



## 2023-2024 Student/Parent Handbook

### **Administrator**

Head of School: Mrs. Heather Kirk

### **School Chaplain**

Fr. Ricardo Lopez

### **Faculty: Pre-School 3's-Eighth Grade**

Pre-School 3's: Mrs. A. Harrell

Pre-K 4's: Ms. G. Ash

Kindergarten: Mrs. V.

McGarity

Mrs. T. Coskrey

First Grade: Ms. J. Castillo

Second Grade: Mrs. J. Stangby

Third Grade: Mrs. B. Hoffman

Fourth Grade: Mrs. J. Roberts

Fifth Grade: Mrs. A. Cardona

Middle School: Mrs. K. Crutcher

Mrs. L. Tarango

Mrs. C. Villaloboz

### **Faculty: Specialized Classes**

Vocal and Instrumental Music:

Mrs. H. Pyott

Spanish: Mrs. R. Shoemaker

Physical Education: Mr. K. Crutcher

Computers and IT: Mr. S. Lopez

Library: Ms. D. Belanger

### **Office**

School Secretary: Ms. T. Scott,

CFO: Mrs. A. Whitlock

Office Assistant: Mrs. L. Briones

### **Instructional Assistant**

Miss K. Falcon

### **Recess Aide**

Mrs. J. Garcia

### **Extended Day Enrichment**

Ms. D. Belanger

Miss K. Falcon

Mrs. A. Harrell

Mrs. J. Stangby

### **Custodial**

Mrs. B. Bryan

### **Head of Maintenance**

Mr. D. Ramos

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2023-2024

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**Members At Large**

At the time of enrollment, all parents automatically become members of the Friends of St. John’s. Grandparents and extended family are also welcome to be members.

## 2023-2024

### **Accreditation**

St. John's Episcopal School is accredited by the Southwestern Association of Episcopal Schools, with whom the school has highest accreditation with commendations. A member of the National Association of Episcopal Schools and the Texas Non-Public Schools Association, St. John's Episcopal School's accreditation is sanctioned by the National Association of Independent Schools. Further, the Texas Education Agency (TEA) recognizes St. John's Episcopal School.

### **Admissions Standards**

St. John's Episcopal School seeks students of average to above-average ability who can contribute to and benefit from its challenging Carden academic program. Students are selected for admission to the school based on academic potential, developmental maturity, school achievement, and readiness for the school's program.

When appropriate, testing/assessments are used as a tool to provide information to assist in the assessment of each candidate. In all cases, the school retains the right to determine, in its sole discretion, whether to select a student for admission or to re-enroll a student. The admissions committee may make recommendations to the Head of School, who has ultimate authority and sole discretion in the decisions of whether to admit or re-enroll a student.

Typically, these decisions are based upon multiple criteria: academic readiness or qualification; maturity; developmental readiness; fluency in English usage; affiliation with the school; diversity; and appropriateness of the match between the family and the school.

When the School cannot offer a place to a child, the Head of School is very willing to offer counsel on other schools that may be able to accommodate the student. When there are more qualified candidates than openings available, the school establishes an unranked waiting list; if any openings occur, the admissions committee may recommend to the Head of School which candidate(s) to offer a position based on the overall profile of the class and the match between the needs and qualifications of the students with the needs of the school.

It is the policy of St. John's Episcopal School not to discriminate in violation of the law based on race, sex, color, religion, national origin, or ancestry. All persons are encouraged to apply.

The Head of School is the last court of appeal on all admissions and re-enrollment issues. The Head of School may report to the Executive Committee any problematic cases and may seek support/guidance from the committee as well as from counsel.

### **After School**

Students who do not go home at regular dismissal times are escorted to the Extended Day rooms. If they have activities after school, students will be dismissed from the Extended Day room to the leader of the activity and returned to the Extended Day room after the activity, accompanied by the adult in charge.

At no time will students be allowed to roam the building or to leave the building. All students will be always supervised by designated personnel.

### **Attendance**

It is very important for each student to be present and on time each day. New work is introduced at the beginning of each day; therefore, promptness is necessary.

In case of a student's illness and absence, please call the school office and explain whether the illness is contagious. The teacher will be notified of the absence and will provide make-up work.

