



Saint Joseph's Episcopal School, Inc.

Parent/Student Handbook 2017-2018

Main Campus

3300B South Seacrest Boulevard
Boynton Beach, Florida 33435
(561) 732-2045
(561) 732-1315 (Fax)

Hours: Monday – Friday
7:30 AM – 4:00 PM

Early Childhood Academy (ECA)

2515 North Swinton Avenue
Delray Beach, Florida 33444
(561) 278-7735

Hours: Monday – Friday
7:00 AM – 6:00 PM

Campuses Closed

Labor Day
Columbus Day
Thanksgiving Week
Christmas Vacation
Spring Break
Easter
Memorial Day
Independence Day

Head of School

Middle School Division Head

Kyle Aubrey, M.Ed.

Associate Head of School

Elementary Division Head

Audrey MacPhee, M.Ed.

Chaplain

The Rev. Lynne Jones, Esq.

Director of Admission

Mary Aperavich, B.S.

Business Manager

Rhiannon Aubrey, MST

Plant Manager

Janet Sanchez, B.S.

Development Director

Kelly DuBois, B.A.

Athletic Director

Andrew Wideroff, M.Ed.

Early Childhood Division Head

Catherine Nevad, B.A.

ECA On-Site Director

Dolores de la Torre

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Welcome to Saint Joseph's Episcopal School!

Saint Joseph's Episcopal School provides a challenging and innovative education in a safe, Christian climate. Through combined efforts of teachers, parents, and students, we seek to nourish our students' minds, bodies, and spirits. Our school is a nurturing, diverse, and inclusive environment in which students receive a stimulating education. With a focus on science, technology, religion, engineering, the arts, and mathematics (STREAM), we foster the importance of collaboration, critical thinking, and 21st century skills. As an independent school, we are able to provide children the attention they deserve so that each reaches his/her full potential as lifelong learners.

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:

- Florida Council of Independent Schools
- National Association of Episcopal Schools
- Florida Kindergarten Council
- Educational Records Bureau
- National Junior Honor Society

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** (PO) is one of the backbones of Saint Joseph's Episcopal School. It comprises all parents at our school.

- The PO provides Room Parents and volunteers for school events and activities.
- Room Parents collect fees for parties and funds for event baskets/projects at the beginning of each year.
- Room Parents help call parents in case of school closures or emergencies.
- The PO sponsors and/or supports the Jaguar Fund campaign, Box Tops for Education, LAPS, Grandparents' and Special Friends' Day, the Back-to-School BBQ, the year-round Uniform Exchange program, Santa's Workshop, weekly ice cream sales, Christmas parade floats, and other events; it promotes the school in every possible way.

Volunteering Opportunities

We love for parents to be part of the work we do for children. Opportunities abound for volunteering, such as the following:

- Helping with the Back-to-School BBQ, LAPS for SJES, and/or Grandparents' and Specials' Friends' Day;
- facilitating ice cream sales on Fridays;
- chaperoning field trips with your children's classes;
- working as a Room Parent;
- helping Jennifer Williams in Whitney Library or at the Book Fair;
- collecting and/or counting for Box Tops for Education;
- serving as a Coach or Assistant Coach for one of our athletic teams; and,
- working on event committees.

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:

- Completed Application Forms (Available on Our Website and RenWeb)
- Application and Testing Fees
- Teacher Recommendation Forms
- Appropriate Grade-Level and Standardized Testing Results
- Report Cards/Transcripts

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, STAR Reading and Math grade-level assessments, and the Educational Records Bureau test for students in Grades One through Eight. Toward the end of each academic year, parents and teachers meet to discuss readiness for the next grade. Occasionally, the school may decide, based on the child's chronological age, developmental age, and/or academic readiness, that retention, summer tutoring, and/or retesting prior to the beginning of the academic year is/are the appropriate course(s) action for the student.

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, is on a first come, first served basis.

Families applying for financial assistance must complete the application with FACTS Financial Aid Service. (The link to FACTS is on our website under the Admissions tab; click on "Financial Aid".) Parents' 1040 and W2 financial information need to be uploaded to FACTS in order for families to be completely assessed for the upcoming school year. For more information, including a family's eligibility for Step Up, McKay, and Gardiner scholarships, please contact [Mary Aperavich](#), Director of Admission.

