



**Saint Joseph's Episcopal School, Inc.**

# **Parent Student Handbook 2010-2011**

3300 B South Seacrest Boulevard  
Boynton Beach, Florida 33435  
561-732-2045 (Telephone)  
561-732-1315 (Facsimile)  
[www.sjsonline.org](http://www.sjsonline.org)

## **School Office Hours**

### **Academic Year**

Monday – Friday  
7:30 a.m. – 3:30 p.m.

### **Summer**

Monday – Friday  
8:00 a.m. – 4:00 p.m.

### **Closed**

Labor Day  
Thanksgiving Week  
Christmas Vacation  
Easter Vacation  
Memorial Day  
July 4<sup>th</sup>

### **Head of School**

Tami Pleasanton, M.Ed., ABD

### **Chaplain**

Rev. William Stomski

### **Director of Admission and Enrollment**

Mary Aperavich

### **Business Office**

Christina Hilsman  
Paulette Hilsman

### **Receptionist**

Janet Sanchez

## Contents

- 3     **Welcome**
  - History
  - Philosophy and Episcopal Identity
  - Parent Organization
  - Volunteering
  - Ambassador Committee
  
- 5     **Admissions**
  - Financial and Business Matters
  - Scholarships and Financial Aid
  - School/Family Cooperation
  
- 7     **Academic Affairs**
  - Faculty
  - Homework
  - Grades and Grade Reporting
  - Academic Achievement
  - Curricular Programs
  - Special Offerings:
    - Before-school music
    - Daily Math Tutoring
    - Speech/Occupational Therapies
    - Private Lessons
    - After School Programs
    - Occasional Supervision Service
    - Tennis Lessons
    - Brownies/Daisies
    - Extra curricular activities
  
- 12    **Health**
  - Medical Conditions
  - Illness
  - Other
  
- 13    **Safety**
  - Parking Lot Procedures
  - Fire and Emergency Drills
  
- 14    **Security**
  - Locked Classrooms
  - Designated Emergency Contacts
  - Pick-up List
  - Volunteers and Vendors
  - Background Checks
  
- 15    **Behavioral Expectations**
  - Honor Pledge and Code of Conduct
  - Punctuality and Attendance
  - What Not to Bring to School
  - Disciplinary Action
  - Suspension
  - Dress Code
  
- 24    **After School Program**
  
- 27    **Fundraising**

## Welcome to Saint Joseph's Episcopal School

Our mission is to provide a rigorous education in mind, body, and spirit in a safe Christian climate. Our school has created an open, diverse, contemplative environment in which students receive a demanding and challenging education in academics, arts, athletics, ethics, etiquette, and spirituality. We embrace children and families of all religious and ethnic backgrounds in our safe, caring, secure community. Saint Joseph's is **accredited** by the **Florida Council of Independent Schools** and the **Florida Kindergarten Council**.

### A Brief History

Saint Joseph's School was established in 1958 as a parish day school of Saint Joseph's Episcopal Church. It separated from the parish church in 1989 and became a fully incorporated 501(c)(3) and independent school in 1990. The School strives to develop and maintain a good working relationship with the Church while remaining an entity that exists to fulfill its own mission. Diversity in religion, ethnicity, and socioeconomic status enrich our School family and teach all of us to have compassion and respect for and to learn from those different from ourselves.

Saint Joseph's is a member in good standing of the following organizations:

- the **National Association of Independent Schools**,
- the **National Association of Episcopal Schools**,
- the **National Middle School Association**,
- the **Florida Council of Independent Schools**,
- the **Educational Records Bureau**,
- the **Association for Supervision and Curriculum Development**,
- the **Florida Association of Episcopal Schools**,
- the **Delray Beach Chamber of Commerce**,
- the **Boynton Beach Chamber of Commerce**,
- the **Florida Kindergarten Council**, and
- the **International Coalition of Peaceful Schools**.

### Our Philosophy and Episcopal Identity

- Saint Joseph's is grounded in the Episcopal tradition of independent schools.
- Episcopal schools are inclusive communities of teachers and learners, rooted in **values that promote integrity, respect, and kindness, as well as academic, artistic, athletic, and spiritual development among everyone in the community**.
- Because Episcopal Schools use the great commandment of loving our neighbors as ourselves as the model for our lives, **we embrace constituents of diverse traditions and faiths**.

## **Parent Organization**

The **Parent Organization** is one of the backbones of Saint Joseph's Episcopal School. It comprises all parents at our School.

- The Parent Organization provides room parents and volunteers for School events and activities.
- Room Parents collect fees for parties and funds for Auction baskets/projects at the beginning of each year.
- Room Parents call all of the parents in case of school closure or emergencies.
- The "PO" sponsors the Annual Fund Campaign, the year-round Uniform Exchange program, and the Auction; it promotes the School in every possible way.
- The biggest PO fundraising event of the School year is the Annual Fund.

Would you be willing to volunteer? Please call our Development Team or our Parent Organization President, Rosalind Murray.

## **Opportunities to Volunteer**

We love for parents to be part of the work we do for children. Opportunities abound for volunteering, such as the following: helping with our Family Barbecue; ice cream sales on Fridays; chaperoning field trips with your children's classes; teaming with Mary Aperavich on the Ambassador Committee; working as a Room Parent; helping Jennifer Williams in Whitney Library; serving as a Coach or Assistant Coach of one of our athletic teams with Coach Leonard, Coach Keiper, or Coach Cleveland, and working on the Auction. Everything we do benefits the students.

### **A summary of ways you can volunteer to help Saint Joseph's:**

- Tutor;
- Read aloud to a child or a group;
- Substitute teach;
- Lead a Workshop;
- Chaperone or drive on a field trip;
- Sew Costumes for the play;
- Represent us in the community;
- Address envelopes for the Annual Fund;
- Help with Box Tops for Education, work at the Book Fairs, Auction, LAPs for Saint Joe's, student events, Ice Cream Sales, and Grandparents' Day

## **Ambassador Committee**

If you have questions, comments, or would like to give feedback about School events, members of the Ambassador Committee would love to hear from you. Committee members act as mentors for new families, serve at events, and formulate flyers in hopes of disseminating helpful information. If there is a topic you think is important, we would love to hear from you.

## Admissions

Admission to Saint Joseph's is a highly selective process. We want to assure each student's success as well as an appropriate match with the high expectations of our community. The following must be on file in the Office of Admission prior to review by the Admission Committee:

- completed application forms,
- application and testing fees,
- teacher recommendation forms,
- appropriate grade level and standardized testing results,
- transcript from sending school, and
- signed contract and deposit check (both are held until student's application is approved).

