

## **Welcome to St. Barnabas Episcopal School**

This Handbook for parents and students is designed to inform you of the day-to-day mechanics of school life. This publication will also be helpful in answering many questions you may have concerning procedures, policies and organization within the school. We hope that once you are familiar with our programs and expectations, we can work together to provide the best possible educational experience at St. Barnabas Episcopal School for all students.

Because we do not have the opportunity to review each policy with each family, we must rely on students and parents to use this handbook to become familiar with the various aspects of school life. Obviously, we cannot include everything in this handbook, and we want you to feel free to consult with the Head of School if you have any questions or concerns.

The Board of Trustees whose members and responsibilities you will find on page D-5 takes an active governance of St. Barnabas Episcopal School and fully supports the policies as established in the school Handbook.

Sincerely,  
*Karen L. Lyon,*  
Head of School

## **Our Mission Statement**

The mission of St. Barnabas Episcopal School is to challenge each student in a supportive environment that promotes academic excellence, sound moral values and high self-esteem within a framework of God's love.

A further statement on St. Barnabas Episcopal School Philosophy:

St. Barnabas Episcopal School was created to be a center of sound learning, new discovery and the pursuit of wisdom, wherein Christ is the source of all truth. We believe that the development of the whole child is most important and we look for spiritual, moral and mental growth for each child. We further believe children are to have respect for God, for their families, for those in authority and for the dignity of every person. We feel the purpose of education is to develop productive and capable citizens within an atmosphere of Christian love and discipline. Each child is unique. The child's background, intellectual ability, creativity and interests must be recognized and incorporated into an appropriate learning program so each may attain the highest level possible.

*We are a family. We encourage parents and teachers to work together with the students. Our goal is to nurture the total child. It is our chief desire and aim to develop the student's sense of responsibility and ever-growing awareness of his/her relationship and responsibility to others.*

## **Goals and Objectives of St. Barnabas Episcopal School**

To nurture students to become caring, competent and contributing members of society by developing an awareness of the rights and responsibilities of citizenship within a Christian framework of God’s love.

To prepare students to live in an every-changing world; to assist them in their personal and social relationships; to expand their social consciousness of the needs of others; and to help them understand the processes of effective decision-making.

To stimulate critical thinking and a commitment to excellence that lead students to success in higher education and in their careers by cultivating a classroom atmosphere conducive to active interest and participation; by attempting to recognize and respond to the unique needs of each student; and by stimulating intellectual curiosity and maintaining the highest possible standards of excellence and personal growth.

To establish student-centered environments that foster cooperative learning and self-esteem by offering the students opportunities for creative expression, self discovery and individual development.

To require responsible behavior and personal accountability for one's actions.

To promote a Christian atmosphere which establishes the spiritual, moral, and ethical responsibility to see the dignity and worth of each person as a child of God.

To create a school community that provides experiences in and an appreciation for art, music, and other avenues of aesthetic expression.

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### **Accident Insurance:**

The safety of our students is a top priority of St. Barnabas Episcopal School and despite a continuing emphasis on safety precautions, student accidents do still occur during school activities.

To help with medical expenses resulting from accidental injuries to students, the school offers a low cost insurance plan. St. Barnabas Episcopal School is not responsible for medical expenses related to student activities.

### **Accreditation:**

The Florida Council of Independent Schools first accredited St. Barnabas Episcopal School, Inc. in 1975. This organization, which has more than 145 member schools, sets academic standards at a high level. It is affiliated with the National Council of Independent Schools.

### **Application/ Assessment/Admission:**

Enrollment applications within the categories listed below are accepted on a first-come, first-serve basis in the St. Barnabas Episcopal School office. Applications are complete only when the appropriate registration forms and fees have been submitted and only if the student's account is current.

Priorities for admission are as follows:

- Current students and their siblings
- Open enrollment

Once a parent of a prospective student has made an inquiry, an appointment is made for the student and his/her family to interview with the Head or Assistant Head of School and tour the campus. Then an assessment of the student is made to determine that the student is prepared for the grade level they are applying for. St. Barnabas Episcopal School reserves all rights to accept, conditionally accept or deny any student, and to place each student in the appropriate grade level after acceptance for admission. The results will be reported to the parents as an acceptance, conditional acceptance or denial.

St. Barnabas Episcopal School admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. We do not discriminate on the basis of race, color, national and/or ethnic origin in administration of our educational policies, admission policies, or scholarship programs.

#### Required for admission:

- Application form and fees
- Medical-emergency release form
- Birth certificate
- Physical exam form and immunization records
- Admissions test per grade level
- Personal interview with the Head or Assistant Head of School

## Attendance Policy/Absences/Tardiness:

### **Absences:**

Since the classroom is essentially a forum for the exchange of ideas and the questioning of assumptions, regular attendance is most necessary. While the absent student can make up a reading or written assignment, the valuable experiences that are gained through participation in class discussion are irretrievably lost. Regular class attendance also indicates parents' recognition of the responsibility to obtain the maximum experience through attending St. Barnabas Episcopal School.

**If a student is absent 3 or more days a note is required from the doctor stating the student may return to school. If a student is absent more than 20 days during the school year they become in danger of having to repeat the grade.** A conference will be held with the Administration and parents to make the determination for the grade placement for the following year.

Our vacation periods are generous. Please do not ask that students be excused to leave early or to return late. Also, please try to plan family vacations during the scheduled school holidays.

Please call the school office between 8:00 A.M. and 9:30 A.M. when your child(ren) is/are absent. If your child(ren) is/are absent from school and you have not called the office, the school will make every effort to contact you to determine the reason for the absence. A written excuse is required on the day a student returns to school following any absence if contact with the school was not made by phone. This is for your child(ren)'s protection.

We discourage parents taking students out of school except for emergencies. However, when it is known in advance that a child(ren) will be absent, please notify the school in writing as early as possible. Parents must sign their child(ren) out in the office when leaving school before the regular dismissal time.

### **Tardies:**

Good attendance also involves coming to school on time. St. Barnabas Episcopal School day begins promptly for all grades at 8:15 A.M. and classes end at 2:30 P.M. for the Pre-school (Pre-k 3 and 4 year olds), 3:00 P.M. for the Elementary school (Kindergarten through 5<sup>th</sup> grades), and 3:15 P.M. for the Middle school (6<sup>th</sup> through 8<sup>th</sup> grades). Teachers have work prepared for all students to do immediately upon entering the classroom. If a student is consistently late, an important part of his/her education will be missing. Students are considered tardy at 8:20 A.M. Children benefit by being in the classroom on time so that they can be prepared to start the day's activities.

If a student is tardy 5 times in a quarter, the Administration will request a parent conference. **If a student is tardy more than 20 days during the school year they become in danger of having to repeat the grade.** A conference will be held with the Administration and parents to make the determination for the grade placement for the following year.

**Make-Up Work:**

If a student is absent for 1 or 2 days due to illness, the teacher will work with the individual upon return to school in obtaining missed assignments. **For absences of only 1 or 2 days, please do not call the office for missed assignments.**

If a student is absent for a longer period of time, **please check the web links** for missed work before you call the office for assistance in contacting the teachers to see if there are assignments that the student may make up. The decision to send work home will be at the discretion of the teacher and will most likely vary according to grade level and the content of the subject areas being covered.

In the very rare situation where you know in advance your child(ren) will be missing school for several days, please ask the homeroom teacher well in advance (at least a week) if you will be requesting work. Again, the decision will be at the discretion of the individual teacher. **All work will be due on the day of return to school, and students must be prepared to take any missed tests on the day of return to school.**

Remember that regular attendance is most desirable since the classroom is essentially a forum for the exchange of ideas and discussion of presented material. The valuable experience of being part of the class discussions is lost to the student who is absent.

**VPK ATTENDANCE POLICY:  
(Voluntary Pre-Kindergarten)**

St. Barnabas Episcopal School will be operating a Voluntary Pre-Kindergarten (VPK) for 5 hours a day, 5 days a week for 108 days. These days will be a part of our regular 4 year old scheduled year.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is St. Barnabas funding linked to attendance, but also the child's success upon entrance into Kindergarten.

**Your child must arrive in the VPK classroom no later than 8:30 a.m. daily.**

**Your child must participate in VPK activities until 2:30 p.m. daily.**

**You must call the school office at 734-3005 if your child is going to be late or absent.**

**Tardiness:** Arrival for the VPK program is between 8:00 and 8:30 a.m. The earliest time children will be accepted in the classroom is 8:00 a.m. **The instructional day starts at 8:30 a.m. and all children are expected to be in place and ready to start the day.** Arrivals after 8:30 a.m. are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late".

**Absence:** Daily attendance in the VPK program is necessary for optimal learning; however, **you will be allowed 3 absences per month. Any absences beyond those three require a written note from the parent for one of the following reasons:**

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest
- Physician or dentist appointment
- Infectious disease or parasitic infestation
- Funeral service, memorial service, or bereavement upon the death of the child's family member
- Compliance with a court order (e.g. visitation, subpoena)
- Special education or related services for the child's disability
- Observance of a religious holiday or service
- Family vacation, not to exceed 5 excused absences per program year
- Extraordinary circumstances beyond the control of the child and parent

St. Barnabas **will allow one documented 5-day absence** during the 108 day instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult.

**Over 10 total absences a month must be documented by a signed note from a person unrelated to the child or family, but who knows the details of the absences.**

**Verifying your child's attendance and absences: Parents must complete and sign an attendance verification form EACH month.** These forms will be distributed on the last instructional day of each month and must be signed and returned to the office the same day. Your signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition of Volusia County to direct payment for the month's VPK program for your child to St. Barnabas, and that you continue to choose St. Barnabas Episcopal School to provide your child's VPK program for the upcoming month.

**Children who do not meet attendance requirements will lose VPK funding.** The child may be allowed to remain in the classroom but will be required to pay full tuition.

**All parents will be required to sign and comply with this policy on Attendance and Tardiness to remain in the VPK program.**

#### **Awards:**

At the end of the school year, the following awards are made:

**Patricia A. Lawrence Scholarship**-is presented in honor of the school's previous Principal whose tenure was from 1985-1995. The recipient has demonstrated outstanding educational growth with a marked improvement in academics and a commitment to intellectual development.

**Jean Powell Art Scholarship Award**-is given by Mr. and Mrs. James Powell in memory and in honor of their daughter who was an art major at the Savannah School of Art. (not given each year)

**Brittney Chisholm Scholarship Award**-is given in memory and honor of her spirit to recognize perseverance and dedication to academics, strength of character, and exceptional potential for future success.

