

# Middle School

St. Johns Country Day School

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Student-Parent Handbook

2016-2017

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REVISED August 2016

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# I. ST. JOHNS COUNTRY DAY SCHOOL MISSION, PHILOSOPHY, OBJECTIVES, AND POLICIES

## **PREFACE**

The student-parent handbook is written for the entire school community, including parents.

A student's presence in the school signifies his acceptance of and 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.

## **THE SCHOOL'S MISSION**

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.

## **THE SCHOOL'S 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. (Admission is 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 class sizes, 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.

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.

## **THE SCHOOL'S 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 put the interests of the school community ahead of one's own;
- 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;
- fosters a sensitivity to the needs of the environment and the community.

## **SCHOOL MOTTO**

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

## **FOUNDERS HYMN**

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.”

## **SCHOOL 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 HARRASSMENT 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. Should a concern arise, parents should first contact the student's advisor. Since it is often difficult to interpret a writer's tone from an email, the St. Johns administration strongly encourages parents and faculty to communicate with one another in person or by phone whenever possible.

## **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.

## **ADVISOR PROGRAM**

The promise that "your child will be known and loved" is one that we are serious about at St. Johns, and our advisor program is one way that we honor that promise. As is common to all advisor programs, our aim is to create a one-on-one relationship between students and caring teachers. Advisors extend themselves to the students, not as buddies, but as adults willing to go extra steps, to be available to students when they need an advocate, a sympathetic ear, or an accurate sounding board.

Each student has a faculty advisor. Advisors meet with their advisees formally or informally throughout the school year. Periodic individual advisor meetings focus on the student's overall progress, including academic, artistic, athletic, and social, and provide one-on-one interaction vital to the student's success.

Group discussions are designed to encourage interaction and critical thinking about topics relevant to adolescents.

Advisors review advisee's grades throughout the school year. Academic growth and challenges will be addressed in a timely fashion. Parents are encouraged to partner with the advisor and to call with questions or concerns. Advisors are the first point of contact for parents. Advisors partner with parents to ensure students meet their full potential each year.

## **ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY**

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 while 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 an electronic device may become public and under certain situations could be subject to review.
18. Students are not permitted to record others in any way without their knowledge.

## **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 Lower School 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.
11. Students are not permitted to remove their school Apple ID from their iPad. Doing so will result in Apple removing access to the student’s textbooks for 90 days. Parents will be responsible for repurchasing any lost books.

## II. HONOR CODE EXPECTATIONS

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

To remain a member of the St. Johns school community, a person must agree to abide by certain fundamental principles:

- Honesty is expected in all dealings.
- Members and guests of this community are to be accorded respect and courtesy at all times.
- Diligent use of one’s own talents is an expected commitment in all school endeavors.
- Private and/or public property is to be treated with care and respect.
- School appointments are firm obligations.

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 of honor code when witnessed. This may be done confidentially to a teacher, an advisor, a guidance counselor, or an administrator.

Students are expected to arrive at school and for each class on time, and to remain in assigned areas of the school until properly dismissed. Students may not leave campus without parental permission communicated to a school authority, i.e., Middle School Dean, School Nurse, or Head of the Middle School.

Subject matter teachers will provide students with a written “policies and procedures” statement. This statement will outline academic honesty policies specific to that teacher’s class.

Whether as participants or spectators at athletic or school-sponsored events, students are expected to display good sportsmanship. Any player or spectator ejected or otherwise reprimanded by an official will be responsible for paying any fine incurred by the school. Other unacceptable behavior includes (but is not limited to) failure to comply with the dress code, unauthorized use of a personal media device, the use of foul language, inappropriate displays of affection, spitting, and gum chewing.

The school reserves the right to conduct or require alcohol or drug testing, and to search student lockers, belongings, and vehicles.

While the St. Johns Honor Code is primarily applicable to the conduct of students while they are at school or participating in school-sponsored activities, the school expects students to live by these standards at all times. If the school believes that a student's conduct in his own community or elsewhere has been harmful to others or to the school's reputation, the school reserves the right to take appropriate action, including disciplinary action. Any student apprehended by the civil authorities will be subject to disciplinary action by the school.

**The school reserves the right to terminate its association with a student if, in its considered judgment, the student's continued association with the school is no longer desirable for the student or the school.**

## **HONOR PLEDGE**

The purpose of the Honor Code is to preserve and promote academic integrity. Ideally, a student's personal integrity is presumed to be sufficient assurance that in academic matters one does one's own work without unauthorized help from any other source. The St. Johns Honor Pledge, a short-form version of the Honor Code, to be signed on all tests, quizzes, and similar work is:

**“I pledge that I have neither given nor received unauthorized assistance on this assignment.”**

In encouraging all students to strive for the highest standards of integrity, honesty and independence, St. Johns insists that each student understands the **fundamental standards** and must pledge that he will not lie, cheat, steal or plagiarize.