### Grade Placement

Appropriate placement is determined during and following the admission process. Saint Joseph's utilizes several assessment instruments, including the Gesell Developmental Observation for young children, the Educational Records Bureau test for students in Grades One through Eight, and final exams in core subject areas from the previous year. Toward the end of each academic year, parents and teachers meet to discuss readiness for the next grade. Occasionally, decisions based on the student's chronological age, developmental age, and academic readiness may indicate that retention, summer tutoring, and retesting prior to the beginning of the academic year, or skipping a grade would be in the best interest of the student.

### Financial & Business Matters

There are three Tuition Payment Plans: Annual, Semi-Annual, and Monthly.

The Annual Plan billing date is June 1.

The Semi-annual billing dates are June 1 and December 1.

Monthly payments are due the first day of each month. Monthly payments may be arranged through third party lenders.

Students whose accounts are significantly in arrears will be withdrawn from school until all tuition and fees are current.

### Incidental Fees

Enrichment activities, After-School Programs, and Before School Care are billed monthly. Fees for private music lessons are billed by term and are paid in advance. Class trips and the Eighth Grade Retreat are billed separately in advance of each trip.

### Finance Charges

A finance charge of \$25.00 may be posted to any invoice not paid by the due date. As per the Enrollment Agreement, access to printed and/or electronic progress reports, grade reports, and records of class attendance will be denied if tuition payments or fees are overdue, until such time as they are paid in full.

## **Textbooks and Library Books**

Textbooks and library books are provided by the School. At times, books become the property of the students. Library books are borrowed in good faith. Books are costly and should be treated with respect and care. Parents will be billed for any damaged or lost books. Final Report Cards will not be issued until such charges have been paid in full.

## **Financial Assistance Process**

Saint Joseph's would love to be able to grant financial aid to everyone who is qualified to succeed at our school academically. Unfortunately, available funds are limited and must be reserved to help those who need aid most. Financial aid is awarded year to year, and due to being limited, are on a first come, first served basis.

Families applying for financial assistance may contact Mary Aperavich in the Admission Office for information on how to apply.

Regardless of the amount of the award, unless all tuition payments, fees, and expenses otherwise accrued by the student and parents are paid on time, the scholarship or financial aid **may be withdrawn**, and the student **may not attend school**, until full payments are made. In addition, no access to electronic records, progress checks, or grade reports of any kind will be permitted until full payments are made.

## **School/Family Cooperation**

At Saint Joseph's, we recognize the strength in our diversity, and we understand that each student possesses a unique style and imprint. From these principles come the following expectations for everyone in our School family:

- ❖ concern for the well-being of the School community;
- ❖ responsibility to school, family, friends, and all of God's creation;
- ❖ honesty in all personal and academic matters;
- ❖ respect for the rights, welfare, and property of others;
- ❖ concern for the safety of our environment;
- ❖ acceptance of the rich diversity of beliefs and cultures of our community;
- ❖ mutual trust;
- ❖ common sense and civility;
- ❖ a sense of humor and perspective.

A positive, constructive working relationship between the School and its families/parents is essential to the fulfillment of the School's educational purpose. We appreciate all that parents do to support the School. We depend on everyone's support of our philosophy of working respectfully together. Occasionally, a situation may arise in which a parent or family feels it cannot support the School and cannot maintain a respectful relationship with the School.

Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a student if the School reasonably concludes that the actions of parent(s) or family members make a positive and constructive relationship impossible, or otherwise interfere with the School's accomplishment of its educational purpose.

We expect parents to set a good example of behavior in every aspect of public life, from etiquette in the parking lot to good manners at sports events. If an instance occurs on campus or at a school activity or event in which a parent behaves inappropriately, the parent will be reminded of the appropriate response to a situation and told not to repeat

the behavior. If the behavior is repeated, the School may inform the parent s/he will not be invited to participate in or attend School activities and events.

The School reserves the right to separate a student at any time if in the judgment of the Head of the School conduct of anyone directly associated with Student, including but not limited to Student's parent(s), in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

## Academic Affairs

### Faculty

The Professional Teaching Staff, or Faculty, at Saint Joseph's is a highly qualified community of compassionate, generous, lifelong learners. The Faculty is carefully chosen through a selection process that includes, but may not be limited to, the following: multiple interviews, classroom visits, reference checks, demonstration teaching, former employment checks, the highest level background checks made possible by federal law, and drug testing.

A generous professional development fund supports faculty members as they pursue advanced degrees, continuing certification, and extra endorsements beyond normal expectations of teachers. Formal and informal evaluations are conducted regularly.

Teacher	Study Degree(s)/Licensure	Grade/Subjects	No. of Years Teaching	Years at Saint Joseph's
Connie Antle	Florida State Certification	Age 1	26	6
Mayra Arroyo	Bachelor of Arts: Secondary Education, Spanish	Spanish, PK - 8	11	5
Susan Arts	Bachelor of Arts: Marketing	K Assistant	12	12
Kyle Aubrey	Bachelor of Science Elementary Education	5	3	2
Christine Beck	Bachelor of Arts: Technical Communication	3	2	2
Angela Carsrud	Bachelor of Science	Age 2	15	2
Rebecca Cleveland	Bachelor of Arts: Speech and Drama	PE, Drama	28	27
Carol Cunningham	Bachelor of Arts: Child Psychology	Yearbook Computers	13	5
Tracey DeFrances	Bachelor of Arts: Arts and Humanities	JK	3	3
Delores de la Torre	Florida State Certification	Age 2	16	2
Kelley Fellowes	Bachelor of Arts: Elementary Ed	Kindergarten	10	4

Sebastian Fox	Bachelor of Arts: English/Spanish	English, 6-8	2	2
Debbie Frey	Florida State Certification	Age 2	2	2
B. Jane Gerlich	Bachelor of Arts: English and Education	2	37	22
Leonard Grant	Bachelor of Science: Finance/Physical Education MBA	PE K-8	15	4
Dennis Hill	Bachelor of Arts	History, 6-8 Security	28	28
Jacqueline Jacobs	Bachelor of Fine Arts	Art 1-8	11	3
Eric Keiper	Bachelor of Music: Music Education	Private Piano & Voice; Middle School P.E./Coach	20	4
Heather Lavin	Associate of Arts	Age 2	11	2
Audrey MacPhee	Bachelor of Science: Elementary Education Master of Education: Curriculum and Instruction	4	31	4
Teresa Neal	Bachelor of Arts: Education Master of Education studies in Reading/Curriculum	1	32	4
Abby Nevad	Bachelor of Arts in Early Childhood Education	JK	12	12
Catherine Nevad	Bachelor of Arts: Early Childhood Education	PK	23	23
Tami Pleasanton	Bachelor of Science: Education Master of Science: Education Doctoral ABD Education	Head of School, Geometry	32	4
Stephanie Ream	Bachelor of Arts	K	5	4
Kathleen Reese	Bachelor of Science: Math Master of Arts: Teaching	Math, 6-8	11	3
Philomena Smith	Bachelor of Arts: Master Social Work	PK	5	4

William Stomski	Bachelor of Science: Art Master of Divinity Master in Theology	School Chaplain, Sacred Studies, PK-8	12	7
Laura Wallace	Bachelor of Arts	Music	23	2
Jennifer Williams	Bachelor of Arts: Spanish, French Master of Arts: Library Science	Librarian	39	23

## Homework

Parents are urged to help students learn to take responsibility for their own academic success. By providing an organized and quiet place to complete homework, by emphasizing reading in the home, and by maintaining high standards for our children, we help them become independent learners.