**Becky Whalen Scholarship Award**-is given in memory and honor of Becky Whalen by her parents Leslie and Donald Whalen.

**5<sup>th</sup> and 8<sup>th</sup> Grade Presidential Awards**-are given for educational excellence and educational improvement.

**Academic Excellence Award** —is determined by the standardized test and class work.

**Citizenship Award** — is determined by the teachers who have worked with the student. Citizenship is based on dependability, cooperation, leadership, patriotism, and cleanliness in speech and personal habits.

**Head of School's Award** —is determined by total growth of a student. One award is given for each class.

**Art Awards**-are given for an outstanding work ethic and talent in art.

**Computer Awards**- are given for an outstanding work ethic and talent in Computer Science.

**Spanish Award**- is given for an outstanding work ethic and talent in Spanish.

**Outstanding Middle School Student**- is given to the outstanding 8<sup>th</sup> grade student who has demonstrated outstanding academic ability, leadership, citizenship, school spirit, and friendship.

**Other recognitions include:**

**Acolyte Certificates**

**Safety Patrol Certificates**

### **Birthday Celebrations:**

We enjoy sharing a birthday celebration with your child(ren) at school. We recognize everyone's birthday. We also will celebrate "un-birthdays" for children whose birthdays are during holidays or in the summer.

Guidelines for birthday treats: make arrangements with the teacher to avoid conflicts and choose individual treats. Decorate the dessert or send special napkins, but please don't send noisy party favors. You may observe this special time, but check with your child(ren)'s teacher before making plans. Simple and short celebrations are best. If invitations to a party are going to be distributed in the classroom, then all children in the class should be invited.

### **Birthday Book Club:**

If you would like to honor your child(ren)'s birthday with a gift to the school library, our Librarian will assist you in selecting an appropriate book to be placed in the school library. The school appreciates your generosity and a nameplate will be placed in the front of the book in honor of your child(ren). Our priest will also bless the book before it is placed into the library.

### **Board of Trustees:**

#### **Purpose and Mission:**

The purpose of the Corporation shall be to found, establish, conduct, maintain, operate, develop, and perpetuate Episcopal primary, elementary, or secondary schools in Volusia County, Florida, offering a program of academic excellence within a Christian environment. High academic standards, the Episcopal tradition, and a visible respect for the rich heritage of Judeo-Christian religious and ethical values shall be vigorously supported with particular reference to preparing students morally, spiritually, mentally, physically, and intellectually for higher education in high school.

#### **Responsibilities and Powers of Trustees:**

Determine and periodically review the purpose and mission of the School.

Establish, review, and approve changes in the programs of the School, consistent with the purposes of the School as stated herein.

Review and confirm, at the beginning of each calendar year, the compensation of administration and teaching personnel.

Appoint the Head of School, subject to approval required herein, who shall serve as the chief administrative officer of the School.

Establish the financial needs of the School and oversee the raising of funds. Review and approve the budgets of the School, and supervise the management of the endowment and all funds or investments.

Authorize changes in tuition and fees charged by the School.

Approve guidelines for admission of students, without regard to race, color, creed, gender, or national origin.

#### **2011-2012 Board of Trustee Members**

(New Board Members take office in August of each year)

President: Donald Whalen

Vice President: Michael Koenig

Treasurer: Chuck Greer  
Secretary: Leslie Seamonsen

**Board Members**

**Ex-officio, Voting:**

Bishop of the Diocese: The Right Reverend John W. Howe, D.D.

Rector of St. Barnabas:

Vestry Member: Marion Dailey

President of PAC: Amy Register and Amy Velazquez

**Ex-officio, Non Voting:**

Head of School: Karen L. Lyon

Assistant Head of School: Paul Garcia

Development Officer: Loretta Fazekas

Business Manager: Janice Spencer

**Other Members:**

Kim Booker

Keith Caven

Carolyn Hartigan-Smith

Megan Gunby

David Hickman

Lorna Jean Hagstrom

Mark Hollmann

Joan Napoli

Jennifer Park

Anita Sanz

**Candy and Gum**

We discourage parents from providing their children with candy for snacks and lunches as the sugar content may interfere with learning. Students are not to chew gum on campus at any time.

**Car Pool/Parking/Drop-Off and Pick-Up:**

Carpool guidelines are effective the first day of school. Children are to be dropped off and dismissed by these procedures only (**See attached Drop Off & Pick Up Maps**):

1. Parents can refer to the “Student Directories” section of this Manual to form carpools. Parents must also fill out a form listing anyone who is authorized to pick up your child(ren). If a person is not listed on this form, they will not be permitted to pick up your child(ren) unless they have been identified in a note or by a telephone call directly from the parents. All designated adults are mandated to show proper identification to the teacher or the office before picking up any students.
2. Drop-off begins at 8:00 A.M. unless your child(ren) is/are attending Early Morning Care. Pick-up is at 2:30 P.M. for PreK-3 and PreK-4, 2:50 P.M. for Kindergarten, 3:00 P.M. for Grade 1 through Grade 5, and 3:15 P.M. for Grades 6 through 8. The administration, faculty and/or staff will escort your child(ren) from your car each morning. 5<sup>th</sup> Grade Safety Patrol students will also assist students from getting out of the cars each day.

3. If your child(ren) is/are going to ride with someone other than a parent or person designated on the carpool form, you must send 2 written notes: one to the teacher and one to the office.
4. Please make sure the VISOR SIGN which was issued by the office is displayed on the visor of the passenger side of the car. This helps to identify your car and is for the safety of each student. If you need additional signs, please contact the school office.
5. All children should enter and exit cars on the curbside only. Please do not allow them to take things out or put things into the trunk of the car while in the car pool line. This could become a dangerous situation.
6. Make a right hand turn only out of the driveway at all times. Making a left hand turn will interfere with the flow of traffic.
7. Students 4<sup>th</sup> grade and younger should wait until the adult or safety patrol students and assist your student from your car in the morning and bring your student to the car for pickup. Follow the traffic flow and exit the loop into the street according to the posted signs.
8. Please exercise care and caution. Wait until all children in your carpool have entered or exited your car and the doors are securely closed before you pull forward. Watch for children walking in front of your car.
9. If it is necessary to park and walk onto the campus, please walk across the designated cross walks only.
10. Drive with extreme caution and very slowly.
11. Please **do not use cell phones** in the parking lot while dropping off or picking up children.
12. Students will remain in the school buildings during electrical storms; and parents will have to come and escort their child(ren) to the car
13. When it is raining, either in the morning or afternoon, students will be dropped off or picked up as usual in the church parking lot. They will wait under the shelter of the church office porch, the church entrance and Canterbury steps. Students will remain in the school buildings during electrical storms; and parents will have to come and escort their child(ren) to the car.
14. Afternoon Pick-Up in Main Loop for all Pre-K thru 4<sup>th</sup> Grade Students, please enter the south entrance off of N. Clara Avenue coming from the north end of the campus. Follow the traffic through the second lane, and into the lane closest to the buildings where your student(s) is/are waiting with adult supervision. The adult will bring your student(s) to the car. Follow the traffic flow and only exit to the right heading South on Clara Avenue.

15. 5<sup>th</sup> -8<sup>th</sup> Grade students without younger siblings (4<sup>th</sup> Grade and below) are picked up on the North side (W. Michigan Ave.) of our campus. All traffic must come from the West end of Michigan Ave. from Delaware Ave.
16. If you have multiple student(s), (for example, a student in 5<sup>th</sup>-8<sup>th</sup> Grade and another in Pre-K through 4<sup>th</sup> Grade) please pick-up your younger student first and then pick-up your student(s) in the Middle School loop. After you pick-up your younger child go West on W. Wisconsin Ave. and go 1 block. Make a right on Delaware Ave., then go 1 block and make a right on Michigan Ave. to pick up your 5<sup>th</sup>-8<sup>th</sup> Grade student.

Please be patient! At the beginning of the school year, the line may move slowly. The line will move more quickly once carpool groups, parents, teachers, and students become more familiar with the system. Please try to carpool—fewer cars in the line will make it move more efficiently.

### **Cell Phones:**

Students are not to use cell phones on campus. All cell phones must be kept in student's back pack or locker during the school day. Middle School students are allowed to use cell phones once they are dismissed from the classroom at 3:15 P.M. If at any time a student needs to make a phone call, he/she may go to the office to use a phone.

### **Christian Environment:**

Students attend Morning Prayer on Mondays at 8:30 A.M. The Holy Communion service is on Wednesdays at 8:30 A.M. Children proceed to the altar rail and have the option of receiving communion or a blessing from the Priest. Crossing hands over your heart signifies the request of a blessing.

All students attend the services and are expected to take part. Parents and friends are welcome at all times to join us for our weekly services. Teachers are encouraged to involve students with additional devotions during the week. Our mornings always start with prayer. Before snack and lunch, students pray as a group. To end the day, teachers and students again spend a few moments in prayer.

### **Classroom Visitation/Early Pick-Up or Late Drop Off:**

There are specific, scheduled times when you are invited to see the progress of your child(ren) in his/her class. Additional classroom visits can be arranged through your child (ren)'s teacher. **Anytime a parent, grandparent or guardian visits a classroom, he or she should sign in at the school office first to receive a visitor's pass.** Unless you have a specific appointment with the teacher, please do not visit in your child(ren)'s classroom during the time before school starts since this is when the teachers are preparing to greet all the students for the day and to provide an appropriate setting for instruction to take place.

**If you are picking up or dropping off your child(ren) at times other than the regular schedule, please come directly to the office to sign your child(ren) in or out.** Then you may proceed to the classroom to pick up your child(ren) or they will be brought to the office. The office personnel will notify the classroom that you are coming. We want to minimize interruptions in the classroom as much as possible.

### **Communication Guidelines and Expectations**

In an effort to encourage openness and promote productive communication within the SBES family, the faculty, administration, and Board of Trustees endorse an open-door policy. SBES parents are encouraged and expected to have all of their questions and concerns addressed by contacting whomever the parent feels is best suited to the particular situation (i.e. the teacher, and administrator, including Head of Schools, and /or a member of the Board of Trustees). All questions and concerns are important and deserve a response. We seek to provide answers and solutions that are for the betterment of the SBES community as a whole, as well as each individual child. By working together and showing dignity and respect for one another in terms of our own behavior, we can accomplish this goal and model the behavior we want our children to exhibit.

