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## Foreword

This handbook is designed to acquaint the students and parents of St. John's Day School with school regulations and policies affecting them while attending school or any school sponsored function.

A handbook can indicate many aspects of an institution to parents and students. It is representative of the method of education and the atmosphere that St. John's strives to provide for each student and to ensure that each student will be able to live and to learn in a constructive environment. It is also recognized, however, that during the year situations may occur which may not be specifically addressed in the handbook. These special circumstances will be left to the discretion of the headmaster and the Board of Trustees.

Through a clear understanding of what is expected, one can enjoy greater harmony and fulfillment. With the support and cooperation of our parents, St. John's will continue to exhibit splendid school spirit and success in achieving its goal — the education of our children.

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## Academic Policies

### **Cafeteria Conduct**

Students should enter and leave the cafeteria in an orderly way. Conversation must be accomplished in a quiet manner. Good table manners are expected of each student. Students must leave their eating area free of paper, containers, or food when they depart the cafeteria.

A well-balanced, wholesome meal is provided at St. John's for a very reasonable price. All students are assessed a cafeteria fee. Lunches may be brought from home; however, fast food lunches are not allowed. There is a microwave available for student use.

Parents are welcome to eat with students; however, they need to call and make reservations by 9:00 a. m. of the day they plan to join their child for lunch. Parents pay their lunch fee to the cafeteria manager.

### **School Property**

Since much of the student's day is spent at school, students should assist in maintaining pleasant surroundings. Good school citizenship requires responsible care of school property and observances of rules of cleanliness and order. All students are expected to help keep the school grounds free from trash. Destruction and/or defacing of school property, including bathroom walls, desktops, books and the outside of buildings, will result in disciplinary action as deemed appropriate by the headmaster.

### **Curriculum Development**

Academic excellence is the hallmark of St. John's. Appropriate curriculum development is ensured by the commitment of the faculty and the headmaster to staying current in the education world by reading journals, studying educational reports, attending conferences, and sharing ideas. This provides for an academic plan that includes units of study across the subjects and enrichment which is part of the creative and aesthetic domains. This excellent academic program is provided to children in a loving, nurturing environment.

### **Faculty Development**

Faculty development at St. John's is designed to be a continual process of curriculum development, implementation, and evaluation conducted by the headmaster and faculty, and intermittent sessions are conducted by professionals from the surrounding area. Faculty Development begins the week before the opening day of school and concludes during the last week of teacher contracts, at which time decisions for next year's Faculty Development are made.

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# Academic Policies

Disciplinary problems of a serious nature will be taken directly to the Headmaster/Headmistress. The Headmaster/Headmistress determines the disciplinary action to be taken, for the best interest of the student, after conferring with the student, parents and teacher. A possible disciplinary action is in-school suspension, which can result in zero grades for the day.

Extremely disruptive behavior – fighting and/or exhibiting disrespectful behavior to a teacher – will result in corporal punishment or immediate suspension. Should one of these actions be taken, parents will be notified prior to punishment. Extremely serious, unsolvable behavior problems could result in expulsion.

## Classroom Behavior

The classroom environment should be conducive to learning. Unnecessary noise and confusion prevent an optimum learning experience. Students must share in the effort to maintain a pleasant, productive atmosphere by observing classroom rules for courteous behavior.

### Rules for Good School Citizenship:

- Students report to class promptly and quietly. If tardy, students should enter without distracting the class from work in progress.
- Students should bring all necessary materials to each class. They should be prepared to begin work at the proper time.
- Students should be attentive to teacher direction and instruction.
- Assignments should be carefully prepared.
- Students should be prepared to contribute to class discussions and activities.

## Conduct in Chapel/Assemblies

Weekly chapel programs include a devotional litany that is a tradition at St. John's. Prayers which are included adhere to Christian morals, values, and principles. Religious observances are ecumenical in content. During the year, clergy of various traditions from a variety of denominations are guest speakers. Once a year, each grade presents a chapel program to which parents and relatives are invited.

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Topics that change yearly will be provided via inserts accompanying this handbook.

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# Academic Policies

## Discipline

Discipline should not be interpreted in a narrow sense as a means of punishment only; the broader goal is to prepare students to live with others in an orderly society. The administration and faculty of St. John's consider disciplinary procedures to have the following objectives:

- Ensuring that all abide by the statement, "At St. John's Day School, we respect one another."
- Creating and maintaining conditions essential to the orderly program of our school.
- Preparing the student for effective participation in adolescent and adult life.
- Instilling the fundamental lessons of self-control.
- Increasing awareness of the needs of one's self in relationship to the needs of others.
- Developing a sense of responsibility for one's own actions.