Homework reinforces classroom instruction and helps students develop important emotional and behavioral skills such as responsibility, autonomy, perseverance, time-management, initiative, self-reliance and resourcefulness.

Daily homework is an essential part of the learning process, and requires students to use independent thought within an academic discipline. Homework is different from unfinished class work that a student may need to complete independently at home.

Saint Joseph's students are expected to complete their homework assignments on time. All homework is expected to be submitted on the assigned day.

## Grades and Grade Reporting

Report Cards reflecting each student's academic achievement and effort in all subjects and non-academic activities are issued four times during the year.

Interim reports are available halfway through each quarter. Parents should examine these reports carefully and contact the appropriate teacher(s) if questions or concerns about their child's progress arise.

## Academic Grading Scale

### Commending:

97.5 – 100	A +
94.5 – 97.4	A
91.5 – 94.4	A -
88.5 – 91.4	B +
85.5 – 88.4	B
82.5 – 85.4	B -
79.5 – 82.4	C +

### Non-Commending:

76.5 – 79.4	C
73.5 – 76.4	C -
70.5 – 73.4	D +
67.5 – 70.4	D
64.5 – 67.4	D -
0 – 64.4	F
	Incomplete

## Effort Grades

### Commending:

O = Outstanding  
VG = Very Good  
S = Satisfactory

### Non-Commending:

N = Needs Improvement  
U = Unsatisfactory

Saint Joseph's Episcopal School honors superior scholarship of students in Grades Three through Eight at the end of each marking period with Academic Distinction Recognition Cards. This honor is given to those students whose grades meet the criteria set forth below:

**High Distinction:** a numerical grade of 91.5 or above, with an effort grade of "O" or "VG" in all subjects; no accommodations; and, no disciplinary consequences.

**Distinction:** a grade of 85.5 or above, with an effort grade of "O" or "VG" in all subjects; no accommodations; and, no disciplinary consequences.

Please note that **all** grades are reviewed in the awarding of distinction and high distinction.

Saint Joseph's Episcopal School also honors superior scholarship of its students in Grades One and Two at the end of the year with academic award certificates.

## Academic Achievement

### Educational Records Bureau Testing

Students in Grades One through Eight are given a year-end ERB (Educational Records Bureau) test to assess growth in several areas of instruction: Auditory Comprehension, Reading Comprehension, Word Analysis, and Mathematics. These standardized tests are administered to the students in the Spring.

Raw scores on these tests are compared to national, suburban, and independent groups. The national group consists of every student in the United States who sits for the ERB; the suburban group includes students attending smaller, less competitive private and/or parochial schools; and the independent group includes only students in highly competitive independent schools.

Saint Joseph's consistently tests exceptionally well against the national norm group, outscoring the vast majority in most or all of the tested areas of instruction. While our students generally score well compared to the suburban group, data indicate areas where our School's curriculum require attention in order to enhance our students' competitive edge.

After four years of intense curriculum review, Saint Joseph's elected to compare our students to the independent group. Recalling this group's highly competitive selection standard and elite enrollment pool (1-2 percent of our country's students attend independent schools), Saint Joe's students were compared to students from the most elite schools in our nation.

In examining the results from the spring 2010 testing results, we were pleased to note that our students' scores in **mathematics and reading comprehension, the two most important areas**, have risen significantly from previous years' scores, and exceeded independent school norms in many areas of instruction.

## Curricular Programs

Students are assigned summer reading and related activities at nearly every grade level. As soon as students have acquired a reading vocabulary of one hundred words and can read complete sentences with reasonable fluency, they are introduced to the initial screening process for **Accelerated Reader**. At every grade level thereafter,

students take the "AR" test at the beginning of the Academic year, and incorporate their AR books and exams into their studies. Exam scores and accumulated AR points are calculated into the students' grades. The School has a standard method for this, and it applies to each class at the appropriate level.

## **The Role of the Chaplain**

The Chaplain facilitates conversations among those of various religious backgrounds in the interest of fostering a true spirit of inclusiveness at Saint Joseph's, a quality that epitomizes the Episcopal identity of our School. He officiates at Morning Prayer services on Mondays and Fridays, assists/occasionally presides at Wednesday Eucharist, teaches sacred studies classes, initiates and helps supervise Community Service Projects, supervises Student Council functions, and counsels parents, students, and staff members.

The Saint Joseph's sacred studies program is based on Jesus' Summary of the Law: "Love of God, Love of Self, and Love of Others...as I have loved you." (Mark 12:28-32; John 13:34-35).

Students are encouraged to understand the Holy Spirit as God at work in the world today, and to adopt the values of faith, hope, love, truth, compassion, responsibility, friendship, work, courage, perseverance, loyalty and the "fruit of the Spirit" as the foundation of everyday life.

## **Worship**

Saint Joseph's students, faculty, and staff attend Morning Prayer services on Mondays and Fridays and a Holy Eucharist service on Wednesdays. Students in Grade Eight serve as prayer leaders and have the opportunity to serve as acolytes. Parents are always welcome at all Chapel services.

**Acolytes** – Volunteers in Grades Six through Eight serve the Celebrant during the Holy Eucharist on Wednesdays and on other special occasions throughout the year.

**Lay Readers** – Students in Grade Five lead the service during Monday and Friday Morning Prayer.

## **Our School Prayer**

Loving Father, source of all knowledge, bless our family of Saint Joseph's Episcopal School, parents, teachers, and pupils, with calm strength and patient wisdom, to love whatsoever is just, and true, and good. Help us to be a lively center for sound learning, pure manners, and enlightened discoveries. Keep alive our joy in your creation as we, caring for one another, follow the example of our savior, Jesus Christ. Amen

## **Special Offerings**

Saint Joseph's provides before-school (7:00 A.M.) and lunchtime tutoring in math every day.

Speech and occupational therapy with qualified therapists are provided during the school day. The charge for these therapies is negotiated with the provider and is outside of Saint Joseph's tuition and fees. Screening is free of charge.

Piano, vocal music, strings, and guitar lessons are available by term during the school day. There is a charge for these lessons. Students take lessons, either privately or semi-privately, during their physical education period except under special circumstances. Students may not participate in more than two (2) lessons per week.

Resource Program: Mary Jean Michaelson conducts one-on-one and small group tutoring for students with Individual Educational Programs in the school's resource room.