We expect parents to acknowledge and follow the basic guidelines and behavior in an effort to keep positive lines of communication open. They are as follows:

1. Always speak for yourself. Use “I” statements.
2. Contribute facts only when you know them to be true.
3. Avoid any type of gossip, rumors, and innuendo. Such action is contrary to our goals.
4. Speak to teachers with respect.
5. Look for positive solutions and develop a win-win attitude.
6. Be informed by participating in events, reading school materials, and/or by contacting the administration directly.
7. Be a positive advocate for your child! Your natural parent instinct about a question, concern, or desire to know more about an issue relating to your child should always be acted upon. If the issues are relating to the school, we encourage you to follow the “**48-Hour Rule**” or “**30-Day Rule**” by contacting the administration or your teachers for consultation, clarification or guidance. Parking lot discussions, birthday party chatter, or phone chaining often delay positive action to find positive solutions. By living the parent advocacy role in a timely manner in partnership with the school, you model **constructive communication skills** on behalf of your children. We at SBES look forward to developing a healthy partnership with each and every parent.

### **Computer-Based Technology Acceptable Use Policy:**

Computer-based technology and telecommunications network facilities, such as the Internet, are to be used for providing expanded learning opportunities for students and educators. The school-provided access must be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and guideline may result in suspending or revoking the offender's privilege of access, and the parent will be notified. **A Computer Usage and Internet Policy must be signed by each parent/guardian at the time of registration.**

### **Conduct/Discipline Policies**

To effectively implement codes of conduct throughout the school, we have established Lifelong Guidelines that are posted throughout the campus. They are:

**Be Trustworthy  
Tell the Truth  
Be an Active Listener  
No Put-Downs  
No Bullying  
Do Your Personal Best**

These are the social goals we set for our students and for our fellow educators. Our teachers model these behaviors and apply them in the classroom, as well as throughout the campus.

Life at St. Barnabas Episcopal School is based on mutual respect, dignity, self-discipline, and personal responsibility. Responsible conduct fosters a good atmosphere in which everyone can pursue academic and social growth. All students of St. Barnabas Episcopal School are expected to exhibit a sincere respect and concern for others and to act as young ladies and gentlemen at all times.

### **Honor Integrity Code:**

In an attempt to provide students with a better understanding of the behaviors to which the Crusader Honor Integrity Code applies, the following general information is provided. Although it is not possible to note every behavior that may be interpreted as an Honor Integrity Code infraction, every attempt has been made to inform the students of the spirit and intent of the Honor Integrity Code.

At St. Barnabas Episcopal School we wish to encourage personal responsibility and academic honesty by developing a personal sense of integrity and morality. These traits are based upon the idea that our students will develop to their greatest potential when character growth accompanies academic growth.

We seek to foster a **respectful, dignified, and redemptive community with standards of conduct above reproach** that will allow students to be evaluated on the basis of their own

accomplishments. The goal of the Code is also to encourage personal pride, pride in our school, and pride in being a child of God.

Each Crusader is a unique child of God, whose actions are based on these fundamental beliefs: a Crusader's word is the truth, a Crusader's work is completely his or her own work, and a Crusader respects the rights, feelings, and property of others.

**The Honor Integrity Code is as follows: "I pledge as a student at St. Barnabas Episcopal School to maintain my respect and dignity at all times. I will be truthful. I will not lie. I will be respectful of others property. I will not steal. I will do my personal best. I will not cheat. I will not use put downs or bully other students. I will be fully responsible for my actions, my words, and my work."**

#### **Honor Integrity Code Defined:**

- Lying is making a false statement or intentionally omitting information that would create a false impression.
- Stealing is taking property of another without consent.
- Cheating is the unauthorized assistance sought, received, or offered on any type of schoolwork that would result in an unfair advantage. It is the representation of another's work as one's own.
- Respect is to have high regard, honor, and esteem for one's self and others.
- Dignity is the state or quality of being excellent, worthy, and honorable.
- Responsibility is to be accountable for one's actions and to respond appropriately.

If a Crusader observes what he or she believes to be a violation of the Honor Integrity Code, the Crusader is honor-bound to act in one of three ways:

1. Speak to the suspected violator and encourage him/her either to turn himself/herself into the Administration or to cease immediately his/her suspect actions.
2. Ask an administrator to notify the suspected violator that a fellow student, whose identity is protected, has asked that he or she be officially warned that his or her actions are causing suspicion, and if continued, could result in an Honor Integrity Code violation investigation.
3. Report a suspected violation or violator to an Administrator for investigation if the suspected violator ignores the warning and if the suspect actions are repeated and flagrant. The Administration will then take action as deemed appropriate.

Failure to take one of the three actions outlined above is, in and of itself, a violation of the Crusader Honor Integrity Code. A society of honorable children is a self-policing one. The Crusader Honor Integrity Code requires students to take action so that the honorable triumph at St. Barnabas Episcopal School.

#### **Discipline Expectations**

Discipline is based on a positive learning environment. Teachers and administration will use behavior modification and appropriate consequences. Discipline begins in the classroom. In the event students need to be removed from the classroom, they will be sent to the office and seen by

the administration. Parents will be informed of any further procedures and action taken. It is our chief desire to develop the student's responsibility and ever-growing awareness of his/her relationship and responsibility to others.

It is expected that all students will adhere to the Honor Code that reinforces dignity and respect for everyone. Special-area classes including the Enrichment Program are considered an integral part of our students' education. Attendance and participation with appropriate and respectful conduct in these classes is mandatory. The teacher and/or administration will see that all school and classroom rules are followed at all times.

Personal discipline is one of the keystones in building academic progress at St. Barnabas Episcopal School. This discipline plan is based on the total trust the teachers invest in their students as stated in the school's Honor Integrity Code. Teachers will utilize positive encouragement to foster behavior changes in students. Students will be encouraged to solve problems and make behavior changes. Students will be accountable for their written and/or verbal apologies.

The teacher will make every effort to foster positive behavior by utilizing any or all of the following:

1. Teachers will modify classroom structure to facilitate a change of behavior: i.e. warnings, talks and time out.
2. Teacher will contact parent/guardian to confer about behavior modification.
3. Teacher will record incidences of misbehavior on an Infraction Referral Form and submit the form to the Head or Assistant Head of School to discuss a Personal Improvement Plan for the student.
4. Teacher will refer student to peer mediation when applicable.

### **Code of Conduct Infractions:**

#### **Infractions/Minor:**

- Uniform infractions
- Forgetting materials/supplies
- Gum chewing
- Continuous tardiness between classes (Middle School)
- Other (the teacher will specify)

The teacher has the discretion to change from a minor infraction to a major infraction if any one of the minor infractions re-occurs multiple times and the behavior becomes disobedient or uncooperative.

**Consequences for Minor Infractions:** Minor infractions are not cumulative for the entire year, and will be erased at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

1<sup>st</sup> – 3<sup>rd</sup> Offenses – Warning

4<sup>th</sup> Offense – Student will develop a Personal Improvement Plan approved by his/her teacher with a copy provided to the parents/guardians for their signatures and returned to the teacher within 2 school days.

#### 5<sup>th</sup> and Subsequent Offenses:

- 5<sup>th</sup> – 7<sup>th</sup> - Lunch detention and parent notification
- 8<sup>th</sup> – After school detention and parent notification
- 9<sup>th</sup> – Saturday detention with a fee of \$50. and conference with parents/guardians
- 10<sup>th</sup> – Loss of privileges (suspension from holding a school office and participating in any school activities (field trips, athletics, dances, etc.). The duration of the suspension of privileges will be determined at the discretion of the administration.
- 11<sup>th</sup> – Administrative Intervention Conference with the student and parents/guardians.

#### **Infractions/Major:**

These are counted cumulatively and carry over from one quarter to the next throughout the entire school year.

- Bullying – Repeated forms of non-physical behavior that is aggressive, intentional or harmful and occurs with no provocation. This includes teasing, calling names, or threatening, as well as spreading rumors and influencing others to do these things. Cyber bullying is a part of this infraction if incurred during the school hours.
- Disobedience, disruptive or uncooperative behavior
- Disrespect to students, teachers or other school personnel
- Inappropriate conduct, roughhousing
- Rudeness or inappropriate foul language
- Leaving the area without permission of the teacher
- Lack of respect for school property or the property of others
- Disruptive behavior in class, chapel, study halls, or any other school sponsored activity either on or off school property
- Other (teacher will specify)

#### **Consequences for Major Infractions:**

One or more of these major infractions will result in the student receiving a Code of Conduct Infraction Referral Form which will be forwarded to the administration and copied to the parents/guardians. The parent/guardian will be contacted by the Administration either by phone, email or in-person. The major infractions listed above will result in the following consequences:

1<sup>st</sup> – Lunch detention for student to develop a Personal Improvement Plan with his/her teacher and a copy provided to the parents/guardians for their signatures and returned to the teacher within 2 school days.

2<sup>nd</sup> – After school detention

3<sup>rd</sup> – Saturday working detention with a fee of \$75.

4<sup>th</sup> – Administrative intervention conference with the student and parents/guardians

5<sup>th</sup> – Student will receive a one day suspension

6<sup>th</sup> – Student will receive a 3 day suspension

7<sup>th</sup> – Administrative Intervention Conference with student and parents. Consequences to be determined and may include suspension and/or expulsion.

### **Infractions/ Severe:**

- Alcohol-use, possession or under the influence of
- Ammunition-use, possession, or distribution of
- Assault on any person
- Arson
- Intentional harm on any person
- Bomb Threats
- Bullying – Any form of physically aggressive behavior that occurs one or more times that is intentionally harmful and occurs with no provocation. This includes hitting, kicking, punching, and influencing others to do these things.
- Cheating-The teacher involved will determine if cheating has occurred
- Distribution of prescription or non-prescription medication
- Distribution/sale/use of toxic plants
- False alarm
- Fireworks/firecrackers/explosives- possession, or distribution, or use of
- Introduction of a foreign substance (toxic or harmful) into food or drink
- Malicious threats of violence to self or others
- Possession of a common pocket knife or any objects used inappropriately that cause or may cause harm or danger to others
- Theft
- Vandalism
- Other (please specify)

### **Consequences for Severe Infractions:**

Any student involved in any of the severe infractions listed above will have an **immediate suspension** for the remainder of that school day and the next day of school, along with an immediate conference with his/her parents/guardians and the administration. The administration will have the final decision regarding the length of suspension and/or **expulsion from school** if it is warranted. These infractions will remain on the student's record and will become part of their permanent school record. The appropriate law enforcement agency will be notified if the offense is a criminal act under Florida Statutes.

### **Grading Policy for any student who has been suspended:**

Due to the disciplinary nature of a suspension, a student who is suspended is expected to complete and present all homework assignments to the teachers upon returning to school. These assignments will be marked as completed, but will not receive any credit. In addition, if a test is scheduled during the student's suspension, the student will be expected to complete the test on

the day of return to school, and the test score will be decreased by 10 points for each day of suspension, i.e. one day suspension receives a 10 point reduction; a two day suspension receives a 20 point deduction.