Regardless of the financial aid amount, 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, access to electronic records, progress checks, or grade reports of any kind will not be permitted until full payments are made.

Financial and Business Matters

There are three tuition payment plans: Annual, Semi-Annual, and Monthly. Saint Joseph's utilizes online billing and payment through FACTS Management. Families must visit the FACTS website to select a payment plan. Payment is automatically charged to the bank account or credit card provided by the family to FACTS on the selected schedule.

- Annual payment plan due date is July 1st. Payment may be made via FACTS or directly to Saint Joseph's with a check or credit card (including a 3% surcharge).
- Semi-Annual payment plan due dates are July 1st and January 1st. Payment must be made via FACTS.
- Monthly payments must be made via FACTS and are due on the 1st or 5th of each month, as selected during plan enrollment. Payments are considered late if not received within 10 days of your selected payment date.
- A finance charge of \$30.00 may be posted to any invoice not paid within ten days of 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.
- Families will be unable to register for Enrichment offerings and After Care attendance will be restricted if the account is in arrears.
- Student attendance may be restricted if the account is more than 60 days in arrears.
- Any activities (i.e. field trips, Enrichments, private music lessons, etc.) paid for using a credit card will incur a 3% surcharge.

Families whose accounts are in arrears may be withdrawn from school until all tuition and fees are current. No Enrichment classes, extra-curricular activities, or yearbook ads may be incurred until all accounts of the family are current.

Incidental Fees

Enrichment activities, After Care, Early Care, and private music lessons are billed monthly through FACTS. Class field trips and the Middle School Retreats are billed separately in advance of each trip.

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.

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 creations;
- honesty in all personal and academic matters;
- cooperation relative to concerns regarding academics, athletics, etc.;
- 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;
- setting good examples of public behavior (in the parking lot, at athletic games, at school-sponsored events, etc.); and,
- 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.

- If concerns arise, please respect the **chain of command** in place: Speak with the teacher first, then to the Division Head (if needed), and ultimately with the Head of School if concerns continue.

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 it otherwise interferes with the school's accomplishment of its educational purpose.

The school reserves the right to separate a student at any time, if, in the judgment of the Head of School, conduct of anyone directly associated with student, including but not limited to the 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/Staff

The faculty/staff at Saint Joseph's are a highly qualified community of compassionate, generous, lifelong learners. They are 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/staff members as they pursue advanced degrees, continuing certification, and extra endorsements beyond normal expectations. Formal and informal evaluations are conducted regularly.

| Faculty/Staff Member | Degree(s)/Licensure(s) | Grade(s)/Subject(s) or Position(s) | Years of Experience | Years @ SJES |
|-------------------------------------|---|--|----------------------------|---------------------|
| Mary Aperavich | Bachelor of Science: Business | Admissions | 28 | 28 |
| Susan Arts | Bachelor of Arts: Marketing | Education Assistant | 19 | 19 |
| Kyle Aubrey | Bachelor of Science: Elementary Education Master of Science: Reading and Literacy DCF Director Credential | Head of School; Middle School Division Head; Eighth Grade English | 11 | 10 |
| Rhianon Aubrey | Bachelor of Science: Accounting Master of Science: Taxation | Business Manager; Development | 12 | 3 |
| Kristina Bosch | Bachelor of Arts: Physical Education/Health | P.E. | 4 | 3 |
| Maha Bouhamdan | Bachelor of Arts: Interdisciplinary Studies of Arts and Humanities | Music Teacher; Accompanist; Private Music Lessons | 21 | 1 |
| Melissa Braswell | Associate of Arts: Business Management | JK Aide | 15 | 9 |
| Emily Carter | Bachelor of Arts: Interdisciplinary Studies (Music Emphasis) DCF Certification | Director of Performing Arts; Private Music Lesson Coordinator | 7 | 3 |
| Betsy Chiodo | Bachelor of Science: Elementary Education | 2 | 16 | 15 |
| Gabrielle Choute | DCF Certification | ECA | 1 | <i>New</i> |
| Jennifer Ciasulli | Bachelor of Arts: Elementary Education | 1 | 20 | 3 |
| Nancy Covault | DCF Certification | ECA | 3 | <i>New</i> |
| Patrick Coyle | Bachelor of Arts: English | Middle School English and History | 3 | 1 |
| Carol Cunningham | Bachelor of Science: Child Psychology Educational Technology Certification | Technology Resource Teacher; Publications | 20 | 12 |
| Dolores de la Torre | DCF Certification DCF Director Credential | ECA: On-Site Director | 23 | 9 |
| Kelly DuBois | Bachelor of Arts: Interior Design | Development Director; Receptionist | 3 | 3 |
| Kelly Fellowes | Bachelor of Arts: Elementary Education Master of Science: Elementary Education | Kindergarten | 20 | 11 |
| Jacqueline Jacobs | Bachelor of Science: Fine Arts | Art | 18 | 10 |
| Pastor Lynne Jones | Bachelor of Arts: English Literature (Minor in Latin) <i>Juris Doctor</i> Master of Divinity | Chaplain; Sacred Studies | 23 | 2 |