Through thoughtful and caring counseling of students, emphasis is placed on the need to accept the consequences of one's behavior and to use any disciplinary action as a learning experience. High expectations of students in both academic performance and conduct are conducive to more positive behavior. Commonly accepted values of honesty, integrity, and consideration of others are reinforced across the total school program. In turn, students are treated with respect, as individuals of worth. The self-concept and self-esteem of students are of primary importance, for they affect student attitudes toward school and all other aspects of daily life. One of the major goals of St. John's is the nurturing of healthy, positive self-concepts.

When disciplinary problems arise, the following procedure is followed,

- Teacher-student conferences, which may result in disciplinary consequences of withdrawn privileges or other appropriate punishment.
- Teacher-parent-student conference where the problem is identified and discussed with the exploration of ways to bring about desired student behavior. The teacher addresses information about the student's behavior and explains the disciplinary consequences.
- Teacher-student-headmaster conference where the problem is related by the student and confirmed by the teacher. At this time, the student telephones his or her parents in the presence of the headmaster and explains the situation. A disciplinary decision will then occur.
- Headmaster-teacher-parent conference when the disciplinary problem is studied in great depth with shared insights. Alternative solutions to the problem are pursued, followed by a plan for behavior modification.

Note: In some instances, steps 2 and 3 may be reversed.

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# Academic Policies

## Library

Each class at St. John's has a regularly scheduled library period during the week. Library checkout times are offered daily. A schedule is posted in each classroom. The library/media room is an integral part of the school program. New books are constantly being added to the collection. An excellent procedure for adding new books to the library is St. John's Birthday Book Program. Birthday Books are selected and purchased in honor of students' birthdays, then dedicated to the library in the students' names. Students will choose a book and a note will be sent home 2 to 4 weeks in advance to allow for processing time.

### General rules for the library:

1. Books may be checked out on a daily basis. Books should be returned in a timely manner.
2. Encyclopedias and special reference books may not be removed from the library without permission from the librarian.
3. Magazines do not circulate and must be read in the library.
4. Students must not cut, tear, or write in the books.
5. All books must be returned or paid for before report cards will be issued.
6. Work areas must be left neat and clean by students.
7. Noise should be kept to a minimum in the library.

### Care of Books

Textbooks\* and instructional materials included in tuition are a major investment at St. John's. Students who damage or mutilate textbooks or instructional materials will be required to pay the full price of replacement.

\*Since textbooks are used for a number of years, writing within textbooks is prohibited. Until payment has been made for damaged or lost books, report cards will be held.

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# History

Located at 520 North Fifth Avenue, St. John's Day School was once the home of Mr. and Mrs. George S. Gardiner. It was built by the Gardiners at the turn of the century to assure comfort and a gracious way of life for their family, as well as to share its ambiance and amenities with their fellow citizens. It now bears the name of St. John's Day School.

The doors to St. John's Day School were opened in 1950 with only a handful of students. Now there are nearly 200 students being instructed and groomed in patterns that will ensure each child's successful preparation for future educational endeavors and for adulthood.

Thanks to the foresight of William S. Mann - - Rector of St. John's Episcopal Church - - and the generosity and dedicated interest of Jane Rogers Hynson - - granddaughter of the original owners of the home - - the Day School continues to be a unique and progressive academic institution. Girded by a philosophy of moral and spiritual values and committed to the academic, physical, and cultural pursuits necessary to a well-rounded education, St. John's enjoys a special heritage as it progressively moves into its fifth decade.

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# Philosophy

The Board of Trustees, the Administration and the Faculty of St. John's Day School believe that the school's function is to accept all students as individuals. By developing their potential intellectually, physically, emotionally, spiritually, and aesthetically, they will become valuable members of our democratic society. Basic to our philosophy is the development of each child's self-concept. We also believe concerned discipline is essential to the growth of the individual.

Rooted in a Christian setting, we believe that Christian principles and content materials from Holy Scriptures should be taught in regular chapel programs and activity periods. We also believe that the headmaster, teachers, and other personnel should exemplify Christian morals and ethics in their own attitudes and actions. The goals of all our activities at St. John's Day School is to develop learning habits and character traits which will enrich personal living and result in responsible citizenship.

## MISSION STATEMENT:

The mission of St. John's Day School is:

- To provide every student an opportunity to fully discover and realize their individual promise and possibilities as a uniquely gifted child.
- To enable and encourage our teachers to instill the love of learning in our children.
- To advocate education to be a family activity.

MASCOT: Crusader

RULE: "At St. John's Day School, we respect one another."

BELIEF: "Every child is a promise."

COLORS: Green and White

St. John's Day School is a non-discriminatory school encompassing three-year old kindergarten through grade six. Admissions, school activities, administration of educational policies, staffing, scholarships, or any other school administered policy or program is accomplished on the basis of non-discrimination without regard to race, color, creed, sex, national or ethnic origin, or handicap.

\*Due to limited facilities and resources, St. John's Day School may not be able to accommodate some children with special needs. Cases will be evaluated on an individual basis. Admission decisions will be based on available facilities and means, as well as qualified personnel.