### **Conferences:**

Conferences should be held when the teacher or parent feels it is necessary. All conferences should be arranged in advance so that the teacher will be available and have files on hand for discussion. PAC meetings, open house, and other school functions are not the times for conferences. Communication between teachers, administrators, and parents is essential to achieve excellence in education. It is the priority of all school personnel that good communication is fostered between home and school.

### **Dress Code:**

Beginning in Kindergarten, **students are expected to wear the school uniforms each day.** Students at St. Barnabas Episcopal School **will comply with the following dress code:** All uniforms are to be purchased through Four Townes Embroidery, 502 North Spring Garden Ave., Units 5 & 6, DeLand, telephone # 736-8585 or at [www.fourtownesembroidery.com](http://www.fourtownesembroidery.com)

### **THE REQUIRED CLOTHING IS AS FOLLOWS:**

**Standard Khaki Clothing:** long pants, long shorts, skorts, jumpers, and skirts

**Polo shirts:** navy blue, white or yellow with school logo. 8<sup>th</sup> grade students also have the option of wearing maroon polo shirts. Only white long sleeve shirts may be worn under the polo shirt during cold weather.

**Sweaters:** navy blue school sweaters.

**Sweatshirt:** navy blue school sweatshirt only

**Outerwear Jackets:** navy fleece or navy line fleece school jacket with hood. During cold weather these are the only acceptable outerwear for students to wear to or in school.

**Socks:** white only

**Shoes — All white,** low-cut canvas, vinyl or leather sneaker, or **brown leather** rubber-soled tie shoe (moccasin style, such as a Docksider); or a **brown leather** tie or buckle shoe. **Students may not wear brown or black suede sneakers, or wear bulky athletic shoes with colored advertisements on them. Shoes must be tied appropriately on the top of the shoe at all times**

### **The following are common questions regarding shoes:**

Can we wear any type of athletic shoes on P.E. day? Yes, so long as it ties and is not too bulky to participate in a safe manner.

If I choose to wear white athletic shoes with my school uniform, do they need to be solid white? Yes

Can my school shoes have a colored logo on them? Yes, if the logo is white. No, it is any other color.

Can I wear Sperry's? Yes, so long as they are brown or beige in color and do not have other designs or colors on them.

What happens if I purchased inappropriate shoes? You will have one reminder that your shoes do not comply with uniform requirements, and then you will be sent home to remedy the situation.

**Belts:** belts are to be worn at all times where there are belt loops available.  
PE Uniforms: Royal blue

**At all times, shirts must be tucked in, belts (where there are belt loops) must be worn, and shoes must be tied properly.**

**Hair:**

Boys' hair must be cut so that it is at the bottom of the ears, and one inch above the eye (bangs) and one inch above their collars. If your son's hair is being grown for a specific and/or medical reason, please contact the school office in writing stating this reason. In this situation your son's hair must be pulled back into a pony tail at all times.

**Earrings:**

Boys are not to wear earrings. Girls may wear earrings, but are not to wear multiple earrings going up the ear lobe.

**The dress code will be strictly enforced. If a student is out -of -dress code, the parent will be called and either clothing will be brought to school or the student will be sent home.**

**Drug Policy:**

St. Barnabas Episcopal School has a NO TOLERANCE policy regarding drugs and alcohol.

1. Any student caught using, selling, or distributing, or in possession of drugs or alcohol on school grounds or at a school function shall be immediately dismissed from school.
2. Notification to Law Enforcement: Any violation as set forth above will result in notification of police for an official police report.

**Electronics:**

Personal electronics such as cameras, hand held games, beepers, laser pointers, MP3 players, IPOD's, and CD players are to remain at home. This includes times during school and the extended day program. Parents, please help us to enforce this rule. Such items will be turned in to the office if found at school. **All cell phones for after school use must remain turned off and in the lockers (middle school students) and backpacks (elementary students) during the day, or they will be confiscated! Cell phones are only to be used once they are off campus.**

**Enrollment Procedures:**

New students and returning Kindergarten students:

1. A legal birth certificate, or other authentic proof of birth

2. A certification of immunization (HRS form 680), or its equivalent from a physician, health department official or a previous school record is required. "No Shots, No School."
3. Proof of physical examination (HRS form 340), taken within the last year, is also required. If a child has not undergone an examination within the last year, a six-week grace period is allowed from the date of entry to obtain one.
4. Copy of social security card or number
5. Complete New Student Testing (for all entering 1<sup>st</sup>-8<sup>th</sup> grade students).
6. Complete Interview Process.
7. Copy of most recent report card (for all entering 1<sup>st</sup>-8<sup>th</sup> grade students).
8. Copy of most recent standardized test results (for all entering 4<sup>th</sup>-8<sup>th</sup> grade students).

All students (new and returning) need the following:

1. Immunization requirements for all incoming 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> graders: second dose of Measles-Mumps-Rubella (MMR), Hepatitis B Series & Tetanus Diphtheria vaccine and/or booster. "No Shots, No School."
2. Immunization for all incoming Pre-K4 & Kindergarten students: Diphtheria-Tetanus-Pertussis Series, Hepatitis B. Series, Measles-Mumps-Rubella (MMR), Polio Series, Varicella (Chicken Pox) & (Haemophilus influenza type b (HIB) – Pre-K4 Only). "No Shots, No School."
3. Completed Emergency Information Card
4. A Signed Computer Usage and Internet Policy
5. Completed Application and Tuition Agreement packet (signed & dated)
6. Application Fee- Due upon enrollment
7. First month's tuition & Materials Fee due by July 1<sup>st</sup>, or upon enrollment

### **Enrichment Program-Enrollment Procedures:**

The Enrichment Program is a pull out program for students in Grades 3-5 who have the following criteria: teacher recommendation, 93% or higher on the individual subtests on the ITBS test, and exemplary grades and conduct. A student who is new to St. Barnabas School who is coming from a public school must have an official gifted referral. Enrichment students meet with Mrs. Hays, Fine Arts Coordinator, on Fridays to learn about Environmental Science, Advanced Math, Art and Writing.

### **Extended Care:**

Well-supervised early-morning and after-school care is available for students in pre-school through the eighth grade.

The cost for extended care for after school is:

- 2:30-4:00 PM is \$7.00 per day
- 2:30 – 6:00 PM is \$9.00 per day (or after 4 PM)
- Early Care: 7AM-8AM is \$3.50 per day
- ½ charge for 2<sup>nd</sup> child in extended care program

There is a late fee of \$5 per minute if the child(ren) is picked up after 6 P.M. Our after-school attendants have other responsibilities after 6 P.M., so please be prompt about picking up your child(ren).

If there are any problems or concerns, you may speak to the Director of Extended Care at 801-0065.

Please read the following policies carefully and refer to them when necessary to clarify any questions you may have. Remember that the student's safety is always our first concern.

1. The dismissal times vary within our school, so if you have students at different grade levels, you will be expected to pick up the younger student(s) from after care in the Preschool Building first and then pick up the older student(s) from dismissal. The younger student(s) can remain at no charge until dismissal time for the older student(s) and then a charge will be assessed.
2. If a parent has a scheduled teacher conference, his or her child(ren) is/are welcome to stay in after care at the regular charge.
3. If a parent is late picking up a child(ren) from an extracurricular activity the child(ren) will be sent to after care. The parent will be charged for the time spent under supervision.
4. Parents chaperoning a field trip and arriving back to school late may pick up other children from after care and not be charged for the time spent in after care.
5. Parents are to give a note to the homeroom teacher and to the office if there is a change in who is designated to pickup a student from after care. Please include the person's full name, as we will check identification. If an unknown person comes to pick up a student, we will call a parent before dismissing a student. After verifying with the parent that the unknown person has permission to pick up the student, the office will request identification before releasing the student.

Before a child can be admitted into the Extended Care Programs, a form must be accurately filled out and filed in the school office.

During the after-school program, there will be outside and inside activities, study time, and occasional movies. Uncooperative students will not be allowed to stay after the first warning.

#### **Extended Care Invoice Inquiry Policy:**

There will be an additional **\$10.00 bookkeeping fee** added to a request for a daily accounting of an extended care billing. If a parent/guardian requests this daily account because of an error and it is found that a billing error existed at the fault of the school, then the fee will be waived and charges dismissed. However, if there is no fault on behalf of the school and the student(s) did in fact attend extended care on the day(s) in question the \$10.00 bookkeeping fee will be added to the existing bill.

### **Extended Care Parking:**

When picking up your student(s) from aftercare between 3:30-6:00pm, please park in the designated parking spaces. This is for the safety and security of our campus and students. Please DO NOT park parallel to the flagpole and sign area (marquee) or in front of the school office.

### **Extracurricular Activities:**

St. Barnabas Episcopal School offers a variety of extracurricular activities. In order to participate a student must have a 70% combined average for the 5 core classes for each quarter, with no "F's" in any of those core subjects, and must not have any "U's" in conduct in any subject (including special area classes).

### **Field Trips:**

Field trips are an important supplement to the regular classroom curriculum. Teachers plan a number of fun, exciting, and informative field trips during the year. All trips are planned for their educational value and are under adult supervision. Teachers are encouraged to plan field trips that are integrated with the subject matter they are currently teaching.

On field trips, we will transport the students from the school in private automobiles or school vehicles. Drivers are asked to provide copies of their driver's license and proof of insurance to the office before the day of the field. This must be done before becoming a designated driver.

#### School Policy:

1. For liability reasons siblings of any age are not allowed on school field trips (day trip or overnight).
2. Chaperones are responsible for keeping track of their assigned students' location at all times.
3. Chaperones/drivers should not deviate from the preplanned route or schedule.

In case of medical emergency or traffic accident:

- Call 911 if necessary
- Call the school office (386) 734-3005, Karen Lyon (386)717-2416 or Paul Garcia (386) 490-5578 and school personnel will contact the teacher for you.

#### Expectations of Chaperones & Drivers:

Provide 1 seatbelt per student.

Make positive connections with the students.

No cell phone use while operating the vehicle.

No smoking or tobacco use

No possession of or consumption of alcohol or illegal drugs.

Playing music, videos, or movies that are age appropriate, and that do not contain profanity, suggestive sexual content, or violence.

The Overnight Class Field Trips have special policies, and these will be distributed and explained to the chaperones by the homeroom teacher. The chaperones are expected to sign the chaperone policy form before leaving on the overnight field trip.

A permission slip will be sent home for each trip. The student's parent or guardian must sign the permission slip in order for the student to participate on the field trip. The permission slip will give the following information: the time of the trip, the destination, and all other arrangements.

There will be an additional permission slip for field trips that include swimming. Only a one piece bathing suit or a tankini that covers the entire stomach is allowed for swimming on off campus Physical Education classes or field trips.