| | | | | |
|-------------------------------------|--|---|----|------------|
| Lina Lacy | Bachelor of Business Administration | 5 | 13 | 5 |
| Audrey MacPhee | Bachelor of Science: Elementary Education Master of Education: Curriculum and Instruction | Associate Head of School; Elementary Division Head; 4 | 38 | 11 |
| Jennifer Menard | Bachelor of Science: Nursing DCF Certification | ECA | 3 | <i>New</i> |
| Ellen Mero | DCF Certification Child Dev. Associate DCF Director Credential | ECA | 10 | 6 |
| Maryjean Michaelson | Bachelor of Arts: Education | Geometry; Math Teacher/Assistant; Admissions Assistant | 25 | 25 |
| Maggie Midden | Bachelor of Arts: Elementary Education Master of Education: Elementary Education | 3 | 22 | 2 |
| Abby Nevad | Bachelor of Arts: Early Childhood Education | JK | 19 | 19 |
| Catherine Nevad | Bachelor of Arts: Early Childhood Education | Early Childhood Division Head; PK | 30 | 30 |
| Loredana Quong | Bachelor of Science: Education | Spanish | 16 | 1 |
| Stephanie Ream | Bachelor of Arts: Communications | PK Aide | 10 | 10 |
| Kathleen Reese | Bachelor of Science: Math Master of Arts: Education | Middle School Math | 19 | 11 |
| Georgina Ricatti | DCF Certification | ECA | 26 | 1 |
| Clemencia Rosado | Bachelor of Science: Mathematics/Science | ECA | 15 | 5 |
| Tracee Sama | Bachelor of Arts: Education (Math); Master of Arts: Education (Counselor Education) | Math Resource Teacher; Administrative Assistant | 15 | <i>New</i> |
| Janet Sanchez | Bachelor of Arts: Criminology | Plant Manager; Development; Enrichment Director | 15 | 15 |
| Pam Schafer | Bachelor of Arts: Marketing | Administrative Coordinator | 16 | 16 |
| Philomena Smith | Bachelor of Arts: Political Science Master of Arts: Social Work | Guidance | 12 | 11 |
| Jane Speyer | Bachelor of Arts: Education Master of Arts: Education Director Credential | Education Assistant | 8 | 8 |

| | | | | |
|-----------------------------------|--|--|----|----|
| Mimi Tasca | Bachelor of Arts: French | Learning Resource Specialist | 32 | 6 |
| Andrew Wideroff | Bachelor of Science: Marine Science and Biology Master of Science: Education | Athletic Director; Middle School Science | 9 | 9 |
| Jennifer Williams | Bachelor of Arts: Spanish/French Master of Arts: Library Science/Spanish | Librarian | 45 | 30 |
| Stephanie Wrona | DCF Certification | ECA | 11 | 11 |

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 classwork 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 quarter, semester, and at the end of the year with Distinction and High Distinction certificates. 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 and an effort grade of "O" or "VG" in all classes (including Specials) and no disciplinary consequences.

Distinction: a grade of 85.5 or above and an effort grade of "O", "VG", or "S" in all classes (including Specials) and no disciplinary consequences.

An "S" in *any* quarter in *any* class will remove a student from High Distinction for that quarter and for the year. An "S" in the first semester, however, will not affect second semester High Distinction.

Effort grades are assigned each quarter based on the criteria below. *Parents are notified if a student earns an effort grade below "S".*

Outstanding (O):

- The student is always on task, gets along with others, exceeds expectations, is self-directed, is attentive, is respectful, shows pride in the quality of work submitted, takes on leadership roles, shows initiative, participates frequently, and uses time effectively.