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# Academic Policies

## Merit List

To qualify for Merit List, a student must make at least all B's for the nine-week term. His or her citizenship grade must be at least GOOD.

## Homework Policy

Homework develops self-discipline and a sense of responsibility. It is a valuable tool used to reinforce classroom instruction. Homework is not assigned as "busy work" nor is it usually assigned over weekends, holidays or evening school functions (with the exception of long-range projects).

A note from parents does not excuse students from missing a test or failing to turn in assigned work. Tests may fall on any day, Tuesday through Friday. A check will be given for homework in the grade book. Failure to turn in homework will result in a lowering of the student's nine weeks' daily average by one point for each missed assignment.

## 1<sup>st</sup>-3<sup>rd</sup> Grade

Homework for 1<sup>st</sup> through 3<sup>rd</sup> grades will typically take 30 to 45 minutes for students to complete. In general, these grades will receive weekly assignments in math, spelling, reading, and other core areas.

## 4<sup>th</sup>-6<sup>th</sup> Grade

Homework for 4<sup>th</sup> through 6<sup>th</sup> grades will typically take 45 to 60 minutes for students to complete.

## Tests

The Stanford Achievement Test (SAT) is a battery of achievement tests designed to assist in the evaluation of student progress, to aid in improving instruction and to compare students with other "like" groups.

## Repeating Grades

The decision for a student to repeat a grade will be made only after conferences involving the teacher, parents, and headmaster are held.

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# Academic Policies

Progress reports will be given to students in K5 through 6<sup>th</sup> Grade during the fourth or fifth week of each nine-week period. Daily work and test papers will be sent home weekly for parents to review, sign and return.

Report Cards will be given to the students in K5 through 6<sup>th</sup> Grade at the end of each nine-week period. They should be signed by parents and returned to school the following day.

Grades in resource classes will be based on cooperation, participation, and scores on any tests given. Talent and ability are taken into consideration but are not prerequisites for satisfactory grades.

Resource class grades are as follows

VG	Very Good
G	Good
NI	Needs Improvement
U	Unsatisfactory

## Student Academic/Activity Awards

City-wide Art Contest Awards(K5-6th Grade)

Faculty Academic Awards (2nd-6th Grade)

Headmaster List, Honor Roll List, and Merit List (2nd-6th Grade)

Hoe and Hope Garden Club Award (6th Grade)

R. C. Hynson Creative Writing Award (6th Grade)

William S. Mann Award (6th Grade)

J. T. McGlothlin Science Paper Award (6th Grade)

Ruth C. Williamson Spirit-of-St. John's Award (6th Grade)

Tomlinson Fine Arts Award (6th Grade)

Accelerated Reader Awards (K5-6th Grade)

## Headmaster's List

To qualify for Headmaster's List, a student must make an "A" in each subject for the nine-week term. In addition, his or her grade in citizenship must be at least GOOD.

## Honor Roll

To qualify for Honor Roll, a student must make all A's and B's, with a majority of A's for the nine week term. His or her citizenship grade must be at least GOOD.

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# Administration

## Board of Trustees

The Board of Trustees is the policy-making body of St. John's Day School who directs the headmaster in the administration of the school operations, which includes the establishment of rules necessary to carry out policy. The board is a self-sustaining body comprised of no more than fifteen members who are elected for a three-year term. The headmaster and the Parents' Club president are ad hoc members on the board.

## Headmaster and Staff

The headmaster administers school policy and rules, provides leadership and guidance to the faculty, directs the development and implementation of academic curriculum, and manages/directs the day-to-day operation of St. John's Day School. He is supported by an office supervisor and a financial officer.

## Kindergarten Faculty

The kindergarten faculty is comprised of teachers for three-, four- and five-year olds.

## Elementary Faculty

Teachers for grades one through six make up the elementary faculty. Subjects taught include, but are not necessarily limited to language arts, critical and recreational reading, spelling, handwriting, formal and creative writing, phonics, listening and speaking, English, science, social studies, and math.

## Resource Faculty

The resource faculty includes teachers for instruction in physical education, computer, art, music, library and foreign language.

## Committees

Committees have been established by the Board of Trustees at St. John's Day School to provide assistance toward its goal of academic excellence. The current list of committees includes Nominating, Facilities, Finance, Publicity, Development, May Day, Personnel, and Executive.

## Parent's Club

A Parent's Club has been established at St. John's Day School to monetarily support school activities and to extend the family atmosphere that prevails at the school. One purpose of the club is to raise money to provide the teachers with extra materials and supplies not supported by tuition. The Club's major fund-raising event is Eaglefest, held in the fall of the year. Another purpose is to welcome new families to St. John's Day School and to include them in planning and implementing activities that occur throughout the year.