Students will not be allowed to call home the day of the field trip for money or permission slips.

Field trips are a privilege. Students may jeopardize that privilege if they do not conform to the academic and/or behavioral expectations of the school.

### **Friday Folders:**

Students take home special St. Barnabas folders every Friday with class work and notices. Please take time to read this important information and return the blue folder on Monday of the following week. Please be sure to check our website daily at [www.sbesyes.org](http://www.sbesyes.org).

### **Fire Drills:**

At the direction of the teacher and the fire alarm, students will walk out of and away from the building to the assigned locations. If a student is between classes, he/she should go to the location assigned for the class he/she is proceeding to. If this is unknown, the student should simply walk away from the building and report to the nearest teacher who will direct him/her. To insure everyone's safety, students must be SILENT, WALK CAREFULLY, and BE ALERT. The administration will review each area for safety and then give permission to return to the buildings.

### **Grading:**

The school year is made up of four grading periods. Each period is nine weeks in length. Interim progress reports are provided at the fourth week interval of the quarter and a report card is sent home at the end of each grading period. If, at any time, you have questions about your child(ren)'s progress or grades, please contact the teacher to schedule a conference. We will use various methods to recognize students who have achieved outstanding academic performance and who have demonstrated appropriate responsible school citizenship. Parents will be notified about these occasions so that they may participate.

A letter or percent grade is given in all academic subjects. Students are graded on the basis of class work, homework, and tests.

A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	Below 60	Failure

Because Algebra I is an Honors course resulting in high school credit, 3 points are added to each quarter's grade for a final grade. The Lopez Basic Skill Test is given to all 8<sup>th</sup> graders whether or not they are going to Father Lopez. The student needs an 85% average to enter Algebra I. The advanced 8<sup>th</sup> grade Math class is graded on a weighted point system. Information will be provided by the classroom teacher.

High school credit is given to students in Honors courses for Algebra, Biology and Spanish. These credits are accepted by the public high school and the private schools the students are entering. (The Biology credit is not accepted by the International Baccalaureate Program, but is accepted into all other programs at the public high schools.)

Coded numbers and comments from the teacher evaluate conduct.

Special-area teachers will issue interim reports only to students who need improvements. If your child(ren) is/are doing satisfactory (kindergarten through second grade) or 80-100% work (grades three through eight) in a special area, you will not receive an interim report from the teacher of that subject.

### **Middle School Math Program—request for alternate placement:**

Requesting a different Math placement for a student is handled on a case by case basis, however, the following are some of the factors which are taken into consideration before the new placement is made:

A student who is currently in the Regular-Paced Math Class could be considered for placement in the Accelerated Math Class if:

- The student has been consistently diligent with homework completion.
- The student exhibits a good work ethic within the classroom setting.
- The student scores in the high 90% range consistently on the weekly tests, after the first quarter has been completed.
- The student scores at least 80% on the previous year's Accelerated Math Class final exam.
- The Regular-Paced Math Class teacher recommends movement to the other group.

A student who is currently in the Accelerated Math Class could be considered for placement in the Regular-Paced Math class if:

- The student scores less than 70% on two of the weekly tests.
- The student has not shown responsibility in completing assignments.

If a student scores below 70% on two tests, the parent will be notified of the concern and of the possibility that the student should be placed in the Regular-Paced Math class. Outside tutoring will be recommended.

Following parental notification, if the student again scores below 70% on two of the weekly tests, the student will be placed in the Regular-Paced Math class.

The decision for placement in an alternate Math class is at the sole discretion of the teacher, upon advisement from the parent(s) and the administration.

### **Middle School Spanish Program—request for alternate placement:**

Requesting a different Spanish placement for a student is handled on a case by case basis, however, the following are some of the factors which are taken into consideration before the new placement is made:

A student who is currently in the Regular-Paced Spanish Class could be considered for placement in the Accelerated Spanish Class if:

- The student has been consistently diligent with homework completion.
- The student exhibits a good work ethic within the classroom setting.
- The student consistently scores an "E" on classroom participation.
- The student scores in the 90 percentile consistently on graded assignment, after an entire quarter has been completed.
- The Regular-Paced Spanish Class teacher recommends movement to the other group.

A student who is currently in the Accelerated Spanish Class could be considered for placement in the Regular-Paced Spanish class if:

- After one complete quarter, the student scores below a 70% average.
- The student has not shown responsibility in completing assignments.
- The student's classroom participation grade for the complete quarter is an "N" or below.

If a student scores below 70% on two tests, the parent will be notified of the concern and of the possibility that the student should be placed in the Regular-Paced Spanish Class. Tutoring with the teacher will be recommended as a first step.

Following parental notification, if the student earns a 70% or lower grade on their report card after completing an entire quarter, the student will be placed in the Regular-Paced Spanish Class.

The decision for placement in an alternate Spanish class is at **the sole discretion of the teacher**, upon advisement from the parent(s) and the administration.

### **Health Requirements and Illness:**

**State law requires that each student have on file a copy of his/her birth certificate and a physical examination form signed by a Florida doctor. An immunization record must be posted on the examination form.** Both of these documents are required before a student can attend St. Barnabas Episcopal School. A public health nurse checks the school's student-health records regularly.

Please keep us informed about contagious diseases, chronic health problems, or any changes in your child(ren)'s health. Parents or guardians for each child must sign a medical-emergency release form. If a child becomes sick at school, a parent will be called to come and pick up the child. It is very important that the school have on file an emergency contact person's name and phone number. If you have not provided this information, or if there is a change in name or phone number, please send a note to the office to report this information. Please keep this information updated on a regular basis.

For your child(ren)'s sake, as well as the health and safety of the other children, please use good judgment in keeping your child(ren) home if they are ill or show symptoms of illness.

Our school policy for all grade levels is as follows:

1. If your child has a fever, he or she may not come back to school until free from fever for 24 hours.
2. If your child has diarrhea, he or she may not come back to school until free from diarrhea for 24 hours.
3. If your child is vomiting, he or she may not come back to school until free from vomiting for 24 hours.

**Please inform the office if you change your address, telephone numbers or email address. It is imperative that we are able to contact someone in your family easily if an emergency occurs.**

### **Homework:**

Homework is an important part of education at St. Barnabas Episcopal School. The teaching of responsibility and self-discipline are important goals of St. Barnabas Episcopal School. Homework is one of the tools used to teach these important qualities as well as to reinforce material that is taught in the classroom. Homework also serves to reinforce the development of a student's study habits and discipline, which will enable the student to become a lifelong learner. Homework is designed to allow students to master concepts already reviewed in class and is not used to present new material. Homework is given because students may need extra practice in newly presented concepts or because in certain subjects, such as math or foreign languages, there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable time in class is spent on new material, the teacher assigns homework to allow for the necessary practice. In addition, St. Barnabas Episcopal School teaches study skills throughout the school year so that the students become independent learners.

Students will be assigned homework weeknights and weekends. Homework is not assigned over school holidays, though students are encouraged to read on a daily basis. Periodically, students receive long-range assignments, such as science or writing projects. In the case of major projects, the student receives clear oral and written instruction about the assignment in class and, if appropriate, he or she begins the initial stages of the project at school in order to return home with a clear understanding of how to tackle the project. Teachers are also available one day a week after school to assist with projects or homework.

Students are not only responsible for completing class work during the day, but also for completing homework daily whether it is make-up work, reinforcement, remediation, or enrichment. Not completing homework will affect the subject grade. Parents will be contacted by phone and then by conference if a student consistently does not turn in assignments.

Homework is an important part of the development of the student's study habits and self-discipline. Parents should encourage the development of independent study habits and give only such assistance as is requested specifically by the teacher. An atmosphere conducive to study habits should be provided for the student: i.e. quiet, good lighting, comfortable desk and chair. Parents should be sure children use study time productively.

### **Middle School Daily Homework & Assignments**

**All work will be due on the day of return to school, and the student must be prepared to take any missed tests on the day of return to school.**

If a student is absent, he/she should check the school website to obtain assignments. Students receive the same number of days to make up missed assignments as the number of days they were absent. For example, if a student is absent for one day, he/she has one extra day to make up assignments; if he/she is absent for three days, he/she is given three additional days to make up any missed assignments.

Late Daily Homework Assignments: If a student does not complete a daily assignment, he/she has the option of turning it in the following school day for fifty percent (50%) credit.

Long Term Assignments/Projects/Lab Reports (Long term assignment credit is given as follows):

Turned in on time—possible 100%  
One day late--maximum possible 90%  
Two days late—maximum possible 80%  
Three days late—maximum possible 70%  
Four days late—maximum possible 60%  
Five days late—maximum possible 50%  
More than five days late—no credit will be given

### **Honor Roll:**

The school honor roll is published quarterly. There are two categories for Academic Honor Roll: High Honors and Honors. In addition to the academic honor rolls there is a Conduct Honor Roll. The honor rolls are calculated by using the final average grade in each academic course. Academic courses are defined as Language Arts, Math, Science, and Social Studies in grades 4 and 5; Language Arts, Math, Science, Social Studies, and Spanish in grades 6-8. Third grade does not only participate in the Academic Honor Rolls. It only participates in the Conduct Honor Roll.

### **High Academic Honor Roll:**

Academic course average of 93% or higher  
Nothing below one "C" is allowed, including Special Area Classes.

No conduct grade below an "S" in all courses, including Special Area Classes.

**Academic Honor Roll:**

Academic course average of 85% or higher

Nothing below one "C" is allowed, including Special Area Classes.

No conduct grade below an "S" in all courses, including Special Area Classes.

**Conduct Honor Roll:**

Must receive all "E's" (excellent) in all academic and Special Area Classes.

The honor rolls are calculated by using the final average grade in each academic course. Academic courses are defined as Language Arts, Math, Science, and Social Studies in grades 4 and 5; Language Arts, Math, Science, Social Studies, and Spanish in grades 6-8. Language Arts, Math, Science, and Social Studies are each weighted (5 points) and Spanish is weighted (2 points) since it only meets two days per week. Third grade does not only participate in the Academic Honor Rolls. It only participates in the Conduct Honor Roll.

**Illness:**

Please keep the school informed about contagious diseases, chronic health problems, or any changes in your student(s)' health. Parents or guardians for each student must sign a medical-emergency release form. If a student becomes sick at school, a parent will be called to come and pick-up the student. It is very important that the school have on file an emergency contact person's name and phone number. If you have not provided this information, or if there is a change in name or phone number, please send a note to the School Office to report this information. Please keep this information updated on a regular basis.

For your student(s)' sake, as well as the health and safety of the other students, please use good judgment in keeping your student(s) home if they are ill or show symptoms of illness.

