may contain comments for those students with sudden drops in grades or grades “C-” or lower.

Kindergarten is graded on the S and N scale each semester in both social and academic growth.

GRADE VALUES

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F Below 60	S Satisfactory	N Needs Improvement

HONOR ROLL (for students in Grades 4 through 5):

Summa Cum Laude	3.9 GPA
Magna Cum Laude	3.6 GPA
Cum Laude	3.3 GPA

TUESDAY FOLDERS

Daily work will be evaluated and placed in a folder for students in Grades 1 - 5. The contents of these folders will be sent home every Tuesday. Parents are asked to go over papers with their children, note unusual needs or successes, keep the folder contents, and return the folder the next day.

CONFERENCES

Parents are encouraged to confer with teachers at any time questions or concerns arise regarding their child’s school experience. Parents wishing a conference should send a note or call the school office to arrange a mutually convenient time. There are two regularly scheduled conferences each year: one at the end of the first nine weeks and one following the third quarter.

Correspondence via e-mail should be used for general classroom communication only. Student concerns should be addressed either with a phone call or a personal conference. Parents are reminded that meetings, Back to School Night, or periods of the day when teachers have classes are *not* appropriate times for conferences about a particular student’s needs.

HAIKU

Parents of students Pre-K3 – 5 are assigned a Haiku account. Haiku allows parents to check itemized grade reports, homework assignments, class calendars and teacher communication.

EXTENDED CURRICULUM

These classes are provided to promote the development of well-rounded students. In these areas, the student gains a broad base of knowledge upon which to build. Appreciation is encouraged through enrichment and participation.

ART

Students in Pre-K3 – Grade 5 will have art twice a week. The curriculum includes instruction in basic skills and principles as well as the use of varied media and techniques.

Grades: K – 5 will receive the following marks: S – Satisfactory, N – Needs Improvement. N's are given for failure to come to class prepared; inability to stay on task; failure to follow directions; or failure to complete curriculum expectations.

Evaluation throughout the Lower School will be based on effort, use of time, attitude, and display of specific, assigned skills.

MUSIC

Music classes are offered twice weekly for Grades Pre-K3 – 5. The curriculum includes teaching the fundamentals of music as valuable tools in the development of music appreciation. A variety of musical activities will be explored for the purpose of enhancing enjoyment. ***Attendance at musical/band performances is required unless excused in advance by the instructor.***

Grades: K – 5 students will receive the following marks: S – Satisfactory N – Needs Improvement. N's are given for failure to come to class prepared; inability to stay on task; failure to complete directions; and failure to complete curriculum expectations. Evaluation of students is based on participation (rather than ability), attitude, and cooperation.

DRAMA/MOVEMENT

Drama and movement classes are offered once a week on a rotating quarter schedule for Grades 1 – 5. These classes are not graded.

WORLD LANGUAGES

French is taught in Grades Pre-K3 - 3. Spanish is taught in Grades 4 and 5.

PHYSICAL EDUCATION (P.E.)

P.E. classes will be offered twice a week for Pre-K3 and Pre-K4, three times a week for Kindergarten, and four times a week in Grades 1 – 5. All students are expected to participate in the P.E. program. If a parent feels it necessary to have a child excused from P.E. class, a note must be sent stating the reason; in most cases the child will be required to report to the P.E. class area to observe the day's activities. Those conditions requiring long periods of exemption will require having School Exemption forms filled out by a physician. Evaluation throughout the Lower School will be based on effort, participation, attitude, and proper dress.

P.E. DRESS: Students in Grades Pre-K3 – 5 must wear tennis shoes for P.E.

P.E. GRADES: Students in Grades K – 5 will receive the following marks: S – Satisfactory, N - Needs Improvement.

***ELECTRONICS TECHNOLOGIES ACCEPTABLE USE STATEMENT
(REVISED 07/21/2015)***

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of electronic technologies. Electronic technologies include, but are not limited to, computers and peripherals, network and internet access, mobile devices, tablets, printers, telephones, and the applications they support and/or access.

St. Johns Country Day School provides technology resources to its students, staff, and parents for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence at St. Johns Country Day School by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

Access to the technology at St. Johns Country Day School has been established for educational purposes. The use of St. Johns Country Day School's electronic technologies is a valued resource. All electronic technologies must be used in a legal, ethical manner that supports the mission of the School. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

School computers, iPads, tablets, telecom, memory devices, networks, and related hardware and software are the property of St. Johns Country Day School. At no time does the School relinquish its exclusive control of electronic technologies. Inappropriate use of School electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access.