Very Good (VG):

- The student is consistently prepared, participates frequently, works well independently and cooperatively, is motivated, and gets assignments done in a timely manner.

Satisfactory (S):

- The student is capable of better work, does what is expected, may have some behavior issues, needs occasional reminders to stay on task, intermittently forgets materials, and gets group projects done but with a lack of participation.

Needs Improvement (N):

- The student has consistent behavior issues, demonstrates unacceptable attitude or actions towards others, is frequently disruptive, is disrespectful to adults and/or peers, needs frequent reminders to stay on task, has difficulty completing assignments on time, forgets materials frequently, and hasn't met requirements or goals for assignments.

Unsatisfactory (U):

- The student possesses an unacceptable attitude, has major behavior issues, is unkind or rude towards peers, does not show respect to adults, and has served more than one in- or out-of-school suspension.

Please note that **all** subject area and Specials grades are reviewed in the awarding of Distinction and High Distinction.

Saint Joseph's Episcopal School also honors superior scholarship of all students in **Grades One through Eight** at the end of the year with academic award certificates.

Academic Achievement

Educational Records Bureau (ERB) Testing

Students in **Grades One through Eight** are given an ERB test to assess growth in several areas of instruction: Auditory Comprehension, Reading Comprehension, Word Analysis, and Mathematics. These standardized tests are administered to 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 public schools, and the independent group includes students in private and/or parochial 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 and independent groups, data indicates areas where our school's curriculum requires attention in order to enhance our students' competitive edge.

Curricular Programs

Students are assigned summer reading and related activities at nearly every grade level. Beginning in Grade One, they are introduced to the initial screening process for **Accelerated Reader (AR)**. Students in Grades One through Eight take the STAR test at the beginning of the academic year to determine their reading level and incorporate their AR books and exams into all studies. Exam scores and accumulated AR points are calculated into students' grades. The school has a standard method for this, and it applies to each class at the appropriate level.

The Chaplain's Role

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. She officiates at Morning Prayer services on Mondays and Fridays, shares role of celebrant and planner of Wednesday Eucharist with the Church Rector, teaches Sacred Studies classes, initiates and helps supervise community service projects, and counsels parents, students, and faculty/staff members.

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. Parents and family members are always welcome at all Chapel services.

Acolytes – Volunteers in **Grades Six through Eight** serve at the altar during the Holy Eucharist on Wednesdays and on other special occasions throughout the year. Students in **Grade Eight** lead the Prayers of the People during Wednesday's Holy Eucharist service.

Readers – Students in **Grade Five** lead the service during Morning Prayer on Mondays and Fridays.

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

Speech Therapy and Occupational Therapy: Sessions with qualified therapists are provided during the school day. The charge for these offerings is negotiated between the parents and the provider and is outside of Saint Joseph's tuition and fees. Screening is free of charge.

Private Music Lessons: These are available by term during the school day for a charge to parents. Students take lessons, either privately or semi-privately, during one (1) of their Physical Education (P.E.) periods and/or after school. Students may not participate in more than two (2) lessons per week. Students missing P.E. for private lessons must receive approval from the Athletic Director and the Head of School.

Academic Tutoring: If the need arises for a student to be tutored by a vendor or a part-time employee (during non-paid time from the school) in an academic subject during the school day, this may take place once a week during P.E.—if the student is not already participating in private music lessons, pending approval from the Athletic Director and the Head of School.

Students with Accommodations: For students with Individualized Education Programs (IEPs) from other schools or Student Service Plans (SSPs) from Saint Joseph's, our **Care Team**, comprised of the Head of School, the Guidance Counselor, and the Learning Resource Specialist, coordinates services and accommodations for students requiring educational support.

Due to the liability involved, underage friends, underage 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 employed adults are screened by the FBI 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 degrees 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 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 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, as well as written documentation of the time when the last dosage was given.
- If a child remains in the After Care program, the medication will be entrusted to the After Care Director or a designate.
- If ongoing medication is necessary, the 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 offered daily by a local licensed vendor to the school. Parents may order and pay for it if they choose. Lunches and morning snacks brought from home must be nutritional, 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.
- Students are not permitted to share food under any circumstances.
- Microwaves cannot be used.
- Refrigeration is not allowed.

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.
- 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, so be respectful at all times.