Due to the liability involved, under-age friends, under-age relatives, or associates, of SJES students are not permitted at before- or after-school offerings. This does not apply to parents, guardians, grandparents, or adults authorized by parents to pick up SJES students. All adults volunteering or employed are screened by the F.B.I. and police background checks.

## Health

### Required Forms

Only children who have properly completed Certificate of Immunization and Physical Examination forms on file will be enrolled in Saint Joseph's Episcopal School. These forms may be obtained from the County Health Department or from a physician's office. Only forms completed by a licensed physician or an authorized County Health Department official will be accepted.

### Children should not be in school when they are ill or symptomatic.

Students who demonstrate signs of illness; fever, diarrhea or vomiting, persistent cough, head lice, nits (eggs), or green or brown mucous emitting from the nose or eyes must be kept home. If your child becomes ill during the course of the day, a parent will be notified and the child must be picked up. We will ask you to consult with a physician if your child exhibits a fever of 101 or above at School.

Parents are expected to notify the school immediately whenever a student has contracted a CONTAGIOUS DISEASE or CONDITION. A physician's written note of clearance is required before that student is allowed to return to class. If lice or nits are found on your child(ren)'s hair, you will be called immediately to pick up your child(ren) from the office.

### No-nit Policy

Upon your child(ren)'s return, his/her/their hair will be inspected to be sure all nits were removed. From time to time, the School may have the entire student body screened for lice and/or nits.

### Allergies and other Medical Conditions

- All allergies and other chronic medical conditions must be specifically and explicitly documented IN WRITING by the student's attending physician.
- Physician's documentation IN WRITING must include a description of the condition, symptoms, and specific instructions for both prevention, if a reaction is preventable, and response, should symptoms occur.
- All documentation must be on file in both the School office and in the classroom.
- The parent must waive confidentiality IN WRITING in order for any documentation or notice of a condition to be posted anywhere in the classroom.

School administration may administer non-prescription and prescription medicines only to those children whose physicians have provided written authorization to the School.

## Medication

- **Florida State Law** declares that medication CANNOT be administered by the School unless it is in the original container, dated, labeled with the pharmacy's directions, and **accompanied by written permission from the physician to administer it.**
- The medication MUST be given to the School official at the Office, along with a note from the physician authorizing the administration of the medicine, and written documentation of the time when the last dosage was given.
- If a child remains in After School Program, the medication will be entrusted to the Program Director or a designate.
- If ongoing medication is necessary, the School office must receive **permission in writing from the physician to administer the dosage**, and **specific instructions signed by the physician** for dispensing the medication to the child.

## Nutrition

- A nutritious lunch is delivered daily by a local licensed vendor to the School.
- Meals must be selected by Thursday prior to the designated upcoming week(s).
- Payment and meal forms must be in the teachers' hands before 3:00 p.m. each Thursday for orders for the designated week(s).
- Lunches and morning snacks brought from home must be nutritional and well-balanced, and contain NO candy or soda. Candy, chewing gum, and soda are **not** permitted in school or on campus at any time.
- Don't forget to include a fork or spoon, should one be required.

## Other

- School drinking fountains are sanitized on a regular basis.
- All classrooms and common use surfaces are disinfected on a daily basis.
- Air conditioning filters are changed regularly and exceed recommended standards of health/safety.

# Safety

## Parking lot Procedures

When dropping off or picking up your child, please abide by the following routines:

- use directional signals;
- drive slowly and cautiously;
- please do not use cell phones;
- look in all directions, particularly before turning;
- park in the designated areas only; and
- walk in the indicated pedestrian areas only.

Please remember the person directing traffic in the parking lot is doing so for your and your child's safety, and be respectful at all times.

## **Field Trip Drivers**

Drivers must be 21 years of age and must have the appropriate documents, copy of driver's license and proof of insurance, on file in the school administrative offices. Students must maintain proper attire and conduct as noted under the dress code and in the Code of Conduct. Alcoholic beverages are NOT allowed on any trips. If driver is to be alone with children, driver must submit to a background check prior to going on the field trip.

## **Procedures for Dropping off and Picking up Students**

- For safety's sake, do not allow your children to enter or exit your vehicle before it reaches a designated pick-up or drop-off point and you have stopped your vehicle completely.
- Instruct your children to enter or exit the vehicle on the **sidewalk side**.
- If you plan to walk with your children to or from their classrooms, please park only in the northeast parking lot near Van Rooyen Parish Hall.
- Follow the directions of the school official in the parking lot in order to cross safely.

## **Fire Procedures**

The School conducts regular fire drills. Students and teachers report to designated locations and teachers and administrators stay in radio contact throughout the drill. Teachers check attendance before leaving the classroom area and after arriving at their designated location.

## **Hurricanes and Other Disasters**

Saint Joseph's Episcopal School has hurricane and disaster plans. The School keeps on hand First Aid kits for minor injuries, and basic emergency supplies for its students, staff, and faculty. In the event of an emergency, every effort will be made to keep students safe until parents pick them up at school.

# **Security**

## **Money**

Saint Joseph's Episcopal School cannot be responsible for the security of personal funds held by a student. We encourage students to bring only money needed for daily school purchases.

## **Locked Classrooms**

Teachers are directed to lock their classrooms for the day when the tardy bell rings at 8:00 a.m. Teachers begin teaching at 8:00 a.m. They are not to let in any children who arrive after the tardy bell rings.

If you arrive late, take your child directly to the Office. Do not ask the teachers to make exceptions and to interrupt teaching. If you arrive late on a Chapel day, please take your child first to the Office, then to the Church; s/he may meet the class there.

Parents must not visit teachers in classrooms in the morning as it takes the teachers' attention away from students who are their first priority. If you have something to

discuss with a teacher, please call and leave a message for the teacher to telephone you or ask the Office to arrange a meeting with the teacher.

## **Pick-up Procedure**

### **Dismissal Form**

- Parents must complete a Dismissal Form for each of their children at the beginning of the school year.
- Exceptions to the Dismissal Form information must be submitted in writing to the School Receptionist.
- Students who must leave campus during scheduled School hours may do so only with parental and School permission.
- Parents of departing students must sign out in the office.

### **Daily Pickup**

- If someone other than the individual(s) indicated on the Dismissal Form is picking up your child(ren), the School must be notified in advance.
- If the School is not notified of an alternate driver, the School may detain the student until the parent is contacted.
- If not immediately recognized as someone designated to pick up a child, the driver may be asked for identification.
- Students who leave campus during scheduled school hours may do so only with explicit written permission from parent(s).
- Parents of students leaving early must sign their children out in the School office. The classroom teacher will be called and School personnel will take the student out of the classroom.

## **Background Checks**

All vendors are licensed and insured; volunteers submit to background checks. All sign in at the Office upon arrival at and departure from the School. Whenever they are on campus, they should display an identification badge or name tag. If you see anyone on campus that is not so identified, please notify the School Office immediately.