These policies also apply to personally owned computers and devices connected by wire or wireless means to the school network, personal devices brought on campus, school-provided apps or eBooks, and to off-campus computers and devices connected to the school email. Violating any of these policies is considered a serious offense, and any intentional violation which causes damage or harms others is especially serious. Serious disciplinary offenses at St. Johns Country Day School may result in dismissal from school. Users should be aware that network administrators will respect individual privacy unless problems arise, but it is necessary for them to monitor network traffic such as e-mail. No one using technology on campus should have any expectation of privacy. At any time, for any reason, technology users may be asked by school administration to give access to personal devices or accounts.

UNACCEPTABLE USES

1. Users will not use electronic technologies to engage in any illegal act or violate any local, state or federal statute or law.
2. Users will not use electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. Impersonating another person in any way is strictly prohibited.
3. Users will not use electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute any obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, violent, hateful, disrespectful, or sexually explicit language, images, information or materials.
4. Users will not attempt to gain unauthorized access to the St. Johns Country Day School's electronic technologies or any other system through the St. Johns Country Day School's electronic technologies. Users will not attempt to log on through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.
5. Users will not engage in any activity that may interfere with or disrupt individual or network users, services, digital signage, or equipment. Attempting to circumvent the file protection system, disconnecting cables, erasing applications, connecting to wireless displays, or changing configurations of individual machines are all examples of acts that would put a student in violation of this rule.
6. Users will not use electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information. This includes, but is not limited to: addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable.
7. Users will not repost a message that was sent to the user privately without permission of the person who sent the message.
8. Users will not use electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the directly stated permission of that person.
9. Users must keep all account information and passwords private on school-owned or personal technologies. All users shall be responsible for the protection and security of their passwords. If users give others access to accounts either by divulging passwords or logging off incorrectly, they are responsible for any misconduct in which the other party may engage.
10. Users will not use electronic technologies in any way that may violate trademark copyright laws or software usage licensing agreements.
11. Users must observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information.

12. Users will not use any technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the School. Users will not use technologies to offer or provide goods or services or for product advertisement, except as authorized by the School administration.
13. Users will not use electronic technologies for political campaigning.
14. The School is not responsible for repairing or maintaining personal equipment. Users will not install any personal equipment or software on any School-owned systems without permission.
15. Users must obey all specific regulations of the network on which they are working. Where external networks are involved, users must obey the use policies of these networks. Bypassing blocked sites or apps by any method is strictly forbidden.
16. Users may use only the computers, computer accounts, and computer files for which authorization has been granted.
17. Users should always assume that anything sent via or placed on the Internet may become public and under certain situations could be subject to review.

SCHOOL TECHNOLOGY POLICY

1. The school does not have the ability to limit the features or Internet access of any personal electronic device when a community member is not on campus. Parents are solely responsible for monitoring their child's usage of any electronic device when a student has access outside of the academic day. The school is constantly monitoring all electronic devices connected to any network at the school. No one using the school's network or electronic devices should have any expectation of privacy.
2. The school has an ongoing, multi-year plan for teaching Cyber Citizenship which focuses on best practices for using the Internet and other technologies.
3. All iPad users Grades K and up are required to have a personal Apple ID that is registered with the school. Parents are encouraged to assign their child's Apple ID to their Family Share plan.
4. Based on the age and needs of their students, teachers set their own classroom policy for technology use. There are a number of educational reasons why a teacher might want to use specific features or applications. At the same time, a teacher is free to limit the usage of certain features or applications. Which applications are allowed may vary from day to day or from class to class depending on how the iPad is being used in class.
5. Lower School students access the iPad during the school day only when directed by the teacher. When not being used in class, the iPad is put away. Students are not permitted to use the iPad when not under adult supervision. Recess and lunch are not appropriate times for students to have access to the iPad. Middle School and Upper School students will retain possession of the iPad throughout the day. Parents are encouraged to set clear expectations for usage during any non-academic time.
6. Students in Grades 5 - 12 are required to have an iPad at school each day with full access to their textbooks. Students are required to activate "Find My iPad" and "iCloud Backup".
7. All students and employees are given access to Google Drive. This provides unlimited space to save resources from any Internet connected device. All data

should be backed up on Google Drive or iCloud. Desktop computers are not automatically backed up. Anything not saved on Google Drive could be lost if a computer crashes.