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# Administration

## Parent/Teacher/Administrator Relationship

St. John's encourages a close working relationship between parents, teachers and the administration. Parents are invited to school for conferences, special nights and other events. Teachers are available for conferences from 3:00 to 3:30 P.M. Conferences should be arranged in advance through the school office. HOME CALLS TO THE TEACHER SHOULD BE KEPT TO A MINIMUM.

Parents and teachers are the key figures in a child's success at school. When parents are concerned about their child's progress – academically, socially, or emotionally – they should talk with the teacher.

The headmaster is the instructional leader and is responsible for the overall operation of the school. After conferences with the teacher (s), parents who have continuing concerns about their child's progress in any area should confer with the headmaster. Often a conference including the parent, teacher (s) and the headmaster is productive. Additionally, concerns regarding school policy should be discussed with the headmaster.

If parents wish to confer with the Board of Trustees after the first two lines of communication have been followed (teacher/headmaster), they should direct concerns to the appropriate board committee in writing. After evaluating the concern, the board will respond so that mutual understanding will be achieved.

Parent's participation in the school program is sincerely encouraged. Parents will be given the opportunity to help in learning centers in kindergarten, in the library and with special instructional activities as the need arises. Parents will also be asked to assist in accompanying classes on field trips. Both, the school and the parents, benefit from their involvement in the life of St. John's.

## Admissions Policy

St. John's Day School is a non-discriminatory school encompassing three-year-old kindergarten through sixth grade. Admissions, school activities, administration of educational policies, staffing, scholarships, or other school-administered policies or programs are accomplished on the basis of non-discrimination without regard to race, creed, sex, national or ethnic origin, or handicap. \*

\*Due to limited facilities and resources, St. John's Day School may not be able to accommodate some children with special needs. Cases will be evaluated on an individual basis. Admission decisions will be based on available facilities and means, as well as qualified personnel.

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# Academic Policies

## Preschool and Elementary Academics

The preschool consists of three year old (K/3) and four year old (K/4) kindergarten classes. The program for K/3 and K/4 strives to attain desirable attitudes toward school, to acquire appropriate social skills, and to establish good work habits during the child's formative years. Additionally, K/3 and K/4 classes include music, library, and Spanish. K/4 classes are introduced to a more structured program of phonics in preparation for K/5.

The elementary school consists of grades K/5 through 6th grade. In K/5 the student is exposed to basic concepts of mathematics, reading, phonics, language, thinking, and the skills of science, social studies, multicultural awareness, social interaction, and gross and fine motor ability. The child is also taught how to follow directions and to complete assigned tasks.

The basic program in the first two grades focuses around English/language arts which includes reading, writing, listening, phonics, speaking, and spelling. The fundamental processes of mathematics are also explored. Subjects taught also include social studies and science. Students continue to develop their academic skills in departmentalized 3rd and 4th and then 5th and 6th grades. Each teacher in these grades is a homeroom teacher. Students are expected to be more self-motivated and are offered more opportunities to work independently and demonstrate ownership of their work in all subject areas. Areas of instruction include English, literature, reading, composition, spelling, handwriting, math, science, and social studies. Accelerated Reader is a part of the curriculum in grades K/5 through 6. Accelerated Math is a part of the 2nd grade through 6th grade curriculum.

Elementary school students are also instructed in art, foreign language, library, music, and physical education. Additionally, grades K/5 through 6th attend weekly computer classes and have access to computers in the classroom. For enrichment, pre-kindergarten and elementary students take many educationally relevant field trips. In addition, numerous resource speakers are invited to the classrooms.

## Grading Scale — 1<sup>st</sup> through 6<sup>th</sup> Grade

Core Curriculum Grading Scale		Citizenship Grading Scale	
A	95-100	VG	Very Good
B	85-94	G	Good
C	75-84	NI	Needs Improvement
D	70-74	U	Unsatisfactory
F	Below 70		

## Grading Scale — K5

VG - Very Good	NI - Needs Improvement
G - Good	U - Unsatisfactory

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# General Information and Policies

## Parties

To provide maximum instruction in the classroom, classroom parties will be limited to the following: Halloween, Christmas, Valentine's, Easter, Chapel Programs, and End-of-the-year parties. Kindergarten parties will be arranged at the discretion of the kindergarten faculty and the headmaster.

## Snacks

Students in K/3, K/4 and K/5 are provided a nutritional snack. All students are allowed to bring snacks from home for snack or break time.

Drinks may be purchased from the machines in the gymnasium.

## Gum Chewing

Gum chewing is not permitted at school.

## Carpool

Carpool numbers are assigned to the family of each registered student. A correct list of passengers should be registered with the school office and notification given of any changes. Carpool number should be obtained for all family members and friends who will be picking up St. John's students.

Carpool numbers must be displayed according to issuing directions. Drivers without carpool numbers should pull forward in the line to pick up student (s).

Parents are responsible for arranging daily changes in the carpool with the driver and should advise the school of the change.