# **Behavioral Expectations**

## **Honor Pledge**

The Honor Pledge reads, "On my honor as a member of Saint Joseph's Episcopal School, I pledge that I will tell the truth and respect others and their possessions. I will trust in my own ability to learn and will do my own work. "

Each year, students and parents sign the Honor Pledge and a special ceremony is held to celebrate the commitment to honor.

Students in Grades One through Eight present an **Honor Pledge Chapel** service to the School Family during which they present their signed pledges to the Head of School.

## **The Code of Conduct**

All members of the School family are expected to act with honesty, integrity, and respect in all aspects of School life.

Each teacher accepts the responsibility for explaining guidelines of behavior to students. Good discipline is positive in nature and promotes a positive attitude toward good citizenship by helping each child develop self-discipline and self-respect in preparation for functioning in the broader world and marketplace.

Violations of the Code of Conduct occur when someone lies, steals, cheats, plagiarizes, is rude, abusive, aggressive, or disrespectful in actions or words toward others; disrupts the learning environment; harasses or bullies others; talks while others are trying to listen; possesses or uses prohibited substances; or possesses a weapon or item resembling a weapon.

### **Attendance and Punctuality**

Saint Joseph's Episcopal School is dedicated to academic excellence. In order to promote a scholastic environment all students must be in attendance. Parents are encouraged to schedule off-campus appointments (i.e., doctors, dentists) and vacations during non-school hours/ days.

Absences from school, other than those due to illness or family emergencies are not considered "excused absences" under Florida law.

The teacher must be provided with **one week's notice** prior to any unexcused absence so that work may be given to the student to make up.

Excessive absences are likely to result in a lower grade or in failing a course. Students without a pre-approved absence, who cannot document illness or emergency, may not have the opportunity to make up tests or quizzes given on the day of the absence.

Only students with a written note from a Doctor, approved by the Head of School, will be excused from participating in P.E. classes for more than one day.

Students who arrive at school after 8:00 a.m. are to report directly to the School office before going to class.

When a student is absent or tardy, parents are expected to notify the school at the beginning of the school day.

Chronic unexcused absences/tardies are unacceptable, will be treated as a disciplinary matter, and may jeopardize a student's grades and course credit.

### **What not to Bring to School**

Anything that disrupts the learning environment such as but not limited to: radios, DVD players, computer games, CD players, "boom boxes," iPods, cellular telephones, cameras, beepers, **are not permitted on campus. They may be confiscated and held in the school office until parents retrieve them.**

Any item that can harass others or cause serious injury, or that is a weapon, or resembles a weapon, is forbidden, including pornographic or obscene materials, fireworks, matches, or lighters.

Chewing gum, eating candy, drinking coffee and soft drinks **are not permitted at any time** on campus. Items such as skateboards, wheeled shoes, and roller blades may not be used on campus during the school day. Any such items will be confiscated, and parents will have to pick up items from the office.

## **Disciplinary Action**

The primary goal of discipline at Saint Joseph's is personal growth and the development of a sense of responsibility and self-esteem. When a student exhibits behavior that is not safe, responsible, honest, considerate or respectful of the rights of others and/or of property, the behavior will be addressed with the student and disciplinary action may be taken.

Minor infractions of rules are handled by the teacher present when the incident occurs. Teachers inform parents of the disruptive behavior by telephoning the parent(s) or by sending home a note or email briefly describing the student's behavior and any consequences. If unsatisfactory behavior persists, a student may be sent to the Head of School for an appropriate corrective plan.

Parents are encouraged to discuss student discipline concerns with the appropriate teacher and/or the Head of School.

All formal disciplinary action comes through the office of the Head of School. The Head of School will consult the student's cumulative discipline record and with the appropriate faculty members in order to determine the appropriate action.

## **Suspension**

Out-of-school suspension is the result of inappropriate behavior or violation of the school Code of Conduct, which may include cheating, plagiarism, stealing, lying, fighting, smoking or using drugs on campus, computer tampering, harassment, repeated infractions of a similar nature, or any other conduct deemed inappropriate by the school administration.

A student who receives any type of suspension:

- will be considered absent from all the classes he/she misses because of the suspension;
- will be required to hand in all missed assignments, including tests and quizzes;
- will **not** be allowed to participate in or attend any after-school activities or weekend activities during the suspension period;
- may automatically be placed on behavioral probation for a period of time determined by the Head of School;
- may be required to meet with and his/her parents and Head of School before returning to school;
- may be required to meet with a mental health professional, who will confer with School officials prior to the student's return to campus.
- 

## **Disciplinary Procedures**

### **Code of Conduct**

All members of the Saint Joseph's community are expected to act with honesty, integrity and respect in all aspects of School life. Children are permitted to call home if they are ill or if their after school schedule changes, but students may not routinely call home for forgotten homework, after school items, and/or for permission to go home with another student. Each teacher accepts the responsibility for explaining guidelines of behavior to students. Good discipline is positive rather than negative in nature, and teachers promote a positive attitude toward good citizenship by helping each child develop self-discipline and self-respect. When student actions are contrary to the welfare of the community, disciplinary measures follow.

**Code of Conduct** violations include, but are not limited to:

**Lying:** intentionally misleading another through implication or direct statement;

**Stealing:** taking another's possessions—lunches, personal items, textbooks, lost and found articles, equipment, and/or keys—without the owner's stated permission;

**Cheating:** using or providing unauthorized notes, copying another's work, plagiarism, allowing another student to copy one's own work, giving or receiving help in any other unauthorized manner during quizzes, tests or examinations or during sporting events;

**Plagiarism:** use of another's ideas, work or words without credit to its source is plagiarism, and is a specific violation of the Honor Pledge.

**Inappropriate Conduct:** rudeness toward others, talking while others are trying to listen, insults, profanity, disrespectful behavior or gestures, intimidation, harassment, verbal or physical abuse, or aggression;

**Alcohol, drug, or tobacco:** possession, use, or being under the influence of alcohol or drugs on campus or at any school-sponsored activities; and/or

**Possession of any weapon, any item that can cause serious injury or any item that resembles a weapon.**

Anyone who feels s/he has been the victim of harassment should notify a teacher, the Chaplain, or the Head of School, who will investigate the complaint immediately. Any form of harassment will be dealt with according to Federal law, including, but not limited to, investigation, discipline, and measures to prevent retaliation or recurrence.

### **Behavioral Probation**

A student may be placed on behavioral probation at any time during the course of the school year if he/she demonstrates a consistent inability to adhere to the rules that govern campus life.

In the event that a student is placed on Behavioral Probation, a discussion detailing the cause and conditions will take place with the student and his/her parent(s).

Once a student is placed on Behavioral Probation, the Head of School may prohibit him/her from attending field trips, and the Head of School may recommend that he/she is ineligible to participate in varsity sports or other extra-curricular activities.

If a student continues to be disruptive, a re-enrollment contract may be withheld until the student demonstrates that he/she can follow the rules that govern the campus. In addition, the student may be suspended until a psychologist can attest that the student is ready to re-enter the School environment.