Our school policy for all grade levels is as follows:

1. If your student has a fever, he/she may not come back to school until free from fever for 24 hours.
2. If your student has a diarrhea, he/she may not come back to school until free from diarrhea for 24 hours.
3. If your student is vomiting, he/she may not come back to school until free from vomiting for 24 hours.
4. A doctor's note to the school office is required if your student(s) has been absent 3 or more school days.

**Illness or Injury Occurring During School Hours:**

Students who become ill or hurt during school hours should notify the teacher immediately. The teacher will send the student to the office where simple first aid is available. The office will immediately notify the parents if medical attention or home care is thought to be necessary. An accident form will be completed and kept on file in the office. The school will not keep children who have a temperature of 100 degrees or more.

## **Learning Styles and Differences:**

At St. Barnabas Episcopal School, we recognize that students learn in many different ways. The physical environment in the classroom, student lessons, and projects are all designed to respond to these learning styles. Although we are able to provide diagnostic evaluations and then incorporate individualized methods and modifications, some learning differences may require more involved intervention than can be reasonably addressed in our regular classroom settings. Unfortunately, we are not always able to provide this additional intervention. If it is determined that the student's interests would be better served in a school which has more resources to address specific learning differences, we will work closely with parents to find the best placement for the student.

## **Lost and Found:**

Please label all items, (especially uniform clothing) with the child(ren)'s name so that if it is found it can be returned. Unlabeled articles found in the chapel, classrooms, playgrounds, or other common areas of the school will be placed in or on the Lost and Found cart outside the administrative office. Please check this cart frequently for lost items that may belong to your family.

## **Lunches:**

The Parent Advisory Council (PAC) administers the lunch program with the help of parent volunteers. Each parent is required to serve two lunches a year for each of their student(s) that are enrolled in the school as part of their volunteer hours.

Students may bring lunches from home or they may buy the PAC lunch. A percentage of each lunch purchased is returned to the school as a portion of the PAC fund-raising. Additional drinks may be purchased for 75 cents a day. Menus of the lunches will be sent home and posted on the school website at the beginning of each month.

We encourage each family to buy a lunch card for up to 20 lunches if you anticipate using the PAC lunch program at all. These can be purchased in the lunch room in the Harwood Center any time after 8 A.M. till 1 P.M. Monday through Friday. You can also purchase a lunch ticket through your child(ren)'s Friday folder, or by putting a check in an envelope and bringing it to the school office. **Please make sure that all the following information is on the check or the envelope when sending it to school: name of child, grade of child and email address.** The cost for each lunch purchased with the lunch card is \$4.00, but if purchased daily without the lunch card the cost is \$4.50. A discounted lunch card of 20 lunches costs \$80.00.

**NO I.O.U.'s:** Please make sure your child has a lunch, lunch money or a lunch card. If a child has forgotten his/her lunch, a peanut butter and jelly or a cheese sandwich and a drink will be provided at the **full lunch cost to be paid the following day.**

Please do not bring in any outside restaurant lunches to school to be given to the students during the day. This causes hurt feelings for students who do not receive this special treatment.

Children may also bring their lunch from home. Please observe nutritional guidelines in the preparation of your child's lunch. We recommend freezing a boxed drink, then wrapping it in a paper towel and placing it in a zip lock bag. This will help the lunch to stay cool until lunchtime.

### **Meaning of the Crusader Symbol:**

The St. Barnabas Episcopal School symbol has been designed to capture the beliefs, the principles, and the convictions upon which the school was founded. The Crusader represents a person who is in favor of and vigorously pursues new ideas. "I can do all things through Christ who strengthens me." Philippians 4:13

### **Medication:**

The school prefers not to give medication during the school day. If your child(ren) must take a prescription or non-prescription medication, we follow these state regulations:

- Prescription or nonprescription medication brought to the school by a parent or guardian must be in the original container with the names of the physician and the child and medication directions written on the label.
- A written authorization signed by a parent or guardian shall accompany any type of medication. The authorization shall state the time and the amount of the dosage and the name of the child to be given the medication.
- The school shall record the name of the child, the medication, the date, time and the dosage.
- Whenever medication is given the record shall be signed with the initials of the adult who administered the medication.

### **Meet Your Teacher Day:**

Parents and students are invited to meet the teachers, visit their child(ren)'s classroom and have their questions answered the day before the first day of school between 10:00 A.M. and 12:00 noon. A new parent orientation takes places at 9 AM on the same day. Parent teacher conferences, special school programs, and classroom visitation will also be scheduled throughout the year.

### **National Junior Honor Society:**

The National Junior Honor Society began in 1929 to honor students in middle grades. The first St. Barnabas chapter was inducted in 1998. Membership is offered to students who have earned an academic average of 93% or better. The NJHS symbol of a lit candle represents the eternal light of knowledge. The five areas of responsibility include Scholarship, Service, Leadership, Character, and Citizenship. All members of the NJHS must hold these qualities to the highest esteem.

To become a member of the St. Barnabas Episcopal School Crusader Chapter of NJHS, a student must be involved with at least one extra-curricular activity, one leadership position, and one responsibility outside of school. A student must also demonstrate active community service

before his/her application will be considered. Academic standards adhere to the 93% or higher average standards with academic subjects: Math, Language Arts, Social Studies, Science, and Spanish, these grades will not be rounded. Also, students must maintain the conduct grades necessary for high academic honor roll.

Probation is the cessation of all privileges for a period of nine weeks. Probation can result from not maintaining the appropriate grade point average, or if the student is suspended from school.

### **Non-Discrimination Policy:**

St. Barnabas Episcopal School admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the organization. It does not discriminate on the basis of race, color, national and/or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other organizational administered programs.

### **Parties and Holidays**

Kindergarten through eighth grade: Classes may have parties at Christmas, Valentine's Day, Easter, and the end of the school year. Except for end-of-the-year parties, these are restricted to the last 45 minutes (maximum) of the school day. Treats for birthdays or other celebrations are eaten at the regular time for snack or lunch. Halloween is not celebrated, and please, no costumes at school.

### **Partnership and Communications:**

Frequent communication is essential in fostering a partnership between the school and the home. Together, teachers and parents can share observations and insights and plan strategies for further academic and affective growth. Parents are encouraged to maintain open lines of communication with individual teachers in order to ensure that their student's needs are being met and that consistency between home and school allows positive for growth.

Written communications are sent home each week in the FRIDAY FOLDER. *It is extremely important that you read all information from the teacher and/or office.*

### **E-Mail:**

All teachers and administrators have e-mail at the school. Their e-mail addresses are their first initial and their last name plus the web site address ([www.sbesyes.org](http://www.sbesyes.org).) found in Section A of this handbook. Email is an extremely effective communication tool, so we request that you give the teachers your e-mail address at the beginning of the year.

### **Website:**

The St. Barnabas Episcopal School **website** ([www.sbesyes.org](http://www.sbesyes.org)) will have the notes from the office, weekly newsletters from the teachers, homework for each class, information from PAC,

athletic information and directions to events. These will be posted weekly so please check the website often.

### **Pets:**

No pets are allowed on campus at any time for the safety of all our children and staff.

### **Physical Education and Sports:**

A qualified Physical Education instructor teaches physical education classes. All students have P.E. two times a week. Beginning in the fourth grade, the classes leave campus one day a week for specialized instruction in areas such as Tennis, Swimming, Volleyball, Bowling, Karate, etc. Students in grades kindergarten through fifth grade are to wear their P.E. uniforms to school for P.E. Beginning in the sixth grade, students change into their P.E. uniforms during the day, depending on the time of the class.

### **Playground:**

There are three playgrounds available for the use of the students. A small playground, behind the Elementary School, is set aside for the Pre-K Class only. All other classes use the facilities next to the Administration Building and the athletic fields behind the Middle School. The faculty always supervises the playground when the children are present.

### **Preschool Information: Please be sure to read the complete Parent Handbook for other school wide policies not covered in this section.**

The preschool environment is planned to stimulate enthusiasm for and interest in self-discovery and learning. Each child will experience development in Language Arts, Science, Mathematics, and Computer skills. Development of creativity and an appreciation of the fine arts, motor skills, and social/emotional growth are also integrated into our program.

### **Preschool Policy:**

Our preschool program at St. Barnabas Episcopal School provides an environment that develops each child according to his/her own abilities. The child learns to function comfortably with other children and adults, while gaining in self-reliance, independence, and real ability to meet his/her own needs.

Many times, other skills cannot begin developing if the child is not ready to become self-reliant and independent. Keep in mind that each child is an individual and develops at his/her own pace. This may require new thinking and patience on the parents' part.

A parent must have patience with toilet training. It is one of the developing processes of a preschool child. It may go fast or slow, and it may regress. The classroom is not set up to train the children. They need to be independent enough to know when and where to go. Accidents do happen, and we understand and deal with them when they occur. If toilet training is at the beginning of the development process and the child has continuous problems, he/she will not be admitted, or will not be able to continue in the preschool program. The preschool teacher and Head of School will decide this.

**Preschool Parties:**

Parents of preschoolers are asked to follow these guidelines for the various holidays:

**Halloween** — not celebrated — No costumes, please.

**Fall Harvest** – Special snack will be provided by Homeroom Parent.

**Thanksgiving**—Pilgrims and Indians feast. The children make all the food.

**Christmas**— Instead of exchanging gifts, we have a gift-giving project that works wonderfully. Each child will purchase a gift from a list of items that are needed for the classroom. The gifts are wrapped and brought in by the child to be placed under the tree. During our Christmas party, the children open the gifts they brought and present them to the class to be enjoyed during the coming year. The children learn the benefits of giving.

**Valentines' Day** — Homeroom mothers will arrange for party snacks to be eaten during regular snack time.

**Easter** —Classes enjoy an Easter egg hunt in the Memorial Garden, and special snacks are served in the classroom.

**End-of Year** – This party will be planned in May.

**Preschool items needed:**

A list is sent home before the beginning of school.

**Money sent in with preschoolers:**

1. Always send cash unless you are told to send a check.
2. Correct change, safely sealed in an envelope.
3. Write the child's full name on the envelope.
4. Write the amount and what it is for.

**Preschool Snacks:**

We have found that having the same snack for every student makes all the students happy. Therefore, we are asking parents to take turns sending in juice and a nutritious snack for the entire class. A letter will go out monthly informing parents when it is your turn. A list of snack ideas will be given to you.

Be creative in choosing nutritious snacks. With this routine, we are also encouraging the children to be aware of different nutritious snacks and “try it — you may like it!”

Cooking — (Pre-K 4 year olds only). We do all of our cooking once a week, usually on Fridays.