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 in the northeast parking lot near van Rooyen Parish Hall or by Jones Athletic Field.
- Follow the directions of the school official in the parking lot in order to cross safely.

Dismissal Procedures

Parents must complete the Dismissal Responsibilities/Transportation section on RenWeb for each of their children at the beginning of the school year.

- If someone other than the individual(s) indicated on the Dismissal Responsibilities/Transportation section of RenWeb is picking up your child(ren), the school must be notified in advance **IN WRITING** (e-mail, text, or written note).
- 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 Office. The classroom teacher will be called, and school personnel will take the student out of the classroom.

Early Dismissal Procedures

As noted on the school calendar, Dismissal is scheduled for **12:00 PM** on certain days throughout the school year. On these days, please adhere to the following Dismissal changes:

- Students will be at Dismissal locations beginning at 11:45 AM.
- Dismissal will officially end at 12:15 PM.
- After 12:15, a late fee of **five dollars (\$5) per minute**—per child—will be charged.
 - The late fee is due within 15 days and will be charged to the parent's account if not remitted.

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 Office. **These need to be submitted each year.** Students must maintain proper attire and conduct as noted under the Dress Code and in the Code of Conduct. No student may ride in the front seat of a car, unless his/her parent is the driver or provides written permission. In addition, drivers are asked not to bring children or friends on field trips.

Fire Drills

The school conducts regular fire drills. Students and faculty/staff report to designated locations while the Head of School and Head of Security check for safety and determine when an "All Clear" can be called. Teachers check attendance before leaving the classroom area and after arriving at their designated locations.

Hurricanes and Other Disasters

Saint Joseph's Episcopal School has hurricane and disaster plans. The school keeps First Aid kits on hand for minor injuries and basic emergency supplies for its students and faculty/staff members. 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 AM. Teachers begin teaching at 8:05 AM. 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 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; he or she may meet the class there.

Parents should not visit a teacher in the classroom in the morning as it takes the teacher's attention away from students who are top priority. If you have something to discuss with a teacher, please contact the teacher directly via e-mail or phone.

Parents must first come to the Office for a visitor tag when coming on campus.

Background Checks

All vendors are licensed and insured, and 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 who is not so identified, please notify the 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 families sign the Honor Pledge, and a special worship service is held to celebrate the commitment to honor.

Students in **Grades One through Eight** present a signed **Honor Pledge** to the school family during this service.

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, is abusive, is aggressive, or is 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 and dentists) and vacations during non-school hours/days.

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

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

- Five (5) tardies will count as one (1) absence.
- Ten (10) absences in a school year will require a review to determine if promotion will be granted to the student. If not, the student will be retained.

Only students with a written note from a doctor or a parent, approved by the Athletic Director, will be excused from participating in P.E. classes for more than one day.

Students who arrive at school after 8:00 AM are to report directly to the Office—with a parent/guardian—before going to class.

When a student is going to be absent or tardy, parents are encouraged to notify the school or the student's teacher(s) as soon as possible.

What Not to Bring to School

Anything that disrupts the learning environment is **not permitted** on campus, such as handheld devices. They may be taken and held in the Office until parents retrieve them.

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

Chewing gum, eating candy, and drinking coffee and soft drinks **are not permitted at any time** on campus. Items such as skateboards, wheeled shoes, and rollerblades 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.

Infractions of rules are handled by the teacher present when the incident occurs. Teachers inform the Division Head, Head of School, and parents of the disruptive behavior by telephoning the parent(s) or by sending home a note or e-mail briefly describing the student's behavior and any consequences. If unsatisfactory behavior persists or if the behavior is such that the teacher requests assistance from the Division Head and/or Head of School, a student may be sent to the Head of School for an appropriate corrective plan.

Social Media: Any posting of Saint Joseph's students on social media websites that includes images of a negative nature and/or negative comments that accompany said pictures will be considered a breach of the disciplinary Code of Conduct of the school. This conduct may result in consequences at school.

Parents are encouraged to discuss student discipline concerns with the appropriate teacher first. Then, following a chain of command, the Division Head may be consulted if necessary and, ultimately, the Head of School if warranted.

All formal disciplinary action comes through the Head of School. The Head of School will consult the student's cumulative discipline record and with appropriate faculty members and/or resource professionals, including the school's attorney, in order to determine the appropriate action.