To eliminate ambiguity, St. Johns defines each of these terms below:

**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 reviewing 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 is no longer considered “current.” These “old” tests and quizzes may be used by students as study guides as long as they are not brought, in any form, into a room where a test or quiz is to be taken.

**Stealing:** To wrongfully take, obtain, or withhold property from the possession of the true owner. The difference between stealing and borrowing is that, in borrowing, the owner has given prior specific permission 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 (representing another's work as one's own), or both.

## **MAJOR INFRACTIONS**

St. Johns considers certain infractions to be of such fundamental importance that a single violation can jeopardize a student's place in the school. Such an incident constitutes a breach of the contract agreement to abide by St. Johns' rules and standards, resulting in the possibility of dismissal. These infractions are as follows:

- Lying to a school official;
- Cheating, plagiarism, or other forms of academic dishonesty;
- Stealing;
- Vandalism or destruction of school property;
- Possession, use, or evidence of the use of illegal substances or tobacco products, **Electronic Nicotine Delivery Systems (ENDS) or any material or device that would cause harm to self or others;**
- Harassment or abuse of another person, physical or otherwise;
- Falsely setting off a fire alarm;
- Possession of a weapon;
- Physical altercations;
- If a student engages in repeated misconduct, disregard for school rules and policies, or presents an ongoing negative attitude, they may jeopardize their place in the school.

## **MINOR INFRACTIONS**

Minor infractions involving inappropriate conduct, dress code, attendance and tardiness, and other breaches of civility, are adjudicated by the Middle School dean. A typical consequence is a verbal warning or lunch detention and may include parent notification.

For those students who do not comply with the school's expectations of behavior, a system of penalties is administered by the school. These include: (but are not limited to) verbal warnings, lunch detentions, disciplinary warnings, suspensions, disciplinary probations, dismissals, and expulsions.

**Disciplinary Infractions and Honor Code Violations** are communicated to parents by the Middle School dean, usually by phone, once a pattern of minor infractions is identified or a major infraction occurs.

**Verbal Warnings** redirect the student toward right thinking and behavior, the first step in the disciplinary process administered by the dean.

**Lunch Detention** is a 30-minute probationary period where students reflect in writing how to correct their thinking and behavior.

**Disciplinary Warning** notifies the student and parents that any further infraction may lead to suspension, disciplinary probation, dismissal, or expulsion.

**Suspension (2)** prohibits a student from participating in classes or school events for the duration of the suspension.

(1) In-school suspension-occurs on campus. (2) Out of School Suspension-occurs off campus under the supervision of a parent or guardian

**Disciplinary Probation** may prohibit the student from participating in school performances, athletics, clubs, activities, optional field trips, and academic competitions. During the probationary period, the student may relinquish all elected positions, class or honor roll privileges, and may jeopardize any honors he might receive.

**Dismissal** may or may not give the student the privilege of applying for readmission.

**Expulsion** denies the student the privilege of applying for readmission.

**The school reserves the absolute and unconditional right to reprimand, suspend, dismiss or expel any student whose social or academic performance is deemed by the school to be unacceptable.**

**HONOR COUNCIL** -Applicable to Grade 8 students only. New Grade 8 students will be addressed separately depending on violation.

The Honor Council deals with any disciplinary incident that might involve suspension or dismissal.

## **COMPOSITION OF THE COUNCIL**

Headmaster (non-voting observer)	Three seniors
Faculty Honor Council Chairperson	Two juniors
Division Head	One sophomore
Middle School Dean	One freshman
Director of Guidance Services (non-voting)	One Grade 8 student
The student's faculty advisor	
A faculty member from US or MS, as appropriate (non-voting observer)	

Each class will elect an alternate to serve in the event that one of its representatives cannot attend. Any council member whose behavior results in an appearance before the council relinquishes council membership and may not be nominated for inclusion for a calendar year.

At least five students must be present to constitute a quorum of the Council. The absence of any faculty members shall not invalidate the proceeding. Student and faculty witnesses may be invited to attend all or a part of the proceedings (though they have no vote). The headmaster observes the entire proceedings.

Faculty observers are determined by the division and serve for at least one semester of the given year. No other persons – including parents or other representatives, such as counsel – may take part in the proceedings of the Honor Council.

## **HONOR COUNCIL RESPONSIBILITIES**

The Honor Council has three charges: to determine and review the facts of the case, to establish responsibility, and to establish a method of dealing with the person involved which will:

- a. maintain the integrity of the school's standards and the long- and short-term welfare of the whole school community, and
- b. serve the well-being of the student: his ability to deal with reality, his growth as a person, and his long-term happiness and welfare.