**Preschool Field Trips**

Preschool students will go on field trips on a regular basis. At least two parents are needed to accompany the teacher and class. The 4-year-old class will take monthly field trips. Parents will be asked to provide transportation. Because of seat-belt laws, the 3-year-olds will go on several walking field trips.

In addition to going out into the community on these field trips, the preschool classes will invite guest speakers from the community to visit the school.

### **VPK (Voluntary Pre-Kindergarten):**

The structure of our Pre-K4 Program exceeds what is required by the State of Florida for the Volunteer Pre-Kindergarten (VPK) Program. Our program ensures that children are very well prepared for our Kindergarten Program: academically, emotionally, socially, and spiritually.

We only accept students for a FULL Academic Year (172 days).

- St. Barnabas Crusaders in Training: (64 days)
- St. Barnabas VPK Program: (108 days)

The following criteria are required in order for St. Barnabas to accept students for its VPK Program:

1. Children must be 4 years old by September 1<sup>st</sup>
2. Parents return a completed VPK Certificate of Enrollment Form with our application

Families relying upon the VPK financial assistance to attend St. Barnabas need to register their child at the Early Learning Coalition the Certificate of Enrollment Form must be returned to St. Barnabas prior to, or with your completed application, tuition contract, application fee (non-refundable), TMS application, and TMS fee.

Parents who are registered with VPK will be responsible for making sure their child completes the Florida Kindergarten Readiness Screener (FLKRS) within the first 30 school days of entering Kindergarten.

### **Protection of Children and Youth from Sexual Abuse:**

#### **Sexual Abuse:**

A more detailed explanation of the School policies concerning the protection of children and youth from abuse can be found in the document entitled *Safeguarding God's Children: Policies for the Protection of Children and Youth from Abuse*. This document, which provides a comprehensive explanation of the adopted policies of the School, is available from the School Office to any parent requesting it. What is outlined in this Student/Teacher Handbook is a summary of some of the most important policies.

These policies come out of many years of work within the Episcopal Church at every level. They are designed to help the school create safe environments for children and youth and for those who teach them.

### **Code of Conduct for Protection of Children and Youth:**

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the School. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and

practices that allow the School to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by the Board of Trustees to help the School create safe environments for children and youth and for those who minister to them. Any person associated with the school is asked to carefully consider each statement of the Code and agree to adhere to the statements contained within it.

### **The Code of Conduct:**

- School Personnel understand that the school will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.
- School Personnel agree to do their best to prevent abuse and neglect among children and youth involved in school activities and services.
- School Personnel agree to not physically, sexually, or emotionally abuse or neglect a child or youth.
- School Personnel agree to comply with the policies for general conduct with children and youth as defined in the *Policies for the Protection of Children and Youth from Abuse*.
- All School Personnel, including parents, agree to comply with the Guidelines for Appropriate Affection with children and youth.
- In the event that School Personnel observe any inappropriate behaviors or possible policy violations with children or youth, School Personnel agree to immediately report their observations.
- All School Personnel, including parents, acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate school officials in accordance with these policies.

### **Policies concerning volunteers who are required to take child abuse prevention education and training:**

- All volunteers seeking a Level 2 clearance must complete the online course entitled: “Safeguarding God’s Children”.

### **Policies concerning volunteers who are required to submit to additional screening and background checks:**

- Any and all School Personnel who **regularly** work with or around children and youth shall be screened and selected utilizing at least the following;
  1. A standard application that authorizes the release of information to conduct background checks and the Code of Conduct.
  2. Criminal records check in any state where the applicant has resided during the past five (5) years, and any other states, if any, as determined by the School.
  3. Sexual offender and sexual predator registry check in any state where the applicant has resided during the past five (5) years.

4. The school will obtain a copy of the driver's license and insurance card of any person who will be transporting children or youth. The school reserves the right to review driving or motor vehicle records check of any person who will be transporting children or youth.

**Policies regarding those who are identified as Registered Sexual Offenders or Sexual Predators:**

- Any person associated with the School, including, but not exclusive of any employee, contractor, parent, or guardian, who is required by law to register as a sexual offender or predator, shall disclose that fact to the school administration.
- Such registration shall, insofar as the school is concerned, remain a part of the confidential record of the child and disclosed only to teachers and others who are privileged to have access to such records.
- No person who is required by law to register as a sexual offender or sexual predator shall be permitted to work on the campus, whether for compensation or not.
- No person who is required by law to register as a sexual offender shall have access to school grounds or attend school events unless accompanied by a School official at all times.
- No person who is required by law to register as a sexual offender shall serve as a volunteer or chaperone any event with other children or youth, such as field trips or off-campus activities.
- No person who is required by law to register as a sexual predator shall have access to school grounds at any time for any reason.

**Questions and Concerns**

Throughout the year there are times when you will have specific questions concerning your child(ren)'s education, school policy, or other matters. Your questions and concerns are important to us, and we want you to know the best way to proceed to get the answers that will satisfy you.

If the matter involves something specifically related to the classroom environment, your inquiry should first be directed to your child's teacher. If the matter has to do with school policy or other school-wide issues then you should contact the school office directly. The school office will answer or direct your concern to the appropriate person. Our Head of School and the Assistant Head of School have an "open door" policy and are available, by appointment, to meet with any parent for any reason. Your concerns will be given serious consideration and a prompt response.

**Requests for Teachers:**

Teachers spend a great deal of time each year selecting the appropriate classroom and teacher for each student. They consider all aspects of the child's development and personality when making the class assignments. Any parental request for a specific teacher or class must be given to the Administration by June 1<sup>st</sup>. This request must be in writing and must contain a valid reason for the request. (Ex. ongoing conflict with another student) Written requests will not be given

consideration after June 1<sup>st</sup>. There is no guarantee on the part of the school that requests for student placement will be honored.

Please be mindful that even though the request has been given to the Administration, the teacher's recommendations are given top priority. Requests made directly to a teacher will not be considered. The teacher(s)' decision for the placement of a student is final, and the student will not be moved.

### **Safety First Policies:**

The safety and security of students on campus is everyone's first and primary concern. This is implemented in the following ways:

1. Teachers are responsible at all times for the safety of students on the campus when they are under their direct supervision.
2. All personnel are trained to follow procedures in the Safe Team Manual during emergencies. A School Security Team (SAFE TEAM), made up of teachers and administrators were selected and trained to be leaders if an emergency should occur.
3. A Science Laboratory Activities and Procedures Manual was developed and is reviewed with all incoming Middle School students each year. This manual is given to each student and a review of procedures is conducted with the students before each laboratory experiment. There are discipline actions in place if a student fails to adhere to safe laboratory practices. All teachers who use the science laboratory review a safety video and are familiar with the "Generic Chemical Hygiene Plan for High School Laboratories" published by Flinn Scientific, Inc. A fire inspector annually inspects the laboratory and storage cabinet to insure that all standards are continually adhered to.
4. All students are accompanied by adults when walking around the campus. Middle School students walk in pairs or in threes around the campus.
5. All visitors to the school campus are required to register in the front office and to wear a volunteer tag while present on campus. Signs regarding this policy are posted at all major locations on campus. The campus is fenced in except for the main entrance on Clara Avenue. A natural hedge separates the Avenue from the main parking lot and the administration/middle school building.
6. All parents are asked to use the crosswalks in front of the preschool building and Canterbury when coming across the parking lot to pick up or deliver children.

### **St. Barnabas Episcopal School Reading Program:**

The promotion of reading as a life-long pursuit is a major program goal. Reading builds comprehension and interpretive skills, sensitivity to the nuances of language, understanding of grammar and mechanics, a powerful vocabulary, and expressive ability in both speech and writing. The faculty has developed realistic and age-appropriate guidelines for reading to be done outside the regular curriculum, during the school year and in the summer as well. Our school-wide program, combining **choice** and **required reading**, is also designed to promote a love of recreational reading.

### **Scholarship and Financial Aid:**

Limited financial aid is available for families who demonstrate need. Applications are available online at [www.sbesyes.org](http://www.sbesyes.org). Applications are submitted to the Private School Aid Service. Please follow all the directions and timelines listed on the school website under the Admissions' tab, on the Financial Aid page. The Financial Aid Committee of the Board of Trustees meets in late spring to evaluate and allocate the financial aid. Families are notified of any awards shortly thereafter.

### **School Office Hours:**

The St. Barnabas Episcopal School office (386-734-3005) is open Monday through Friday from 8 A.M. to 4 P.M. throughout the school year and from 9 A.M. to 4 P.M. in June and August. If Office personnel are not available to answer the phone, you may leave a voice message, and someone will return your call as soon as possible. Please feel free to call with your questions or concerns at any time. Parents may also leave messages for the teachers by calling the school office. Please do not call the teachers at home unless you have made a special arrangement with the teacher. All parents may expect an answer to their inquiry within a short response time.

**Please do not ask the office staff to hold any luggage or other items in the school office during the day for the student to take home. The office space is limited and it cannot accommodate these items. Please make other arrangements for these items.**

### **School Pictures:**

Parents have the opportunity to purchase professional photographs of their child(ren) two times during the school year. All pictures are available for purchase at the parents' option.

### **School Supplies:**

Parents are given a list of school supplies through the end of the year letter, website, and/or the "Welcome Back to School" letter sent to students from the teacher in August of the current school year. These items should be purchased and brought to their student's classroom on the first day of school.

### **Standardized Testing:**

Standardized testing using the Iowa Test of Basic Skills (ITBS) is administered in the spring of each year to all students in grades 3 thru 8. This testing, conducted on campus and administered by school staff, helps us to evaluate our curriculum, the effectiveness of our teaching methods, and the progress of our students. Test results indicate national school norms, and we request item analysis in order to assess program effectiveness and student needs more precisely. Students are expected to be in school for these tests, and **any absences during testing dates are discouraged unless for an emergency.**

Students that require accommodations, such as additional time, need to have written documentation specifically stating the accommodations and provided by a licensed physician or mental health professional.

The results of the ITBS testing will be provided in the final Friday Folder of the school year. Questions concerning the results should be directed to the Head of School or Assistant Head of School.

### **Statement of Cooperation:**

The parents or legal guardians acknowledge:

- To pay all financial obligations to St. Barnabas Episcopal School on or before the date due and adhere to the school's tuition policies
- To fulfill an obligation to insure that the students are dressed in conformance with the established uniform code as outlined in the Parent/Student Handbook
- To support the school and its policies as outlined in the Parent/Student Handbook
- To assume the responsibility for the student's education by supervising assigned homework and keeping in regular contact with the teacher
- To support, to the best of a parent's ability, the various activities of the school and the Parent Advisory Council
- To volunteer 10 hours per year for each student enrolled. In addition to these hours, parents are required to serve two PAC lunches per student enrolled. Volunteer hours can be fulfilled in any of the many areas represented by the Parent Advisory Council

### **Student Behavior and Discipline**

We value self-control, respect for others, and cheerful cooperation as essential ingredients in an environment conducive to effective learning and teaching. We expect students to be thoughtful, helpful, responsible and well-mannered, and to avoid behavior, which detracts from the experience of other members of the school community. The goal is to develop self-discipline and reinforce good character traits.