## Co-Curricular Activities

**Safety Patrol:** Students in the 5th and 6th grades have the opportunity to serve on the school safety patrol, which is supervised by teachers. Since students assist with the arrival and departure of students, they are required to be safety conscious, observant, and dependable in carrying out this responsibility.

**Drug Education:** The Junior Auxiliary of Laurel provides drug education and self-concept building for elementary students.

**Hoe and Hope Garden Club:** Hoe and Hope Garden Club is a junior garden club for 6th grade students sponsored by the Laurel Garden Club. The students learn about the care of our natural world, specifically trees, flowers, and birds. Guest speakers and field trips are also aspects of this club.

**Yearbook:** A St. John's Day School yearbook is published each year, and each student receives a copy.

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# Admission Information

## Admissions Policy (continued . . .)

If a class vacancy occurs, families with children at St. John's and alumni are always given first consideration. Should they refuse, it will be offered to the next family on the list.

It is recommended that in order to be admitted to pre-school, students must be 3 years of age by September 1 to enter K3 and 4 years of age by September 1 to enter K4.\*\*

Students must be 5 by September 1 in order to enter K5.

Grade placement for home school students entering St. John's will be determined by assessments conducted by the teachers of St. John's Day School.

\*\*Applicants who wish admission and do not meet age requirements will be reviewed individually by the headmaster and the teacher. Any special consideration will be contingent upon performance at required levels and subject to periodic review.

## Registration

During the month of February, enrollment contracts for the next school year will be mailed to families of St. John's currently enrolled students. Contracts returned with deposits by the stated deadline, which is the end of February, will ensure enrollment. After the deadline, contracts will be dated upon receipt, and students will be enrolled according to those dates.

## Class Formation

Classes will be considered closed when they reach the optimum number as determined by the Board of Trustees. At that time a waiting list will be established until there is an adequate number of students to form additional sections. Students will be assigned to a specific section at the sole discretion of the headmaster. All special requests will be considered but must be submitted in writing.

## Class Vacancies

When a class vacancy occurs, the opening will be offered to the first family on the waiting list. Should they decline, the vacancy will be offered to the next family on the list as determined by the date the application was received.

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# Admission Information

## Class Size Goal

The ideal class sizes are as follows,

K3	15 with teaching assistant
K4	15 with teaching assistant
K5	15 with teaching assistant
Grades 1-3	20
Grades 4-6	24

## Class Size Exceptions

The board may authorize a larger class size if necessary to accommodate rising student enrollment at St. John's Day School. Such classes will be allowed to reduce by natural attrition. Wait listed students will be called only after the class falls below goal level.

## ATTENDANCE

Parents, guardians, and students are reminded of St. John's yearly calendar, which provides for sufficient vacation time. Family vacations, trips, or functions should be scheduled during these periods if at all possible, so as to not hinder the educational process. Likewise, lateness, irregular attendance, and early departure from class interfere with a student's progress. It is important, therefore, for students to be on time, attend class every day, and remain in class the entire day.

## ABSENCES

Absences due to illness or death in the family are excused. If students miss a test, they will make up the work at the discretion of the teacher (s) with one-day notification allowed after returning. Students will be given full credit for late work if completed according to the teacher's instruction. It is the responsibility of the students and/or parents to pick up assignments missed during absences.

**Absences involving activities judged by the headmaster to be of educational value MAY be excused. Parents should discuss such activities with the headmaster at least two weeks in advance. Missed assignments will be made up at the discretion and direction of the teacher (s). Parents should consult with the teacher (s) in this regard. It is the responsibility of the students and parents to see that missed work is made up. Failure to comply will result in a grade reduction of ten points per day for three school days. Thereafter, a zero will be recorded.**

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# General Information and Policies

For Occasional and Drop-In Day Care Users:

- In order to secure a more accurate lunch count for the cafeteria and to insure we have enough help in Day Care, please let the office know by 11:00 a.m. (K/3 and K/4) and 2:30 p. m. (K/5 through 6th) if your child will stay in day care. Preferably a note sent to the child's teacher when the child is dropped off for school is the best method to inform us of your child's staying in Day Care.

The Day Care phone number is 601-428-2355 (after 12:00 noon)

## Firearms and Illegal Drugs

A policy has been established to protect St. John's from possible problems with Mississippi's "gunslinger law." The policy requires that all individuals, including employees, students, parents (guardians and/or custodians) and visitors to St. John's must conform to all rules and regulations of the school while on school property or attending school functions. The policy strictly prohibits the possession of firearms, knives, or any type of implement or tool that may be used as a weapon or may be interpreted as having the potential for being used as a weapon. The policy also prohibits the use, possession, transmission, or being under the influence of any type of illegal drugs or alcohol.

## Immunization and Birth Certificates

Children enrolling at St. John's for the first time must have a valid, updated Mississippi Immunization compliance form 121 or 123. The form must be on file at the school before the beginning of the school term in the fall. The student's immunization record will be sent to, or requested from, any other school in the event of transfer from or to St. John's. A copy of the child's birth certificate and social security card must also be on file at St. John's for those students enrolled in K/3 through 6th grade.