The Honor Council makes a recommendation to the headmaster as to how the incident should be handled. The headmaster will also ask the faculty as a whole to review the recommendation. Though the final decision rests with the headmaster, experiences indicate that a consensus of all reviewing parties is usually reached.

Once the decision is reached, a description of the incident, the deliberations, and the recommended disciplinary response is presented to the students of the division. No names are used in this presentation.

In rare instances, the headmaster, division head, dean, and other members of the faculty – together – may treat a disciplinary incident as a special counseling case if, in their opinion, the regular disciplinary process would be damaging to the student involved or to the school.

In serious disciplinary cases, the headmaster, division head, or dean may suspend a student until a final decision has been made.

In the event the Honor Council cannot be conveniently assembled, the headmaster will handle the matter himself.

In the event the headmaster cannot be present for an Honor Council proceeding, an assistant headmaster (or someone designated by the headmaster) will take his place and assume his authority.

### III. DAILY PROCEDURES

#### *BELL SCHEDULE*

Report to Homeroom/Flag Raising by 8:00 a.m. Students who are not in homeroom by the 8:00 a.m. bell will be considered tardy.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>8:00-8:15</b>	HR/Flag	HR/Flag	HR/Flag	HR/Flag	HR/Flag
<b>8:15-9:00</b>	Per. A	Per. B	Per. C	Per. D	Per. E
<b>9:00-9:45</b>	Per. B	Per. C	Per. D	Per. E	Per. F
<b>9:45-10:00</b>	Break	Break	Break	Break	Break
<b>10:00-10:45</b>	Per. C	Per. D	Per. E	Per. F	Per. H
<b>10:45-11:30</b>	Per. D	Per. E	Per. F	Per. G	Per. G
<b>11:30-12:15</b>	Per. E	Per. F	Per. G	Per. A	Per. A
<b>12:15-1:00</b>	M/US Lunch	M/US Lunch	M/US Lunch	M/US Lunch	M/US Lunch
<b>1:00-1:45</b>	Per. F	Per. G	Per. A	Per. B	Per. B
<b>1:45-2:30</b>	Per. G	Per. A	Per. B	Per. C	Per. C
<b>2:30-3:15</b>	Per. H	Per. H	Per. H	Per. H	Per. D

## **ATTENDANCE**

If a student is to achieve outstanding academic performance, forge strong and lasting relationships with his or her peers and teachers, and 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 on time, unless he or she is ill. **Whenever possible, please do not schedule appointments during school hours.**

The yearly school calendar is provided well in advance to facilitate the planning of trips so that they do not interfere with the school's academic calendar. All absences must be verified by a parent note **stating the reason for the absence.**

### **Excused absences for which work may be made up include:**

- Illness, verified by note from parent or doctor – more than three consecutive days of absence requires a doctor's note
- Medical or dental appointment, verified by note from parent, doctor or dentist
- Out-of-town trips, approved in advance by the administration on *planned absence form* (available in Dean's Office) **IN ADVANCE. Failure to complete a form in advance of the absence may result in academic penalty**
- Family emergencies that are explained to the Middle School administration by a parent or guardian
- School-required activities and/or trips

### **All other absences are unexcused, and work may not be made up.**

Except in cases of extended illness (three or more consecutive full school days verified by a physician), non-school required absences in excess of seven (7) per quarter may prohibit a student from attaining a grade higher than a 65 in the class missed.

In the event a student accrues more than seven non-school required absences in a quarter, a parent conference will be held to determine makeup work timelines.

The administration reserves the right to deny credit for a course in which a student has missed 50% of the class periods.

Students in attendance for less than one-half of a class period are counted absent for that class.

Arriving on campus before 11:30 a.m. or arriving after 11:30 a.m. is counted as a one-half day absence.

If a student becomes ill prior to school, the Middle School office should be notified before 9:00 a.m. at (904) 264-9572, or via email. A parent note must also be submitted upon the student's return.

When returning from any non-school required absence, students must obtain a readmit pass from the Middle Office in order to be allowed to make up work missed. A participant in an interscholastic sport event or other school-sponsored activity must attend at least five class periods on the day of the event. In the case of early team or group departures, the student must attend all classes that meet prior to leaving.

## **EARLY DEPARTURES**

Students leaving before the end of the school day must have the permission of a custodial parent or other legal guardian and must obtain the approval of the Middle School Office. Except in cases of emergency or acute illness, students must notify the teachers whose classes will be missed and must fulfill or make arrangements to fulfill those classes' requirements (due and assigned homework, quizzes, tests, etc.) before leaving campus. Failure to do so may result in a zero for the work missed. Work missed is due upon the day of return. This includes school-required absences, as well as medical and dental appointments.