8. School issued laptops, iPads, and desktop computers may be traded out without warning. It is important that technology users backup their devices daily using Google Drive or iCloud. All educational or personal files should be stored on iCloud or Google Drive.
9. Please be aware that audio and video recordings may take place throughout the school in numerous locations including in classrooms. These recordings may be made with personal devices, mobile recording devices or mounted recording devices. Recordings may be used for promotion, education, advertising, telecast, security, and monitoring purposes, among others. These recordings may be shared online during or after recording.
10. Student owned iPads must be supervised by the school. Students are not permitted to attempt to remove supervision. Teachers will be using Apple Classroom, and will have management permissions as allowed by the App.

EXTRA-CURRICULAR ACTIVITIES

STUDENT GOVERNMENT

The purpose of the Lower School Student Government is to promote school spirit and leadership, foster student involvement, and coordinate school-related Lower School projects. Lower School students in Grades 3 – 5 make up the Student Council. In each homeroom in Grades 3 – 5, two representatives will be chosen at the beginning of the school year. Representatives may not serve consecutive terms. Grades Pre-K3 – 2 will be represented by a Grade 3 Liaison. In September, the following officers will be chosen from the student body of Grades 4 and 5: Vice-President, Secretary, Treasurer, and Historian. The President for Lower School Student Government must come from Grade 5.

SCHOOL PATROL

Student posts will be open to all Grades 4 and 5 students. The patrol duties will consist of both a.m. and p.m. posts. Serving on the patrol requires a true commitment.

FIELD TRIPS

Written notice will be sent regarding dress requirements prior to the date of the trip. Parents will be called if a student arrives in improper dress. Field trip chaperones should not bring younger siblings on the trip.

SPECIAL OCCASIONS

BIRTHDAYS

Children may celebrate their birthdays at school by bringing in treats. Invitations for private parties must be sent from home.

HOLIDAYS

Seasonal parties may be planned by the teachers and/or room mothers for Lower School students. To help in party planning, the following limitations have been suggested:

One sweet, one non-sweet, and one beverage per child; Example: One cookie or cupcake, chips or sandwich, punch, and appropriate paper goods (plates, napkins, cups).

FIELD DAY

Field Day is a Physical Education Department sponsored event held in the spring.

GRANDPARENTS DAY

Grandparents Day is held yearly. All grandparents of students in Grades Pre-K3 – 5 will receive invitations if the grandparents' addresses are returned to school as requested.

AWARDS

St. Johns recognizes contributions and achievements made by students during the year by issuing awards to deserving students. Awards for Lower School, Grades 1 - 5, shall be presented at an Awards Assembly at the end of the year.

RE-INVITATION

Consideration for re-invitation for the following school year begins in February. The procedure is based on these policies:

- Students may be invited to continue at St. Johns with the following qualifications:
 1. A “C” average or better has been achieved in math and language arts
 2. Satisfactory CTP score
 3. Acceptable, independent work habits, and emotional maturity and standards of behavior appropriate to grade level
- Reconsideration of students for re-invitation for the next school year will be predicated upon satisfying the requirements outlined above in one of the following ways:
 1. Achievement of the above qualifications by the end of the second semester
 2. Successful academic achievement, following required summer work and retesting
 3. Fulfilling specific recommendations which have been agreed upon by parents, teacher, and administration and showing sufficient progress has been made in the student’s performance. Recommendations may include making provisions or tutoring or, when appropriate, repeating a grade.
 4. An inordinate number of tardies, early dismissals, and/or absences may affect the school's decision to offer re-enrollment.

STUDENT WITHDRAWAL

In the event a student withdraws from St. Johns, the parent or legal guardian must contact in writing the appropriate Division Head at least three days in advance of the student's scheduled withdrawal date. Once it is established that all academic, disciplinary, and financial obligations to the school have been fulfilled, the student's official transcripts will be released and/or forwarded as requested by the parent or legal guardian.

CLINIC/HEALTH POLICIES

The clinic is available to students who become ill at school, who receive an injury while at school, or who must take prescribed medication. Students must obtain a pass from their teacher prior to coming to the clinic.

All students must have a current Emergency and Medical Information form on file in the school clinic. *If there are any changes in student's health, be sure to call the school nurse at (904) 264-9572, Ext. 1120 to report those changes.*

Students having or suspected of having a contagious illness or infestation which can be transmitted to others are to be excluded from school and not allowed to return unless they have been successfully treated and/or present a note from a physician indicating that they are no longer contagious.