## Lost and Found

Articles that are found on campus should be brought immediately to the school office to be claimed by the owner after proper identification.

## School Pictures

Individual school pictures are made yearly and are featured in the yearbook. Parents may purchase additional copies. If a child is absent on picture day, the student may be photographed on "re-take" day.

## Invitations

Students can deliver invitations while at school if they are inviting the entire class, or all of the boys or all of the girls in the class.

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# General Information and Policies

## Medication Policy

The administration of any medication shall be at the parents' discretion and with their written permission/request on file. Prescription drugs must be accompanied by directions, sent in single dose units, and supplied by parents. Medication may be given only by teachers or school officials. Under no circumstances will teachers or staff administer any Tylenol, patent drug, or prescribed drug without the written or verbal permission of the parent.

## Drills

St. John's Day School has an operational plan for emergencies and disasters. Consequently, fire, tornado, and earthquake drills are conducted on a regular basis, as required by state standards.

## Daycare

Daycare services are provided at St. John's Day School. To obtain information pertaining to the schedule of services, please contact the office.

## Daycare Guidelines

Daycare is billed at the end of each month. Parents are billed according to the number and length of time the student stays in daycare.

Daycare invoices will be considered past due ten (10) days after the monthly billing date. **NO CHILD WILL BE READMITTED INTO DAYCARE ON THE ELEVENTH DAY AFTER THE MONTHLY DUE DATE IF CHARGES ARE IN ARREARS.** If receipts are needed for reimbursement purposes for Daycare, please notify us in writing so that this may be set up on our computer at the beginning of the year to supply to you at billing time.

Each child staying on a regular basis in Day-Care should supply the following to be kept in Day-Care: (make sure all items are labeled with child's name).

- A complete extra change of clothing
- A mat and pillow
- A container of anti-bacterial soap for use in washing hands

Experience has taught us it is best for children not to bring toys from home to Day Care. There are many toys supplied.

Day Care workers need to leave at 5:30. This means that all children should be gone from the campus by 5:30.

All questions regarding Day Care billing should be directed to our bookkeeper at the school.

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# Attendance Policies

In order for an absence to be excused, students should bring a written note of explanation upon their return. Failure to bring a note automatically results in an unexcused absence.

Medical and dental appointments requiring absences during the school day are excused if notification is given in writing from the parents. Parents are urged to schedule such appointments outside of school hours whenever possible.

Parents of students being excused must sign an early departure slip in the front office. Upon returning from an absence, students must get admittance slips to go to class.

When an absence is unexcused, no credit will be given for missed work, nor will make up work be provided. On work that is graded and recorded during the unexcused absence, the student will receive a zero. In subject areas in which no graded work was recorded, students will receive a one-point reduction on the daily grade average for the nine weeks.

Absences for disciplinary reasons are always unexcused. Zeros are recorded in each subject missed and "Unsatisfactory" is recorded in conduct for that grading period.

A student who has more than twenty-five (25) days of absences during the school year cannot receive credit for the year, unless the Board of Trustees exempts the student from this policy due to unusual circumstances.

Assignments for absent students may be picked up in the front office at 3:00 P.M.

## Tardiness

All students (including K3 and K4) are to be in their classroom by 8:05 A.M. After 8:05 A.M., students are considered tardy. Tardy students must report to the office to obtain an admittance slip before going to their classrooms. Only the headmaster may determine if a tardy is excused. Three unexcused tardies will result in the lowering of the citizenship grade to NI (Needs Improvement). More than three unexcused tardies in a nine week period will lower the citizenship grade to U (Unsatisfactory). Parents are urged to allow sufficient time in the family schedule to ensure their children's arrival at school by 8:00 A.M. each school day.

## Incident Weather

Procedure Before School Begins: Local news media will be notified of the closing of school as soon as the decision is made. Generally, St. John's will adhere to the decision of the Laurel School District and/or the Jones County School District. Parents are advised to listen to WBBN; 95.9-FM or WNSL; 100.3-FM or watch WDAM or WHLT for decisions regarding school closings.

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## Attendance Policies

Procedure During School: If the decision is made to dismiss school during the instructional day because of threatening weather, the headmaster will notify the Civil Defense and the local media. St. John's will adhere to state criteria regarding early dismissal of school for any justifiable reason.

### Visitor Policy

Visitors to St. John's are always welcome and should report to the front office upon arrival. TO MAINTAIN INTEGRITY OF THE CLASSROOM ENVIRONMENT, VISITORS ARE NOT ALLOWED TO GO DIRECTLY TO THE CLASSROOM BUT MUST OBTAIN A PASS AT THE FRONT DESK.