## **TARDINESS**

Arrival after the 8:00 a.m. bell the student is considered tardy. Morning attendance is taken before flag-raising in homeroom. Students tardy after homeroom must sign in at the Middle School Office. Failure to sign in as tardy can impact attendance data and co-curricular eligibility. Before the end of the day, students report to the teachers whose classes were missed and to submit and/or complete work due for the day.

Excessive tardies will result in communication with parents and possible disciplinary action. The Middle School administration will be responsible for determining what is excessive.

Tardiness to school is excused only for medical/dental appointments or emergencies, documented by a note from the parent or medical/dental office.

Classroom tardies are handled by the classroom teacher. Frequent tardies will be reported to the Middle School dean.

## **HOMEWORK ASSIGNMENTS, MAKE-UP WORK, TESTS AND QUIZZES**

Homework is reinforcement of skills following a lesson. Homework assists in mastering skills and it teaches responsibility, time management, and organization-critical skills in life and in middle school. Teachers expect students to have their homework turned in the day after it was assigned unless the teacher gives specific instructions for more time. If it is not present the day and period it is due, it is not scored and receives a zero. Teachers are authorized to make special exceptions based on individual cases regarding homework, but these incidents should be minimal. A few missing homework assignments in a given marking period should not significantly impact a quarter grade. Once a student misses their third homework in a quarter the teacher will contact a parent to inform them of the concern.

The responsibility for completing homework lies with the student, and homework is to be the student's own work.

Grade 6 students are expected to do an average of one hour of homework daily.

Grades 7 and 8 students will average one to one-and-a-half hours daily. Students in Honors credit classes will have more homework and are expected to follow the policies of the class they are taking.

In case of an absence, the student is to consult the teacher's weekly plan (posted on the *Haiku* site) and contact a classmate to ascertain assignments and class work missed. Missed work is due upon the student's return, unless excused by the Middle School dean or the teacher, including absences due to school required activities.

After an extended illness (three or more consecutive full school days), a student may be given up to the number of days absent to complete make-up work.

In the case of an absence due to prolonged illness, the student, teachers and advisor can arrange a schedule for make-up work.

For school-sponsored trips lasting over one day, students are given days equal to the absence to make up work.

Policies concerning the penalty for failure to meet deadlines on major projects or papers for reasons other than prolonged illness are set by the individual teacher.

Middle School students should have no more than two major tests in a school day. Make-up quizzes are arranged by the teacher and student.

### **STUDY HALL- “H” Period (Tuesday, Wednesday, Thursday)**

Study halls will offer students a time to complete homework and prepare for assessments in quiet environment free from distractions. Students also have access to teachers for academic support during this time. Make-up tests are often taken during study hall. Use of a personal media device is not permitted without teacher approval.

Study halls are scheduled during the last period of the day. All students will remain in their homeroom unless permission is given by the homeroom teacher for other endeavors. Study halls are managed by homeroom teachers. Activities during Monday “H” period includes meetings, assemblies, grade level events, and clubs. “H” period helps to minimize workloads after school.

### **USE OF THE LIBRARY** (The library hours are from 7:30 a.m. to 5:30 p.m.)

- Students may use the library during class time with teacher permission and a pass. The pass is presented to the library supervisor upon arrival.
- All students must sign in to the library with their name, time, and area of the library they will be using.
- Students in the library must observe the librarian’s rules of proper behavior and library use at all times.
- Disruptive students will be asked to leave the library and will be addressed by the dean.
- Use of the library after the school day is a privilege that can be revoked if behavior is a concern.
- Computers in the library are available for student use, but computer games are not to be played.
- There is a photocopier/printer in the library for student use. Office copiers are not for personal student use.
- Removing books or other materials from the library without following established check-out procedures is considered stealing and is dealt with accordingly.

- A fine of \$25.00 will be assessed for all lost or damaged books. A refund is issued if the materials are found and returned in good condition.
- Loss of a reference book results in a charge of the cost of the material to cover its replacement.
- No food or drinks are allowed in the library except water in a closed container.

## **EMERGENCY ANNOUNCEMENTS/PROCEDURES**

Announcements about the closing of school will be made on WJGL-FM 96.9 The Eagle, WGNE-FM 99.9 Gator Country, WJXT (channel 4) – News 4 Jax.com, and NBC 12 First Coast News.

Emergency procedures are posted in each classroom and reviewed by teachers monthly.

## **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 visiting the clinic. All students must have a current Emergency & 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 are to 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 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 to the School nurse. 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 according to 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 year, medication not taken home will be destroyed.