Suspensions

In- and/or out-of-school suspension is the result of inappropriate behavior or violation of the Code of Conduct, which may include, but not limited to, 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 classes he/she misses because of an out-of-school suspension;
- will be required to complete and submit all missed assignments, including tests and quizzes;
- will **not** be allowed to participate in or attend any school-sponsored 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 his/her parents and the Head of School before returning to school.

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 or other 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;
- **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,
- **Weapons:** Possession of any weapon, any item that can cause serious injury, or any item that resembles a weapon.

Anyone who feels he/she 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.

The Head of School maintains discretionary authority to place disciplinary reports in student files.

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 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.

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.

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 is deemed as undesirable or unsatisfactory.

The Head of School, in partnership with the faculty/staff, oversees the administration of the school's disciplinary process in all matters concerning student life on the Saint Joseph's Episcopal School campuses. 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:

- Students who lie, cheat, steal; are in possession of alcohol, drugs, or items that could be considered weapons; who violate the Computer and Internet Usage Policy (outlined below); continuously disrupt; or, who bully or harass fellow students, may be referred to the Head of School;
- the Head of School will notify the student as to the nature of the violation;
- the Head of School and appropriate faculty/staff member(s) will then interview the student and all faculty/staff and/or other students who have knowledge of the incident, including the Chaplain, the Associate Head of School, and/or the student's parents;
- immediately following a thorough review of the situation, the Head of School may confer with the Associate Head of School and the Chaplain where a suitable consequence is determined;
- when appropriate, the parents are notified, the Head of School notifies the student and clearly describes the consequences, and the Head of School may also note the consequences and/or results of the investigation in the student's record.

Acceptable Computer and Internet Use Policy

Internet access is available to students at Saint Joseph's Episcopal School. 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.

- **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 faculty/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.
- **Respect/Conduct:** The life of the school depends on shared values and respect among the faculty/staff and students. It is expected that each student conduct himself/herself honorably when using 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, downloading 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.
- **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.
- **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.
- **Fee-Based Services:** Unless a student has the written permission of a sponsoring teacher, he/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.
- **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/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.
- **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 reserves the right to modify this acceptable use policy at any time.

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 above 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, put on probation, or expelled.

Any posting of Saint Joseph's students on social media websites that includes images of a negative nature and texts and/or negative comments that accompany said pictures will be considered a breach of the disciplinary code of conduct of the school. This conduct may result in consequences at school.

Dress Code

PHYSICAL EDUCATION UNIFORM: ALL GRADES

- Solid navy blue shorts (mesh or cotton) and gray P.E. shirts with SJES crest
 - Sport-Tek shirts in any color are acceptable during P.E. every day.
- **Supportive** athletic sneakers
 - No "Twinkle Toes" or light-up shoes.
 - For students who cannot tie their own shoes, Velcro shoes are recommended.
- Plain white, black, or navy blue socks

COLD WEATHER UNIFORM: ALL GRADES

(Note: Please only wear the following on cold or chilly days—not on a regular basis.)

- Fleece jacket, fleece vest, sweater, or windbreaker (with no writing) in the tartan plaid colors: Navy blue, yellow, white, green, black, or red
- Sweatshirt (with no writing) or sweatpants in tartan plaid colors: Navy blue, yellow, white, green, black, or red
- Navy blue, white, or black leggings or tights worn under uniform
- Long sleeve white or navy blue shirt or turtleneck under uniform
- Navy blue, brown, white, or black boots

OTHER OUTERWEAR: ALL GRADES

- Raincoats or umbrellas of any color
- Sport-Tek shirts of any color may be worn to school on Tuesday and/or Thursday.

JEWELRY/COSMETICS: ALL GRADES

- All students may wear necklaces and bracelets—one each, please.
- Girls may wear stud earrings.
- Wristwatches may be worn by all students.
 - Tech watches of any kind are not permitted during assessments.
- No make-up or nail polish in PK through Fifth Grade.
 - Solid nail colors are permitted in Middle School.

HEADWEAR: ALL GRADES

- Boys' hair must fall above the shirt collar and cannot cover eyes.
- Girls' headbands or hair ribbons are permitted in any color; however, please keep designs and sizes in moderation.

PRIVILEGES FOR GRADE EIGHT STUDENTS

- Sneakers on Tuesday and/or Thursday
- Girls may wear eye makeup as long as it is not extreme.
- Boys' hair may fall just below the shirt collar.
- Students may wear shirt of their chosen high school on Tuesday and Thursday, once they've been accepted.