Saint Joseph's Episcopal School reserves the right to expel or request the withdrawal of any student at any time whose record of behavior, punctuality, attendance, or scholarship is not in keeping with School standards. Students may also be required to withdraw if their parents have not paid outstanding charges. Such dismissal shall not allow, or result in, the refund, waiver or abatement of any tuition fees paid.

## Acceptable Computer and Internet Use Policy

Internet access is available to students at Saint Joseph's Episcopal School, Inc. Access to network resources is a privilege, however, not a right, and this access brings with it the need for responsible behavior. To help students approach these privileges responsibly and to provide guidelines for students if they should encounter inappropriate materials, we have developed an Acceptable Use Policy for Computers and the Internet.

Saint Joseph's has taken precautions to restrict student access to inappropriate subject matter. These precautions, however, are not foolproof. Proper educational exploration of the Internet network depends upon the principled conduct of computer users and the cooperation of parents in guiding their children, as parents do with other educational resources. The following guidelines are provided so that students may be aware of their responsibilities. If a student violates any of these provisions, that student may be suspended and put on probation, or expelled.

### Saint Joseph's Episcopal School Acceptable Use Policy for Computers and the Internet

- 1. Privileges:** The School's computers, network, and Internet resources are for academic use only. Inappropriate use, as determined by the School, will result in a cancellation of this privilege. The staff of Saint Joseph's Episcopal School may at any time revoke or suspend a student's Internet access and may also take additional disciplinary action, if circumstances warrant.
- 2.** The life of the School depends on shared values and respect among the faculty and students. It is expected that each student conduct him/herself honorably when s/he uses the School's technology. Transmission of any material in violation of any federal or state regulation is prohibited. This includes copyrighted material, threatening or obscene material, or material protected by trade secrets. Offensive language and obscenities are prohibited. Game playing, down loading any material(s) for personal use, and unsupervised real-time conversations are prohibited. Conduct that would constitute a violation of the School policies is also prohibited.
- 3. Network etiquette:** At all times, a user's actions must take into account the rights, the needs, and the privacy of others. Students must not use rude or abusive language in messages to others. They must not disclose their personal address or telephone number, or those of other students or acquaintances.
- 4. Risks and damages:** The School will not be responsible for any damages or expenses students incur while using its computers. Such damages may include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by the School's negligence or by a student's errors or omissions. Saint Joseph's Episcopal School bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities.
- 5. Fee-based services:** Unless a student has the written permission of a sponsoring teacher, he or she may not use the School network to gain access to any database or service or to download data or software that charges a fee for such service or access. If a student violates this policy, that student will be liable for all charges.
- 6. Security:** Security on any computer system is important, especially when the system has many users. If a student identifies a security problem on the Internet, he or she must notify a teacher. Users of the School's system may not attempt to violate system security,

interfere with system performance, or gain access to another person's account, files, or password.

7. **Vandalism:** Destructive behavior will result in the cancellation of Internet privileges and may result in other disciplinary actions. Vandalism is any malicious attempt to harm or destroy the data of another user, the network at Saint Joseph's Episcopal School, or any agency or network connected to the Internet.

Saint Joseph's Episcopal School, Inc. reserves the right to modify this acceptable use policy at any time.

Violations of the Code of Conduct and/or the Honor Pledge may result in immediate probation, suspension or expulsion. Saint Joseph's Episcopal School reserves the right to dismiss, at any time, students whose conduct, influence, spirit, activities, progress or academic standing, the school regards as undesirable or unsatisfactory.

The Head of School in partnership with the faculty oversee the administration of the school's disciplinary process in all matters concerning student life on the Saint Joseph's Episcopal School campus. In matters of discipline for a violation of the Code of Conduct, which includes the Honor Pledge, the following steps are to be followed:

Minor infractions are most often handled by the teacher present when the action occurs. However, if unsatisfactory behavior persists:

1. Students who lie, cheat, steal; are in possession of alcohol, drugs or items that could be considered weapons; who violate the Computer and Information Systems Usage Policy; continuously disrupt; or, who bully or harass fellow students, may be referred to the Head of School.
2. The Head of School will notify the student as to the nature of the violation.
3. The Head of School and appropriate faculty will then interview the student and all faculty, staff and/or other students who have knowledge of the incident. This may include the Chaplain and/or the student's parents.
4. Immediately following a thorough review of the situation, the Head of School may confer with the Chaplain. At that time, a suitable consequence is determined.
5. When appropriate, the parents are notified. The Head of School notifies the student and clearly describes the consequences. The Head of School may also note the consequences and/or results of the investigation in the student's record.

## **Dress Code**

We believe the appearance of students to be of sufficient importance to require specific standards of dress, which must be maintained while students are at school and at school sponsored activities away from school. The approved dress code is a uniform that can be purchased from our supplier, which at this time is Harris School Uniforms.

### **Uniforms and Dress Code:**

- Uniforms are required and are purchased through Harris Uniforms.
- There are several opportunities throughout the school year for students to obtain used uniforms through the Uniform Exchange.
- The Uniform Exchange is operated by a representative of the Parents' Organization.

Students who, in the judgment of the Head of School and/or teachers, are not appropriately dressed or groomed may be sent home and/or withheld from classes until their parents have brought them appropriate attire, or detained in the office until appropriate attire is purchased or borrowed from the School.

Non-uniform days are designated only by the Head of School. At these times students may wear clothes of their choosing while maintaining a proper appearance. Cut-offs, short shorts, tank tops, tube tops, shrugs, bare midriffs, visible underclothing, spaghetti straps, or boots will not be permitted. Clothing decorated with inappropriate words or designs is not acceptable at any time.

Students should be able to identify ALL articles of clothing by having a legible name on each article they bring to school; otherwise, the School cannot be responsible for lost articles and reserves the right to discard said items.

Wearing jewelry at school, other than wrist watches, is not part of the dress code. Jewelry is often damaged and/or lost when worn at school or can cause injury during athletic activities. Girls with pierced ears may wear one "stud" in each earlobe. Boys may not wear ear jewelry. If jewelry is worn, teachers may require that students leave their jewelry in the school office.

Make-up and extreme hair styles are considered not in keeping with the dress code. No eye make-up or rouge. No nail polish. Hairstyles may never impair vision. Boys' hair length must not fall below the top of the shirt collar.