## **LOCKERS AND VALUABLES**

Students are assigned hallway and PE lockers and are required to provide their own locks. It is the student's responsibility to be sure the lockers are locked at all times. **Student lockers are subject to search at any time without notice.**

The school is not responsible for books, personal belongings, money and other valuables left unattended or in lockers that were not locked. Taking a possession from another person's locker is a Major Infraction and is handled accordingly by the dean.

Student book bags must be stored in the lockers during lunch and break or in designated areas assigned by the dean. Unlocked lockers can result in a disciplinary infraction. Stickers are not allowed on the locker. Belongings left in lockers at the end of the school year will be discarded or donated to charities within three days of the last day of school.

**Students are responsible for the cost of repairing broken or defaced lockers due to negligence.**

### **THE SPARTAN CAMPUS CAFÉ**

SLA Management provides the school's break and lunch services. Students may report directly to the Campus Cafe at the start of the lunch period.

As a safety precaution, no glass containers are allowed on campus. No food or drink is allowed in the classroom during academic classes or at any time in the gym, Heinrich Learning Resource Center, Pace Lecture Hall, or Performing Arts Center. All trash is to be disposed of properly.

Eating lunch in classrooms is permitted only during a teacher supervised meeting or class.

### **VISITORS**

Guests from out of town, prospective students, and St. Johns graduates are welcome to visit school and classes for a day. Students wishing to bring a guest to school must submit a parent permission note containing an emergency phone number for the day of the visit and must obtain approval from the Middle School office at least two days prior to the visit. All visitors must be in appropriate attire and must sign in and receive a visitor's nametag from the main office.

### **USE OF THE TELEPHONE AND PERSONAL DIGITAL DEVICES**

The Middle School office has a landline phone available for student use during break, lunch, at the end of the school day, and for emergencies.

The use of the school's intercom system to relay messages to students is reserved for official use only.

When not in class, student use of personal digital phones during the school day (8:00 a.m. to 3:15 p. m.) is prohibited. Non class-required use of personal digital phones results in confiscation of the device.

Unauthorized audio/video/photo recordings of teachers, staff, or students is not permitted at any time and will be addressed by the dean.

**Students are responsible for bringing charged iPads to class daily. Using one's iPad during class for activities other than those instructed by the teacher results may result in the loss of the iPad or disciplinary actions.**

### **LOST AND FOUND**

Found articles are turned in to the Middle School Office or are placed in the designated "lost and found" hallway bins. At winter break, spring break and within three days of the close of the school year, unclaimed articles are donated to charities. Taking another person's possession from Lost & Found is a discipline violation and is handled accordingly.

## IV. ACADEMICS

### GRADING SYSTEM

		Regular Point	Honor Course	AP Points
	<u>Mark</u>	<u>Value</u>	<u>Value</u>	<u>Value</u>
A+	97-100	4.3	4.8	5.3
A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	1.7	1.7
D+	67-69	1.3	1.3	1.3
D	63-66	1.0	1.0	1.0
D-	60-62	0.7	0.7	0.7
E	Below 60	-0-	-0-	-0-

\*For the 2016-2017 school year Honors Reading 6 will not receive an honors course valve bump. Student grade point averages are weighted according to the values described in the table above.

Missing work that results in an Incomplete at the end of the grading period must be made up by the date designated by the teacher, not to exceed two weeks, or it is averaged as zero.

### HONOR ROLL

Cum Laude (3.3 GPA); Magna Cum Laude (3.6 GPA); Summa Cum Laude (3.9 GPA)

**Students attaining an Honor Roll average receive certificates of achievement.**

### PROMOTION TO THE NEXT GRADE

In order to be promoted to the next grade, the student must have a 2.0 final grade point average and must have at least a C- average to continue to the next level of English, mathematics, and World languages. A student must attain at least four credits to be promoted to the next grade.

If a student does not meet these requirements, the administration will discuss possible remedies with the student and parent - i.e. summer school, repeating the grade, or dismissal, depending on the situation.

The final grade for a summer school make-up class is averaged evenly with the final grade previously earned in the year-long class of the same subject.

If a tutor/retest is required, the retest score is averaged in the course's final grade in place of the student's original final exam score.

## **COURSE SELECTION**

Students should consult the information distributed by the Middle School Office to determine course content, prerequisites, and grades required to enter a particular course.

## **WITHDRAWAL FROM SCHOOL**

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.

## **FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**

Through the Bright Futures Scholarship Program, the State Board of Education recognizes and rewards academic excellence in its Florida resident high school graduates, and at the same time encourages its finest scholars to stay in state for their undergraduate years. This program offers three scholarship programs, two of which apply to St. Johns students. For the most current information, please contact the Director of College Counseling in the Upper School.