### Telephone Policy

Any messages for students should be left at the front office. The school cannot assume responsibility for messages received after 11:30 a.m. (K/3,K/4) or 2:30 p.m. (K/5-6th). If it is essential that a parent speak with a student, the call will be returned during the student's lunch period. Students will not make or receive calls except in emergencies. Social activities must be arranged prior to arrival at school. Cooperation in this matter is required and will be appreciated. Students may use the telephone only with written permission from the teacher.

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## General Information and Policies

### Field Trip Guidelines

1. Each child will wear a seatbelt when the vehicle is moving.
2. Teachers will arrange for one chaperone for every three students (K/3-3<sup>rd</sup> grade) or one chaperone for every five students (4<sup>th</sup> –6<sup>th</sup> Grade) on IN TOWN field trips. Note: If the trip is a short one, teachers may use their own discretion as to the number of chaperones needed. ON OUT OF TOWN FIELD TRIPS THERE WILL BE TWO ADULTS PER VEHICLE. (Special circumstances concerning the ratio will be cleared with the headmaster).
3. Teachers will ride in cars with students and parents.
4. All parents will sign a permission slip for their child to go on a field trip.
5. Students will wear their St. John's field trip t-shirts unless otherwise stipulated.
6. There will be no smoking by chaperones during the transporting of children.
7. There will be no drinking of alcoholic beverages by chaperones on a field trip.
8. Teachers will have a list of the students riding in each vehicle. Students will remain in the assigned vehicle throughout the field trip.
9. Teachers will prepare the students for their field trip by discussing behavior expectations, purpose of the trip, and other pertinent details.
10. Parents will be notified of the field trip agenda, money needed, dress, etc.
11. Eating/drinking in cars is at the discretion of the teacher and drivers.
12. Younger siblings will not be allowed to accompany parents (chaperones).
13. It is the responsibility of parents accompanying field trip groups to stay with the group during the entire trip and not leave the group for personal business.
14. Students will stay with the teacher and chaperones at all times. Chaperones will be responsible for students assigned to their care.
15. Maps will be provided for each driver. Cell phone numbers of other drivers will be distributed, if available.
16. Designated stopping places will be indicated to all drivers.
17. The teacher will be responsible for taking a first aid kit.
18. Each teacher will file with the office a complete agenda, distribution of students and chaperones in cars and cell phone numbers of drivers for each field trip.
19. At least one vehicle being used for the field trip will have a cell phone.
20. Teachers will collect and dispense money as needed for the field trip.
21. Field trips planning to depart before 8:00 a. m. will load in the back parking lot.
22. Teachers will be thoroughly familiar with the educational benefits of the field trip and are encouraged to visit the site before making the arrangements.
23. Drivers will observe safety regulations and driving laws while driving to and from the destination as a group.
24. Teachers will inform the drivers and chaperones of their responsibilities.
25. Teachers will confirm reservations the day before the trip.
26. Teachers will send notes of thanks when appropriate.
27. TEACHERS WILL BE RESPONSIBLE FOR ALL DECISIONS.

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# General Information and Policies

## Drop-Off and Pick-Up

Since there is limited parking on the school campus, parents are encouraged to park in the parking lot at the back of the gymnasium for events such as chapel programs, Eaglefest and May Day.

Students should be dropped off for school in the mornings before 8:05 A.M., at which time the tardy bell rings. A duty teacher and a safety patrol member will be posted to help students exit cars from 7:45 A.M. until 8:00 A.M. Any student arriving before 7:45 A.M. will need to enter through the front of the main building and be seated in the cafeteria. A teacher will be on duty in the cafeteria from 7:20 – 7:45 a. m.

Parents should enter the school driveway from the north side of 5<sup>th</sup> Avenue and proceed SLOWLY to the back of the main building. Students in three year old Kindergarten, and four year old Kindergarten should be dropped off and picked up at the first covered area of the circle and grades K5 – 6 at the second covered area of the circle. At noon (K3 and K4) and at 3:25 (K5 – 6) duty teachers will escort remaining students to day care.

There is no duty teacher in the back parking lot in the morning or afternoons. Parents must sign special permission forms in order for a student to be allowed to walk to the back.

All school gates are opened during morning student arrival until 8:05. The driveway gate is pulled shut. After 8:30 A.M., all walk through gates are locked and visitors must enter campus through the front office. The drive-through gate is reopened from 11:45 – 12:00. Cars are allowed daily for drop off and pickup in the back circle from 7:20 – 8:05, 11:45 – 12:00, and from 3:00 until the 5:30 close of Daycare.

**Caution should always be observed in driving in the back area.**

## Field Trips

Field trips are an integral part of the curriculum at St. John's. They extend the classroom into the community and help students become more aware of the resources available to them in our society. It also broadens their understanding of community needs. As such, parents are often requested to accompany groups of students on field trips to assist with supervision and transportation. Parents who chaperone/drive on field trips must be familiar with St. John's field trip guidelines.