Students must be free of fever (without the use of fever-reducing medications) for 24 hours before returning to school.

Our head lice policy follows the guidelines of the Centers for Disease Control, American Academy of Pediatrics, and the National Association of School Nurses.

All medications should be given at home, if at all possible. If a student must take a prescription or over the counter medication during school hours, it *must* be received and stored in the **original container**, and must be labeled with the student's name, current date, RX dosage, frequency of administration, and physician's name. Parents will be responsible for delivery and retrieval of medications. No medications are to be transported via the school bus system, or personally by the student. *All medication administration requires written parental authorization.*

Over the counter medications will be given according to age-appropriate doses as per the medication label.

For long term prescriptions, a one-to-three-month supply may be kept at school. When discontinued or at the end of the school year, medication not taken home will be destroyed.

HEALTH SCREENINGS

Health screenings will be done each year, per the State of Florida guidelines (Ch. 381, f.s.). A student will be exempt from any of these services if his or her parent or guardian requests such exemption *in writing*.

Kindergarten	Vision, Hearing
Grade 1	Vision, Hearing, Height, and Weight
Grade 3	Vision, Height, and Weight

FREQUENTLY CALL NUMBERS

OFFICE OF THE HEADMASTER

.....(904) 264-9572, Ext. 4224

ASSISTANT TO THE HEADMASTER

Holli Kennedy.....(904) 264-9572, Ext. 4224

HEAD OF LOWER SCHOOL

Mary Helen Cauthen.....(904) 2649572, Ext. 4217

LOWER SCHOOL ASSISTANT

Denise Evans.....(904) 264-9572, Ext. 4227

HEAD OF UPPER SCHOOL

Mary Virginia Fisher.....(904) 264-9572, Ext. 4239

UPPER SCHOOL DEAN

Michael Hilliard.....(904) 264-9572, Ext.4232

UPPER SCHOOL ASSISTANT

Dana Goode.....(904) 264-9572, Ext. 4208

HEAD OF MIDDLE SCHOOL

Bill Rothe.....(904) 264-9572, Ext. 4229

MIDDLE SCHOOL DEAN

Beth Gryczweski... ..(904) 264-9572, Ext. 4231

MIDDLE SCHOOL ASSISTANT

Kim Kurnitsky(904) 264-9572, Ext. 4230

SPARTAN CAMPUS CAFÉ

.....(904) 269-5138

EXTENDED DAY/STAY AND PLAY

Lauren Marchand.....(904) 264-2619

LOWER SCHOOL GUIDANCE COUNSELOR

Diane Landers.....(904) 264-9572, Ext. 4522

TRANSPORTATION

Martha Hanson.....(904) 264-9572, Ext. 4216

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PER. A 8:15 — 9:00	PER. B 8:15 — 9:00	PER. C 8:15 — 9:00	PER. D 8:15 — 9:00	PER. E 8:15 — 9:00
PER. B 9:00 - 9:45	PER. C 9:00 - 9:45	PER. D 9:00 - 9:45	PER. E 9:00 - 9:45	PER. F 9:00 - 9:45
BREAK 9:45 - 10:00				
PER. C 10:00 - 10:45	PER. D 10:00 - 10:45	PER. E 10:00 - 10:45	PER. F 10:00 - 10:45	PER. H 10:00 - 10:45
PER. D 10:45 - 11:30	PER. E 10:45 - 11:30	PER. F 10:45 - 11:30	PER. G 10:45 - 11:30	PER. G 10:45 - 11:30
LUNCH 11:30 - 12:15				
PER. E 12:15 - 1:00	PER. F 12:15 - 1:00	PER. G 12:15 - 1:00	PER. A 12:15 - 1:00	PER. A 12:15 - 1:00
PER. F 1:00 - 1:45	PER. G 1:00 - 1:45	PER. A 1:00 - 1:45	PER. B 1:00 - 1:45	PER. B 1:00 - 1:45
PER. G 1:45 - 2:30	PER. A 1:45 - 2:30	PER. B 1:45 - 2:30	PER. C 1:45 - 2:30	PER. C 1:45 - 2:30
PER. H 2:30 - 3:15	PER. D 2:30 - 3:15			

LOWER SCHOOL SCHEDULE