Middle School students should remember that Honors Algebra I and Level 1 World Languages courses are part of the Bright Futures Program, and the grades earned in those classes will count in qualifying for the scholarship.

## **MERIT SCHOLARSHIP PROGRAM**

The St. Johns Country Day School Merit Scholarship Program is a selective, merit-based opportunity designed to attract and recognize students who demonstrate both outstanding academic promise and a desire to make a significant contribution to the life of St. Johns Country Day School.

There is a drive to thrive that is palpable at St. Johns. Our students – your children – are motivated to meet the high expectations of our superior college prep curriculum. This drive and determination is matched by their character, which is cultivated in our inclusive and tight-knit community of faculty, staff, and fellow students, who know and respect one another. By implementing this merit scholarship program we aim to attract and retain more students who fit this description which, in turn, will enhance our already strong academic environment.

## **ELIGIBILITY FOR A MERIT SCHOLARSHIP**

To earn a merit scholarship, a student must:

- be entering Grade 7 or Grade 9.
- complete the St. Johns admissions process, or be a re-enrolled St. Johns student.
- complete the St. Johns Merit Scholarship application, including an essay.
- take the Independent School Entrance Exam (ISEE) and earn a combined stanine score of 28 or higher. (To learn more about the ISEE, please visit [ISEEtest.org](http://ISEEtest.org).)
- maintain a weighted Grade Point Average (GPA) of 3.5 (on a 4.0 scale) or higher

## **MERIT SCHOLARSHIP FINANCIAL BENEFITS**

The merit scholarship will cover 50% of tuition for one academic year and is renewed for only one additional year for a student earning the merit scholarship in Grade 7, and is renewed annually through graduation for a student earning the scholarship in Grade 9, as long as the recipient continues to meet the eligibility requirements for the scholarship. Therefore, a student earning a merit scholarship in Grade 7 will need to reapply for the scholarship in Grade 9. This scholarship does not cover any additional required fees or expenses including, but not limited to: application fee, building fees, tuition insurance (TRP), digital textbook fee, and school uniforms costs. A detailed description of the program rules and regulations including eligibility, application process, and renewal policy can be obtained from the Office of Admissions, the school website, or the Merit Scholarship Program application.

## **ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

Students must have a 2.0 grade point average for the quarter with no failures in a course to be eligible for the following quarter. Academically ineligible students may participate in practices, but not in competitions or performances and may not miss classes for team obligations. Eligibility may be reinstated at the midpoint of each grading period. If an ineligible student does not regain eligibility at the midpoint of the quarter, participation in practice is no longer allowed. In accordance with *FHSAA* rules, a student whose cumulative Middle School average is below 2.0 is ineligible for the following semester.

## **EXAMS**

Final exams take place in May each year.

Final exams count 10% of the final course average.

Final exams are planned for one and one half hours in length.

There are no exemptions from final exams.

Teachers share final exam study guides one week in advance and offer review sessions during class, H periods or before and after school as coordinated by student and teacher.

No tests are administered nor papers or major projects called due on the two days prior to exam week, and the day prior to the beginning of exam week is designated as review day in all courses. All homework pertinent to the exam (including extra credit assignments) are due at least two days prior to the first day of exam week. Students can expect to have all graded assignments (pertinent to exam) returned to them prior to the last day of class before exam week.

Daily school dress is required during exam week.

Students are expected to take exams at the scheduled times.

## **GRADES AND REPORTS**

Students' grades are available online through the Haiku system.

Report cards are emailed to parents at the end of each academic quarter.

Conferences may be scheduled with one or all of a student's teachers by calling the student's advisor.

## **TUTORING**

If a student makes responsible use of H periods, it should be possible to avoid the expense of hiring a tutor. Tutoring beyond these available times should be viewed as a temporary measure designed to address a specific situation, not as a long-term substitute for appropriate course placement or diligent student effort. Professionalism does not allow St. Johns teachers to receive extra compensation to tutor students who are currently enrolled in their classes.

If the services of a tutor are deemed necessary, the student must tell the teacher so there can be adequate communication between the teacher and the tutor.

## **RE-INVITATION**

Students must maintain a 2.0 Grade Point Average for the current school year and at least a C- in continuing levels of English, mathematics and world languages to receive an unconditional re-invitation at mid-year.

The student's conduct, attendance, and citizenship are also a major consideration in re-invitation.

Significant changes in a student's academic or disciplinary record may cause a student's re-invitation to be rescinded.