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# Financial Information and Policies

## Financial Information

Current information regarding registration, lunch and tuition fees is available in the office. However, it is important to note that registration fees are due at the time of application for enrollment. **REGISTRATION FEES ARE NOT REFUNDABLE.** Tuition contracts are signed in February and a ten-month payment plan is available for those unable or choosing not to pay tuition by the semester or by the year. No application for enrollment of a student will be considered for future school years if the family making application is delinquent in their account to St. John's for any amount.

## Tuition Payment Plans

### FULL TUITION PAYMENT BY AUGUST 1<sup>ST</sup>

1. For those parents choosing to pay their tuition on a semester or yearly basis, the tuition payment for the term is due within 30 days of the beginning of that term. If payment is not received within the 30-day time period, the parents will automatically be set up on the school's monthly payment plan with appropriate interest charges. Monthly payments should begin immediately upon receipt of the first bill and continue until such time as the parent can pay the semester or yearly tuition in full.

Note: Limited scholarships based on need are available at times. Application forms are available in the office.

### 50% EACH SEMESTER

1. The first payment should be received no later than August 10<sup>th</sup> at St. John's Day School. After August 10<sup>th</sup>, a \$10.00 late charge will be assessed each month until the balance is paid.

2. Please mail payments to St. John's Day School at 520 North 5<sup>th</sup> Avenue, Laurel, MS 39440 or bring them directly to the school. **DO NOT SEND PAYMENTS IN CHILDREN'S BACKPACKS.**

3. The second payment must be received in full by December 10<sup>th</sup> to St. John's Day School. Payments made after that time will be assessed a monthly \$10.00 late fee until the balance is paid.

Note: Any questions about your account should be directed to our bookkeeper at the St. John's office.

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# Financial Information and Policies

## Monthly Installments

1. TUITION PAYMENTS ARE DUE ON THE 1<sup>ST</sup> DAY OF THE MONTH BEGINNING IN THE MONTH OF AUGUST. Tuition payments are equivalent to installment payments on the total amount financed by the school. The actual number of days taught in a month will have no bearing on the payment. Installments begin on August 1st and are due the first day of every month through May, totaling ten payments.
2. Any payment not received by the 10<sup>th</sup> of the month will be assessed a late charge of \$10.00.
3. Accounts more than 60 days past due will be referred to the Board of Trustees. Student suspension can result when a tuition reaches 60 days past due.
4. Any questions about your account should be directed to our book-keeper in the St. John's office.
5. If you need receipts for your payments, (for work reimbursement, etc.) please indicate this in writing at the beginning of the year in order for us to set that up on our computers.
6. Please mail payments to St. John's Day School at 520 North 5<sup>th</sup> Avenue, Laurel, MS 39440 or bring them directly to the school. **DO NOT SEND PAYMENTS IN CHILDREN'S BACK-PACKS.**
7. Tuition payments should not be combined with any other payment to the school. (Daycare, library birthday books, etc.)

## GIFTS AND DONATIONS

All gifts and donations made to St. John's Day School are tax deductible. Gifts and donations make it possible to keep tuition costs at a minimum, to purchase equipment and materials, and to improve the facility.

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# General Information and Policies

## School Calendar

A listing of major academic and social events and school holidays are reflected in the St. John's Day School calendar.

## School Hours

Morning sessions	8:00 A.M. – 11:45 A.M.
All-Day sessions	8:00 A.M. – 3:00 P.M.

## Telephone Numbers

Business Office	(601) 428-4350
Fax	(601) 428-0419
Email	<a href="mailto:stjohns@megagate.com">stjohns@megagate.com</a>

## Mailing Address

520 N. 5th Avenue  
Laurel, MS 39440

## Dress Code

School-wide (K/3—6th) all students are to wear their field trip t-shirt on Wednesdays, as well as on every field trip. Cheerleaders are to wear their uniforms on Wednesday.

Shorts for boys and girls should be at least fingertip length. Fingertip length is measured at fingertips with arms resting down by the side. Shorts should always be longer than and visible underneath un-tucked shirts or sweatshirts.

No shirt should reveal a child's midriff when the arms are raised above the head.

Students are expected to dress neatly. Shorts and skirts that are not an appropriate length, cleats, halters, t-backed shirts, bare midriffs and muscle shirts are not acceptable dress. Girls in grades K/5 through six may wear tank tops if the straps are an inch wide, but no spaghetti strap shirts are allowed. Message t-shirts must be appropriate for school. The Headmaster may deem improper any apparel that causes distractions or disruptions in the educational process. No caps may be worn in the building. As tattoos of any kind, including temporary, provide a distraction during the school day, students are not allowed to wear tattoos at St. John's.

If parents neglect their responsibility for seeing that children conform to the dress code, the responsibility will be assumed by the school for them. Any child in violation of the dress code will be advised of the violation and a note sent to inform the parent.

Experience has demonstrated that good personal appearance and behavior have a positive effect on the learning process.