Pre-Kindergarten and Junior Kindergarten**UNIFORM:****GIRLS:**

- SJES white, blue, or yellow button-down Peter Pan collared blouse
- SJES plaid jumper
- SJES polo shirt: Navy blue, yellow, white, red, or green
- SJES plaid, khaki, or navy skort; khaki or navy pants; or khaki or navy shorts
- Supportive athletic sneakers or brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks or nude no-show ped

BOYS:

- SJES polo shirt: Navy blue, yellow, white, red, or green
- SJES khaki or navy pants or shorts
- Leather or woven belt (if pants have belt loops)
- Supportive athletic sneakers or brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks

Kindergarten**FORMAL UNIFORM (MONDAY, WEDNESDAY, FRIDAY):****GIRLS:**

- SJES white, blue, or yellow Peter Pan collared blouse
- SJES plaid jumper
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks or nude no-show ped

BOYS:

- SJES button-down white, blue, or yellow oxford shirt (long- or short-sleeved)
- SJES khaki or navy pants or shorts
- Leather or woven belt (if pants have belt loops)
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy socks

INFORMAL UNIFORM (TUESDAY AND THURSDAY):**GIRLS:**

- SJES plaid, khaki, or navy skort; khaki or navy pants; or khaki or navy shorts
- SJES polo shirts: Navy blue, yellow, white, red, or green
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks or nude no-show ped
- **Note:** Students may come to school in P.E. clothes on Tuesday and Thursday.

BOYS:

- SJES khaki or navy pants or shorts with a leather or woven belt
- SJES polo shirts: Navy blue, yellow, white, red, or green
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks
- **Note:** Students may come to school in P.E. clothes on Tuesday and Thursday.

Grade One, Grade Two, Grade Three, and Grade Four**FORMAL UNIFORM (MONDAY, WEDNESDAY, FRIDAY):****GIRLS:**

- SJES white, yellow, or blue Peter Pan collared blouse
- SJES plaid jumper
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks or nude no-show ped

BOYS:

- SJES white, blue, or yellow button-down oxford shirt (long- or short-sleeved)
- SJES khaki or navy pants with leather or woven belt
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks

INFORMAL UNIFORM (TUESDAY AND THURSDAY):**GIRLS:**

- SJES polo shirt: Navy blue, yellow, white, red, or green
- SJES plaid, khaki, or navy skort; khaki or navy pants; or khaki or navy shorts with leather or woven belt
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks or nude no-show ped
- **Note:** Students in Grade One may come to school in P.E. clothes on Tuesday and Thursday.

BOYS:

- SJES polo shirt: Navy blue, yellow, white, red, or green
- SJES khaki or navy pants or shorts with leather or woven belt
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks
- **Note:** Students in Grade One may come to school in P.E. clothes on Tuesday and Thursday.

Fifth Grade**FORMAL UNIFORM (MONDAY, WEDNESDAY, FRIDAY):****GIRLS:**

- Navy blue blazer
- SJES white, blue, or yellow button-down oxford (long- or short-sleeved)
- SJES plaid skirt or skort
- Brown, black, or navy blue dress shoes

- Plain white, black, or navy blue socks or no-show ped

BOYS:

- Navy blue blazer
- SJES plaid tie (on Wednesday)
- SJES white, blue, or yellow button-down oxford (long- or short-sleeved)
- SJES khaki or navy pants with leather or woven belt
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks

INFORMAL UNIFORM (TUESDAY AND THURSDAY):**GIRLS:**

- SJES polo shirt: Navy blue, yellow, white, red, or green
- SJES plaid, khaki, or navy skort; khaki or navy pants; or khaki or navy shorts with leather or woven belt
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks or no-show ped

BOYS:

- SJES polo shirt: Navy blue, yellow, white, red, or green
- SJES khaki or navy pants or shorts with leather or woven belt
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks

Middle School (Grade Six, Grade Seven, and Grade Eight)

(Note: See privileges for students in Grade Eight listed above.)