**Daily Uniform PK – JK Girls and Boys (Monday – Friday)**

White or blue button-down oxford shirt (long or short sleeved)

Polo shirt: navy, yellow, or white (long or short sleeved)

Plaid or khaki skort

Plaid jumper

Khaki pants (can have elastic waistband)

Khaki walking shorts (can have elastic waistband)

Navy fleece vest or fleece jacket or cardigan sweater with school crest

Plain white or navy socks

Sneakers Every Day or brown, black or navy leather dress shoe

St. Joseph's headband or ribbon

**P.E. Uniform PK – JK Girls and Boys**

Shorts, navy mesh or cotton

Gray P.E. T-shirt

Plain white or navy socks

Sneakers

**Formal Uniform for 5th - 8th Girls (Mondays, Wednesdays, and Fridays)**

Navy blue blazer

White or blue button-down oxford shirt (long or short sleeved)

Polo shirts may be worn Monday and Friday

Plaid skort

Brown, black, or navy leather dress shoe (1 and 1/2 inch heel-no higher) with plain shoe laces

Plain white or navy socks

St. Joseph's headband or ribbon

**Formal Uniform for 1<sup>st</sup>- 4th Girls (Mondays, Wednesdays, and Fridays)**

White or blue button-down oxford shirt (long or short sleeved)

Polo shirts may be worn Monday and Friday

Plaid skort

Brown, black, or navy leather dress shoe (1 and 1/2 inch heel-no higher) with plain shoe laces

Plain white or navy socks

St. Joseph's headband or ribbon

**Formal Uniform for K Girls (Mondays, Wednesdays, and Fridays)**

White, blue, or yellow button-down Peter Pan collared shirt

Plaid jumper

Sneakers every day

Plain white or navy socks

St. Joseph's headband or ribbon

**Casual Uniform for 5<sup>th</sup>- 8th Girls (Tuesdays and Thursdays)**

Plaid or khaki skort, or

Khaki pants, or

Khaki walking shorts

Navy fleece vest or fleece jacket with school crest

Polo shirt: navy, yellow, red, green or white

Brown, black or navy leather dress shoe (1 1/2 inch heel-no higher) with plain laces

Plain white or navy socks

School belt to be worn with shorts and pants

St. Joseph's headband or ribbon

**Casual Uniform for 1<sup>st</sup>- 4<sup>th</sup> Girls (Tuesdays and Thursdays)**

Plaid or khaki skort, or

Khaki pants, or

Khaki walking shorts

Navy fleece vest or fleece jacket with school crest

Polo shirt: navy, yellow, red, green or white

Brown, black or navy leather dress shoe (1 1/2 inch heel-no higher) with plain laces

Plain white or navy socks

School belt to be worn with shorts and pants

St. Joseph's headband or ribbon

**Casual Uniform for K Girls (Tuesdays and Thursdays)**

Polo shirt

Khaki or plaid skort

Khaki shorts or pants

Sneakers every day

Plain white or navy socks

School belt unless elastic waist pants are worn

St. Joseph's headband or ribbon

**Formal Uniform for 5th - 8th Boys (Mondays, Wednesdays, and Fridays)**

Navy blue blazer

White or blue button-down oxford shirt (long or short sleeved)

Khaki pants

Plaid tie

Brown, black or navy leather dress shoe

Plain white or navy socks

School belt

**Formal Uniform for 1<sup>st</sup> - 4th Boys (Mondays, Wednesdays, and Fridays)**

White or blue button-down oxford shirt (long or short sleeved)  
Khaki pants  
Plaid tie  
Brown, black or navy leather dress shoe  
Plain white or navy socks  
School belt

**Formal Uniform for K Boys (Mondays, Wednesdays, and Fridays)**

White, blue, or yellow button-down oxford shirt (long or short sleeved)  
Khaki pants or shorts  
Sneakers every day  
Plain white or navy socks  
School belt unless elastic waist pants are worn

**Casual Uniform for 5<sup>th</sup> – 8th Boys (Tuesdays and Thursdays)**

Khaki pants, or  
Khaki walking shorts  
Polo shirt: navy, yellow, red, green or white  
Brown, black or navy leather dress shoe  
Plain white or navy socks  
School belt

**Casual Uniform for 1st - 4th Boys (Tuesdays and Thursdays)**

Khaki pants, or  
Khaki walking shorts  
Polo shirt: navy, yellow, red, green or white  
Brown, black or navy leather dress shoe  
Plain white or navy socks  
School belt

**Casual Uniform for K Boys (Tuesdays and Thursdays)**

Polo shirt  
Khaki pants or shorts  
Sneakers every day  
Plain white or navy socks  
School belt unless elastic waist pants are worn

**Dress Code Exceptions for Students in Grade Eight:**

Students in Grade Eight will be permitted to wear a cross or other religious medal on a thin chain. All such jewelry must be removed prior to physical education, and the School cannot be responsible for loss of or damage to such items.

On Fridays only, boys and girls in Grade Eight will be permitted to wear non-platform sneakers without tears in the fabric. Shoes may not contain wheels.

Boys in Grade Eight will be permitted to wear hair to the bottom of the shirt collar. Hair must not touch the shoulders, and must not impair visibility. This will be judged at the discretion of the Head of School.

Girls in Grade Eight will be permitted to wear eye makeup as long as it is not extreme. Girls in Grade Eight may wear ankle socks decorated with any of the colors found in the plaid uniform. Girls in Grade Eight will be allowed to wear pink, neutral, and/or French

manicures but nails must not be more than ¼ inch long, and must be kept well-groomed.

Any questions regarding the particulars of the above-listed exceptions may be directed to the Head of School.

### **Physical Education Uniform – Girls and Boys**

Gym shorts, gym shirts, white socks and STANDARD GYM SHOES WITH LACES must be worn for PE. The PE Uniform must be purchased through Harris Uniforms.

#### **PE Uniform includes:**

Gray PE or Summer Camp T-shirt

Blue PE Shorts

Proper Footwear

1. no slip-ons
2. no wheeled shoes
3. no “platform” sneakers

\*\*“Vans” sneakers are permitted only as long as they are tied tightly. This is a safety precaution.

During game days, OTHER THAN WEDNESDAYS, the members of a team, at the discretion of their coach, may wear their game jerseys. The formal uniform must be worn to all Wednesday Chapel services. Blazers should not be worn on Mondays and Fridays when team jerseys are worn. T-shirts must be worn under revealing jerseys.

Cold weather outerwear must be plain, solid Navy blue. If purchased from our supplier, it may display the School logo.

## **After-School Program**

- Students remaining after 3:30 p.m. will be escorted to the After School Program.
- The After School Program provides instruction in athletics and a supervised study hall.
- Enrichment instruction and activities are part of the After School Program but are billed separately. Parents are charged only for the portion of the Program in which their students are involved.
- The After School Program will extend from 3:30 p.m. until 6 p.m., Monday through Friday throughout the school year unless otherwise cancelled. A late fee of \$5 **per minute** will be charged after 6:00 p.m.
- Designated pick-up times are noted by the Director of the After School Program.
- On days when school is dismissed at noon or 1 p.m., the After School Program will run as announced by the Director of the program.

### **Occasional Supervision Service (OSS)**

Students who participate in school events or Enrichment Activities after regular school hours will be sent to OSS in the library and may be picked up there until 4:30 p.m.