St. Johns Country Day School reserves the right not to extend the privilege of re-invitation to a student if St. Johns Country Day School reasonably concludes that the actions of a student's parent(s)/guardian(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with St. Johns Country Day School's accomplishment of its educational purpose and mission.

## **SUMMER ACADEMIC ENRICHMENT**

St. Johns conducts a six-week summer session to provide additional academic opportunities or make-up work in subjects that the student needs to strengthen his skills or raise his grades. Enrollment is not restricted to St. Johns students, and any summer class may be cancelled if enrollment is not sufficient.

The final grade for a summer school make-up class is averaged evenly with the final grade previously earned in the year-long class of the same subject. This new average then carries the credit used to figure the student's cumulative GPA; however, the previous year-long grade remains on the transcript. No student receives credit for a make-up class if he has not previously completed a year-long course in the same subject.

# **V. CO-CURRICULAR ACTIVITIES**

St. Johns sponsors a variety of co-curricular activities and clubs to complement its academic program. Additional activities may be added, depending on student interest and the availability of an advisor.

## **ATHLETICS**

Football  
Volleyball  
Girls/Boys Golf  
Girls/Boys Basketball  
Swimming  
Baseball  
Softball  
Girls/Boys Tennis  
Girls/Boys Cross Country  
Girls/Boys Track  
Cheerleaders  
Girls/Boys Soccer  
Crew  
Dance/Cheer Spirit Team

## **STUDENT ORGANIZATIONS**

Student Council (Grades 6-8)  
Ambassadors  
Honor Council Grade 8  
Homeroom Representatives

## **HONOR SOCIETIES**

National Junior Honor Society

## **ACADEMIC/PERFORMANCE COMPETITIONS**

State French Congrès  
State Spanish Contest  
French Exams  
Florida Vocal Association's District and State Festivals  
Local, District and State juried art exhibits  
National Social Studies/Current Events Exam  
Spelling Bee  
Geography Bee

## **THE STUDENT COUNCIL**

Grade 7 and 8 Middle School Student Council officers and representatives from each grade level will be elected at the end of each school year. Grade 6 Student Council officer and representative will be elected at the beginning of each school year. The council provides positive peer leadership to the student body of each grade and collaboratively spearhead events for the Middle School with the oversight and mentoring by the dean.

## **CODE OF CONDUCT FOR SPARTAN FANS**

St. Johns strives to encourage good sportsmanship throughout our athletic program, and this includes good fan behavior. We expect all spectators at our contests to be respectful of players, coaches, officials, and other spectators. Fans are encouraged to applaud the efforts of their team and should not engage in any behavior that is critical, distracting, or derogatory towards opponents or officials. We believe it is imperative to let the players, coaches and officials play the game. Fans can be an "extra person" for the squad, supporting and cheering on their side, but our school will not permit any behavior that distracts from the game or disadvantages a player or team.

## **FIELD TRIPS**

Attendance on course-related field trips may be required. Failure to attend required field trips may result in a zero on any related assignments. Attendance on optional field trips of more than one school day is subject to the school's eligibility requirements.

School-sponsored field trips, excursions and overnight stays are considered extensions of the school campus and school rules are always in force.

Students travel with the group on the specified mode of transportation and return to school with the group. This includes busses, vans, and teacher/parent driven cars. School rules are in force both going to and returning from a school event unless the student is with his/her own parent.

Students registered for optional trips will forfeit deposits and fees if they become ineligible to attend for academic or disciplinary reasons before the trip takes place.

If a student withdraws from a school trip/competition and there is no suitable substitute for the position, the student will be required to reimburse fees paid by the school on his behalf.

For overnight field trips students are required to adhere to the regulations outlined in the following paragraphs.

*The parent and student understand that participation in a trip is a privilege and that all participants will be subject to the directive of the chaperones. As a school function, discipline will be maintained in accordance with the Student Handbook.*

*The use or possession of alcoholic beverages, illegal drugs, tobacco products, or weapons is strictly prohibited and will not be tolerated. The use or possession of any such contraband, offenses which involve local authorities, or any other serious breach of discipline will result in appropriate sanctions, as will the student's violation of an established curfew, failure to remain with the group, or failure to remain in his/her designated rooms. Such behavior may result in the student's early return (at the parents' expense), and additional disciplinary action will include possible suspension, dismissal or expulsion from school as outlined in the student/parent handbook.*

## **AWARDS**

St. Johns recognizes outstanding contributions and achievements made by students during the year by issuing awards to deserving pupils in an assembly at the end of the year.

## **VI. MIDDLE SCHOOL DRESS CODE**

The purpose of the dress code is to provide a standard to assure that students are properly dressed for the business of learning. Compliance with a dress standard effectively communicates respect for the school community. Through uniformity we encourage an emphasis on school pride and spirit as well as accomplishing student identification and security. Students are to observe the dress code throughout the entire school day. Violation of the dress code is a disciplinary offense. When questions arise concerning the dress code, please consult a division administrator.