FORMAL UNIFORM (MONDAY, WEDNESDAY, FRIDAY):**GIRLS:**

- Navy blue blazer
- SJES white, blue, or yellow button-down oxford shirt (long- or short-sleeved)
- SJES plaid skort or skirt
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks or no-show ped

BOYS:

- Navy blue blazer
- SJES white, blue, or yellow button-down oxford shirt (long- or short-sleeved)
- SJES khaki or navy pants with leather or woven belt
- SJES plaid tie (on Wednesday)
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks

INFORMAL UNIFORM (TUESDAY AND THURSDAY):**GIRLS:**

- SJES polo shirt: Navy blue, yellow, white, red, or green
- SJES plaid, khaki, or navy skort; khaki or navy pants; or khaki or navy shorts with leather or woven belt

- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks or no-show ped

BOYS:

- SJES polo shirt: Navy blue, yellow, white, red, or green
- SJES khaki or navy pants or shorts with leather or woven belt
- Brown, black, or navy blue dress shoes
- Plain white, black, or navy blue socks

After Care Program

Students remaining after 3:30 PM will be escorted to the After Care classroom located in the Reichert Center.

- The After Care program provides a supervised study hall for \$10 per hour, billed in increments of quarter-hours, or \$2.50 for every 15 minutes.
- Enrichment instruction and activities are part of this program but are billed separately. Parents are charged only for the portion of the program in which their students are involved.
- The After Care Program will extend from 3:30 PM until 5:30 PM, Monday through Friday, throughout the school year unless otherwise cancelled.
- A late fee of **\$1 per minute/per child** will be charged from **5:30 to 6:00 PM**. **After 6:00 PM, \$5 per minute/per child** will be charged. The late fee is due within 15 days and will be charged to the parent's account if not remitted.
- Designated pick-up times are noted by the After Care Director.
- On days when school is dismissed at early (at 12:00 PM, for example), the After Care program will run as stated on the school calendar on RenWeb and on our website.

Occasional Supervision Service (OSS)

Students who participate in school events or Enrichment activities after regular school hours will be sent to OSS in the After Care classroom (in Reichert Center) and may be picked up there until 4:30 PM.

The charge for this program, outside of the Enrichment activities, is \$10 per hour, billed in increments of quarter-hours, or \$2.50 for every 15 minutes. The After Care 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 Care 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 a school-related meeting at Saint Joseph's.

Middle School Program

(For more detailed information on our Middle School program, please reference the Middle School Handbook found on our web site, or contact the Division Head, [Kyle Aubrey](#).)

The Middle School program at Saint Joseph's focuses on the commitment to our mission. 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 attend institutions 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, students in Grade Eight are honored at a cap and gown Graduation ceremony, as well as a special Baccalaureate Eucharist worship service.

Documented proof of community service hours, thirty (30) on campus and thirty (30) off campus, must be on file in the Sacred Studies classroom before a diploma will be issued. More about community service hours is found below.

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

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.

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 the Morning Greeting program) and thirty hours “out of school” (selected community activities), beginning in Grade Six. Saint Joseph’s Episcopal School provides many outreach opportunities for students to support the fulfillment of this requirement.

Athletic Program

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

- Flag Football (Boys)
- Volleyball (Girls)
- Soccer (Boys and Girls)
- Basketball (Boys and Girls)
- Lacrosse (Boys and Girls)
- Tennis (Boys and Girls)

A written note from a parent is required for any absence from after-school sports practice/games and must be given to the Athletic Director.

Fundraising

Jaguar Fund

The Jaguar 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 faculty/staff salaries. The Jaguar 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 \$50,000 of our Jaguar Fund donations, so please give as generously as you can to the Jaguar Fund. Annual giving is fully tax deductible.

Auction

Each year, Saint Joseph's holds an Auction to raise additional funds. 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.

Book Fair

Saint Joseph's hosts a book fair to support acquisitions for our wonderful Library. It takes place in February, and parent volunteers are welcomed and encouraged.

LAPS for SJES

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 the pledges, checking off laps completed by 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 Fridays

Ice cream sales can be paid in advance for \$25 for the school year. Students would not need to bring funds to school then; however, items are sold for \$1 each if students do not prepay.

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 Director 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/their will.

Contact Us

Questions, Comments, or Concerns?

Please call the Office at (561) 732-2045. We'll be happy to answer your questions, or you be will be directed to the person best qualified to do so. We want to make sure you always feel welcome!

To reach Kyle Aubrey, the Head of School, please contact him via e-mail at kaubrey@sjsonline.org.