The charge for this program, outside of the Enrichment Activities, is \$8.00 per hour, billed in increments of quarter-hours. The Director or a designate of the program will record the time the child is picked up. This service is to be used occasionally. The After School Program is designed for students whose parents need regular after school assistance.

No fee will be charged for either of these programs if a parent is involved in a Before-School or After-School conference or School-related meeting at Saint Joseph's.

## **Middle School Program**

The Middle School Program at Saint Joseph's focuses on the commitment to our mission, to provide a rigorous education in mind, body, and spirit in a safe Christian environment. The academic program prepares the student for challenges that lie ahead in competitive independent boarding schools, rigorous independent day schools, and competitive public magnet programs, such as the International Baccalaureate, arts, and honors magnet programs in public high schools. Graduates from the Middle School Program, having completed the highest level of courses possible in a middle school, attend the secondary institutions, colleges, and universities of their choice. Alumni/ae lead highly productive lives as exemplary citizens who contribute extensively to the well-being of their respective communities.

Middle School students are required to sit for examinations at the end of each semester. During the final week of school each year, Eighth Grade students are honored at a cap and gown Graduation Ceremony. The graduation status of each student is determined by averaging his/her final grades in English, Mathematics, Science, History, and Spanish. Students who do not meet the graduation requirements of an overall C- grade average will be awarded a Certificate of Attendance.

Documented proof of community service hours, thirty (30) on campus and thirty (30) off campus, must be on file in the school before a diploma will be issued.

Eligibility for awards given at Graduation requires enrollment for the full Eighth Grade year and completion of all requirements in all aspects of school life during that year.

An end-of-year grade average below 73.5 in any course must be removed before a Middle School student is promoted to the next grade. The removal of a deficiency requires the student to receive remedial instruction, after which s/he passes an examination.

Students whose overall average for a marking period falls below 73.5, or who are failing more than one subject, may be placed on Academic Probation for the duration of the next marking period and may lose their participation privileges in co-curricular programs. This includes all extra-curricular and athletic activities. Parents will be notified if a student is placed on Academic Probation.

## **Lockers**

Lockers are the property of Saint Joseph's Episcopal School. The School reserves the right to open the lockers at any time. Lockers and locks may be assigned by the School. Students may not enter any locker other than the one assigned to them. No decals, stickers, tape, glue, etc. may be placed on any locker surface. Writing on lockers is not allowed. Broken, excessively dirty lockers will be repaired or cleaned at the students' or parents' expense.

**Lockers may be accessed before school, during the lunch break and after school only, not during class or passing time between every class.**

## **Middle School Advisors**

Middle School Home Room Teachers are advocates, counselors, and mentors to their advisees. Advisors also act as a liaison between the School and the parents. They are listed in the program section of the handbook.

Advisors conduct individual and group meetings with their advisees on a regular basis. In addition, the advisor is available for informal conferences with teachers or parents upon request.

### **Student Organization Participation Privilege**

Saint Joseph's Episcopal School's extra-curricular programs are designed to complement the curricular programs. They provide a variety of activities for serving others and for developing a variety of interests. All student organizations provide opportunities for serving and supporting the Saint Joseph's Episcopal School community.

### **Student Council**

The Student Council is composed of Middle School students.

Representatives from each of the Middle School classes and four officers: President, Vice President and Secretary-Treasurer are elected by the votes of the entire Middle School. The Student Council leads the Middle School in many activities, including the Honor Pledge Chapel and Community Service Events.

### **Yearbook**

Eighth Grade students, working under the supervision of a faculty member, compose the staff of our yearbook.

### **Athletic Program**

Middle School students are encouraged to become active participants in as many of the Varsity Teams as time, interest, and eligibility will allow. For each sport, there is a schedule of games/matches to be played against other schools. Varsity sports for the 2010-2011 school year include:

- Flag Football (boys)
- Volleyball (girls)
- Soccer (both)
- Basketball (both)
- Tennis (both)
- Lacrosse (both)
- Softball (girls)

### **Community Service**

A total of sixty (60) hours of community service are required for graduation. Students must serve thirty hours "in school" (appropriate school or church campus activities such as drop-off assisting) and thirty hours "out of school" (selected community activities), beginning in the Sixth Grade. Saint Joseph's Episcopal School provides many outreach opportunities for students to support the fulfillment of this requirement. Tardiness to drop-off duty counts as an unexcused tardy to School and will hinder or prevent the student from earning the Community Service hours, as well as prevent the student from earning Distinction or High Distinction.

## **Fund Raising**

### **The Annual Fund**

The Annual Fund exists to make up the difference between what tuition affords and the actual cost of curricular upgrades during the academic year. Its proceeds are used during the year they are collected, and directly benefit your child. It supports technology equipment, light bulbs, water, air conditioner repair and replacement, musical instruments, classroom supplies, sports uniforms, and teacher salaries. The Annual Fund helps sustain the School throughout the year. We depend on everyone's participation. No gift is too large or too small. A wonderful benefactor matches up to \$100,000 of our Annual Fund donations, so please give as generously as you can to the Annual Fund. Annual Giving is fully tax-deductible.

### **The Auction**

Each year, Saint Joseph's holds an Auction to raise funds for technology and arts purchases, and to fund scholarships. We depend on every family's participation in this delightful event, in asking for underwriting or donated items, selling advertising, and attending and enjoying the evening. It promises to be a superb event for all!

### **Book Fair**

The Friends of Whitney Library host a Book Fair to support acquisitions for our wonderful library.

### **LAPS for Saint Joseph's**

This annual event is fun for everyone involved. The students do most of the work, from gathering pledges to running a "marathon" in laps around Jones Field or Rogers Gymnasium. Parents assist with tallying and collecting on the pledges, checking off laps completed by the runners, and adding totals of pledges and laps run per class. Winners earn prizes for their classes.

### **Box Tops for Education**

Clipping box tops from certain products and pasting the squares to entry blanks will earn hundreds of dollars for our school!

### **Ice Cream Sales**

Ice cream sales are paid ahead with a punch card. Students do not need to bring funds to School.

### **Ways you can join in fundraising efforts to help Saint Joseph's:**

- Buy a Commemorative Brick (Supports Endowment Fund) \$100
- Support Book Fairs (Support of library and classroom book purchases) Every purchase helps!
- Serve as a Class Agent for Annual Fund, Parties, Alum News

### **Planned Giving Opportunities**

Saint Joseph's Episcopal School gratefully accepts gifts of securities and real property. If you are interested in making such a gift, or in placing Saint Joseph's Episcopal School in your will, please contact the Development Office at 561-732-2045 for more information. Planned giving is fully tax deductible. Please consider and encourage others to consider Saint Joseph's in your will.

**Need more information about Saint Joseph's?** Please call the School office at 561-732-2045. We'll be happy to answer your questions, or to direct you to the person best qualified to do so. We want to make sure you always feel welcome!