### **Student Records:**

The school maintains a complete file of each student's progress. By law, parents are permitted to examine these records. The administration is willing to review these records to you. Please make an appointment for this purpose.

### **Teacher-Parent Conferences:**

Teacher-parent conferences are individual times for meetings between the parents and their child's teacher. At any time during the year, at either the teacher or parents' request, conferences may occur. The school's teachers and administrators are here to serve you and your child(ren). Parents should discuss any matters regarding classroom management or education directly with the teacher. Matters of school-wide nature should be discussed with the administration. Please do not hesitate to request a conference with either your child(ren)'s teacher or the administration.

**Pre-K-5<sup>th</sup> grades: schedule conference directly with the teacher by email or note.**  
**6<sup>th</sup> – 8<sup>th</sup> grades: team conferences are arranged through the school office.**

### **Telephone:**

Students are not to use the telephone except in emergencies, such as sickness. Please make all arrangements for the day before the child leaves home. Help students to remember papers and books. A note to the teacher instead of a phone call keeps the school's telephone line open for business. Other use of the phone by students will be at the discretion of the teacher and office staff.

### **Testing:**

Emphasis is placed on the acquisition, development, and discovery of knowledge and skills. Advanced work is encouraged for students who are capable. Standardized tests are given once a year in order to measure the student's progress. Individualized testing and evaluation can be given upon request. Our program is designed to offer individualized learning, remediation, and enrichment.

### **Textbooks, Workbooks, and Other Supplies:**

Textbooks are purchased by the school for student use and remain the property of the school. The replacement cost of books that are lost or damaged will be billed to the parents. Additional textbooks for at home use must be purchased directly through Amazon.com. Most workbooks and other consumable supplies are paid for out of student fees and are the property of the students. Families are asked to purchase pencils, pens, notebooks, paper, and supplies identified by each grade level in grades Pre-K through 8.

### **Tuition and Fees:**

It is understood that the student's enrollment at St. Barnabas Episcopal School is for the period of one full academic year beginning in August and ending in May. Parents/Guardians express their intention to assume the responsibility for the payment of a full year's tuition and all other charges for that academic year.

If the parents/guardians choose to make payments on the installment plan, please follow your tuition contract for specific terms, payment due dates, and late fees policies. Installment payments are to be made to Tuition Management Systems.

The student will not be able to continue attending St. Barnabas Episcopal School if tuition is in arrears in excess of 30 days from date due. Registration is due during the application process. Material and Book fees are due by May 1<sup>st</sup> of the current academic year. St. Barnabas Episcopal School will not release a student's school records when fees or tuition are due to the school.

The parents/guardians take the responsibility for the care of any books issued or borrowed from the school, and understands that they will be responsible for any books that are lost or damaged.

### **Tutoring:**

Students (grades 1-8) may receive extra support in scheduled tutoring sessions if the teacher determines it is necessary. Classroom tutoring is designed to clarify or re-teach a particular concept, and not designed for long term tutoring where there is a deficit in the academics of the child. Parents will be notified in advance of the day that the teacher would be requesting the student to remain after school for tutoring. The teacher will assess the student's learning needs. If it is determined that extended tutoring is necessary, the office will provide a list of qualified tutors to the parents.

### **Visiting:**

**Please do not interrupt classes between 8:15 A.M. and 3:00 P.M.** Items brought to school for students during the day must be delivered to the office at 322 W. Michigan Ave. Please check in at the office whenever visiting the school. You are always welcome to come to observe or assist in classrooms. Arrange these times through the office. Room mothers may go directly to classes for parties after stopping in the office to sign in and after being announced to the classroom teacher. We do not encourage visits by school-age children, other than potential new students, and the duration of this visit is determined by the administration. Any early dismissal must be arranged in the office. Unauthorized adults must check in at the office before any kind of classroom visit. This is for the safety of our students.

### **Volunteers:**

We are so grateful for the many parents and friends who give freely of their time and talents helping in the classrooms, office, on field trips, lunch, and in so many other wonderful ways. St. Barnabas Episcopal School is a much richer learning community thanks to your help. There are a few items to remember as you volunteer at St. Barnabas Episcopal School. First, it is the responsibility of the teacher or the office staff that you are helping to fully explain what is expected of you. This "job description" should include your duties, the time frame required and any special instructions. You have a right to expect this information and if you are unsure of anything, please ask the teacher or administration.

Second, please record your hours in the volunteer notebook that is in the office. Whatever you do, whether at the school, at home, or on a field trip, it is important for you to enter the number of hours worked into the notebook. This information is important for us because we include it in grant requests and award applications. It is an indicator of how supportive our parents are. Our parents have made a truly outstanding effort in their volunteerism!

Finally, you represent the teacher when you volunteer to take the students to conduct supplemental classroom activities. You have the authority and the responsibility to enforce the school's discipline policy when you are serving in this capacity. Please review the policy as outlined in this handbook and be prepared to maintain an environment that is safe, secure, and appropriate for the activities being conducted. If you find that a student is disruptive and you

need to send him/her to the office, you should do so. This and other disciplinary actions should be handled just as the regular classroom teacher would handle them.

If you have any questions about your role and responsibilities as a volunteer at St. Barnabas Episcopal School, please ask the classroom teacher or the administration. Once again, the administration and faculty thank you for your willingness to help!

Each family is asked to volunteer at least ten hours a year for each student(s) they have enrolled in the school. In addition, each family is asked to help with two PAC lunches a year for each student enrolled.

### **Volunteer Homeroom Moms and Dads:**

We are also grateful for those parents who want to volunteer to be homeroom parents. These special people help to make the classroom a fun place to learn and really help the teachers. In general, the role of the homeroom parent is to assist the classroom teacher in any way possible to ensure a positive, efficient, and effective classroom environment. General areas of responsibility include special events/party planning, recruiting, and coordinating classroom volunteers. Specifically, homeroom parents are expected to coordinate with the teachers to:

1. Plan special events and parties and recruit parents to help with these events.
2. Recruit and coordinate volunteer parents to drive and chaperone on field trips.
3. Recruit parents to provide refreshments for classroom activities.
4. Assist in other ways as requested by the teacher.

The PAC homeroom mother/dad homeroom coordinator will be in close contact with all room parents and will help in any way they can.

Once student assignments have been made for the new school year, please contact your child(ren)'s homeroom parent to volunteer your time or talents as you can to assist in making your child(ren)'s classroom an exciting, fun, and attractive learning community.

### **Weather information:**

#### **School Closings**

Notification will be made through radio and TV stations:

Radio: 107.7 and Z88.3

TV: Channel 2 WESH, (NBC) Channel 6 WKMG, (CBS)  
Channel 9 WFTV, (ABC), and Channel 13 NEWS  
(local news)

School answering machine will provide information.

Follow public school closings unless notified by the phone chain.

In the event that a decision is made to close school before the end of a school day:

Phone chain to notify parents will be started by the administration and homeroom mothers

Please maintain current emergency phone numbers in the school office.

### **Weather and Unexpected Closings and Emergency Situations:**

St. Barnabas Episcopal School has established safety and security measures. All faculty and staff have been fully trained in these measures. All safety and security procedures are in compliance with law enforcement and the fire department.

In the event that the students need to be evacuated from the campus, the students with the faculty and staff shall proceed to Bill Dreggors-Freedom Park (West Wisconsin Ave.) where they will be dismissed to parents or the person who has been designated to receive the student.

St. Barnabas Episcopal School will follow the action taken by the public schools in case of a hurricane threat or natural disaster. St. Barnabas Episcopal School will generally follow the closings of Volusia County Public Schools. If conditions require St. Barnabas to be closed or open, and this is different from the public schools, it is the parent's responsibility to get the accurate information from radio or TV. At all times, a parent must use his/her discretion when sending a child/ren to school if the weather is inclement. If St. Barnabas must close during a normal school day, parents will be called. If a parent cannot be reached, persons listed as "emergency persons" will be contacted. PLEASE KEEP ALL TELEPHONE NUMBERS CURRENT IN THE OFFICE AND WITH YOUR CHILD'S TEACHER.

### **Tornado/Hurricane Drills:**

When inclement and "tornado producing" weather is present, the office personnel will monitor the radio for tornado warnings and watches. If a tornado is reported to be in close proximity, the classroom teachers will be notified. All faculty and students will proceed immediately to a designated area for which they have been assigned, and sit down in a crouching position. An all-clear signal will be given at the appropriate time.

### **Web Site:**

The St. Barnabas Episcopal School web site can be reached at [www.sbesyes.org](http://www.sbesyes.org). The web site will have the homework for each class, notes from the office, information from PAC, Development information, the school curriculum, and many other points of interest to the students and parents. Please visit it often. It is recommended that students visit the web site on a daily basis to be sure they have all of their assignments.

### **Withdrawals:**

All withdrawals must be conducted through the school office. The student is enrolled for one year and the parent or guardian assumes the responsibility for the payment of all amounts due for the entire year, whether the student is suspended, dismissed, or voluntarily withdraws. If the student leaves the school for one of these reasons, the parent or guardian understands and agrees that no part of the fees paid to the school shall be refunded and that any unpaid balance for the entire year is due and payable to St. Barnabas Episcopal School.

Report cards and other student records cannot be released until all accounts are paid in full. Application fees, material fees, and tuition already paid are **non-refundable**.

### **Conclusion:**

The parents, the students, and the faculty share basic responsibilities for providing the optimum learning experiences.

The parents, within their means, provide the best possible educational opportunities (i.e., school, travel, enrichment). They reinforce the value of good education by their strong affirmation of learning and the efforts of the school in this direction. In a more practical view, they provide space and time for home study.

To further assist and motivate their student(s), the parents offer praise and encouragement for accomplishments and finally, send the student to school rested, healthy, and in a receptive frame of mind.

The student, by living with the school's regulations and policies, cooperates with his/her teachers and classmates. The student enters into classroom activities and discussions and performs, to the best of one's ability, the work assigned to him/her.

The faculty seeks to provide the optimum challenge for each student. The school educates each student through a wide variety of experiences to the level he/she is willing and capable of working.

All must recognize that the student is growing from childhood to adulthood—a growth that takes many forms: physical, emotional, and social to name a few. Therefore, all must understand that there are spurts and dormant periods in all of these areas of growth. Such awareness is necessary so that the result of our mutual efforts can be better understood and appreciated.