All dress code clothing is purchased from *Lands' End School*. **Online ordering is available at [www.landsend.com/school](http://www.landsend.com/school)**, using the preferred school number 900101098. During the 2016-2017 school year, students may wear dress code clothing purchased from *Sunshine Fashions* (the school's previous provider). Alterations made to uniform items for purposes other than ensuring a traditional fit may disqualify that item from compliance with the dress code.

### **GENERAL GUIDELINES FOR BOTH BOYS AND GIRLS**

- Clothing offered on the Lands' End web page for St. John Country Day School (school number 900101098) that is embroidered with our logo (tops only) is authorized for wear at school any day
  - Sunshine clothing items are authorized for wear for one more school year-ending in 2017
- All clothing must be neat, clean, appropriately sized, in good repair (no holes or frayed hems), and worn as intended
- Clothing must not be tight, revealing, distracting, or offensive
- Belt loops require school appropriate style belts
- Hats and heavy coats may be worn outdoors when the temperature falls below 60 degrees
- Team jackets and sweatshirts purchased from the St. Johns athletic department are allowed
- Hooded apparel is not allowed
- T-shirts (long or short sleeved) or turtleneck shirts under uniforms are permitted and can be any solid color (no writing showing)
- Shirts are worn tucked in (exception: girls' oxfords)
- No pool, beachwear, or bedroom slipper-style shoes are allowed

### **SPECIAL OCCASION DRESS**

**\*Special Occasion Dress Days are announced in advance and include (but are not limited to) Honor Code Assembly, Founders Day, Veterans Day, Senior Presentation, and Awards Assemblies**

#### **Special Occasion Dress for Boys**

- White oxford shirt (short or long-sleeved)
- School tie (available for purchase in the PTL spirit store) or a tie closely aligned with our school colors
- Navy pants with belt

#### **Special Occasion Dress for Girls**

- White oxford blouse (short or long-sleeved)
- Navy skirt or navy skort

### **ADDITIONAL GUIDELINES FOR BOYS**

- Hair does not extend below the top of the shirt collar or below the earlobes and is neatly styled
- No earrings, body piercings, visible tattoos or unnatural hair color are allowed
- Shoes have closed heels or back-straps (worn properly)
- Boys are clean shaven

## ADDITIONAL GUIDELINES FOR GIRLS

- Clothing does not cling to the body and does not reveal undergarments or the midriff
- Skirts, dresses, skorts, and shorts are worn no shorter than 4" above the back of the knee
- No body piercings (other than pierced ears), visible tattoos or unnatural hair color are allowed
- Shoes have closed heels or back-straps (worn properly)
- High heels (more than 2 inches) and stiletto style footwear are not permitted

## SPARTAN T-SHIRT DAYS

### BOYS AND GIRLS

*Spartan T-shirt days* are specially designated days approved and communicated in advance by the administration. On these days, students may wear St. Johns t-shirts (issued by a St. Johns team, spirit store, or club) and jeans (no holes or frayed hems). Shoe, hairstyle, and fit guidelines remain in effect.

Other attire may be approved in keeping with an event's theme.

## VII. SPECIAL EVENTS/CEREMONIES

**Some of the special events and ceremonies traditionally held for Middle School students.**

**Founders Day** is observed during the month of September in celebration of the school's past, present and future.

### **Fall Festival**

**A Thanksgiving feast** is served before Thanksgiving break.

**Senior Presentation/Thanksgiving Service** is held before Thanksgiving. Members of the senior class are presented as adults to their parents, teachers, peers, and St. Johns family.

**Lunchtime Cookouts** are held throughout the school year at no expense to students.

### **Middle School dances**

## **VIII. BUSINESS OFFICE INFORMATION**

During the school year, the Business Office is open from 8:00 a.m. to 4:00 p.m. Summer hours are posted outside the Business Office.

Final report cards will be held for failure to return any school issued uniform or apparel, library books, or any other school owned merchandise, as well as funds owed to the Spartan Campus Café.

Full financial obligation for the student and/or families with multiple students must be met before:

1. The student is permitted to complete the final week of the semester
2. Records may be forwarded
3. The student may receive a report card
4. Grades are accessible online

### **USE OF SCHOOL GROUNDS**

Liability concerns prohibit non-school use of the campus, athletic fields and equipment unless in compliance with the terms of a 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 director of communications before distribution.

### **USED UNIFORMS**

When giving away used clothing, families are asked to donate St. Johns logo-bearing apparel only to the School.