**Class begins at 8:30am for all students.** Teachers pick up their class by 8:20am every morning.

Students who are tardy (arrive after 8:30am) should be brought to the office for an admit-to-class slip. Excessive tardiness in any reporting period will result in a conference with parents. Tardies are document and 5 unexcused tardies will equal an unexcused absence.

The Carden curriculum is a demanding and builds higher order thinking skills. When a student is arrives late to class, it is difficult to build those skills and keep up with the rigor of the curriculum.

If a child arrives late, a parent must accompany them to the office where they will sign in and obtain a pass to class. The child will be walked to their classroom by a staff member.

**\*Please do not penalize your child by fostering habitual tardiness.\***

### **Cell Phones**

St. John's understands that there are some circumstances in which students must have cell phones; however, **all cell phones are to be kept in classroom pockets, and are not to be used during the school day unless under teacher direction.** If the phone is not put away or is being used without permission, the phone will be taken up and given to the office. At the end of the school day, **parents** may come to the office to pick up the phone.

### **Change of Address, Etc.**

Parents, if you move or change employment, please notify the school office. It is imperative that we know how to contact parents during the school day.

### **Chapel**

The Christian heritage is central to the operations of St. John's. Chapel programs stress the narrative of the Bible, great hymns, the Christian year, and participation in worship on a level that children understand. Through Chapel participation, students understand Christian thought and ethics, and these become natural to everyday life and learning. All students participate in Chapel at St. John's. Please know that parents are encouraged to attend Chapel services at any time.

### **Choir**

All St. John's students participate in vocal music instruction. In grade 3rd-5th, students enjoy participating in Junior Eagle Choir. In grades 6th-8th, students participate in the Senior Eagle Choir, a performing choir.

### **Clothing**

Your child should wear comfortable, appropriate clothes to school and should not be a distraction, attract undue attention, disrupt school, or detract from the learning process.

- Dresses, skirts, shorts, and skorts should be no shorter than mid-thigh.
- Form fitting and clothing that is too tight is not permitted.

- Leggings, jeggings, bike shorts, and yoga pants must be opaque and worn with a tip that fully covers the buttocks.
- Extremely torn clothing is not permitted. Holes or shredding in jeans or similar garments should not reveal undergarments at any time.
- Clothing that is see-through, back-less, exposes bare midribs, and bare shoulders, are not permitted.
- Shoes must be worn at all times. Appropriate shoes for PE may be worn during the day or brought to school to be changed into for PE.
- Shirts must be shorter than shorts.
- Hats or caps are not to be worn inside the building.
- Bells on clothing is not permitted.
- Clothing or hair fashions should not be outrageous, sensational, or distracting.

Any form of dress that attracts undue attention, disrupts school, or detracts from the learning process is not permitted.

Distraction is the key. All clothing should be worn in the manner in which it was designed.

**Please mark all sweaters, coats, etc., with the student's name or initials.** Parents should check the campus for lost clothing as soon as possible after the loss.

**PreSchool, Pre-Kindergarten and Kindergarten** students should always have an extra set of clothing in their backpack. This is helpful if there should be an accident of any kind.

### **Communicable Disease Policy**

St. John's Episcopal School's policies regarding communicable disease must comply with federal, state, and local regulations.

In case of any ailment, the major criterion for exclusion of a student or staff member from attendance is the condition's probability of being spread from person-to-person. It is the responsibility of any person in the school community

to report immediately to the principal any health condition that may call for treatment, separation, or isolation to protect the health of other persons.

After a student has undergone a surgical procedure, especially a serious surgical procedure, the head of school should receive a signed statement from the attending physician which includes the date the student may return to class, a diagnosis, and a list of restrictions from school activities (including the date restrictions may no longer be necessary).

Any medically diagnosed communicable disease should be reported immediately to the Head of School so that exposure notices may be sent to parents.

Persons excluded for reason of communicable disease shall be readmitted by one or more of the following methods:

- \*Certificate of the attending physician attesting to their recovery and non-infectiousness

- \*Permit for readmission issued by the local health authority

- \*After a period of time corresponding to the duration of the communicability of the disease, as established by the Commissioner of Health.

## **Curriculum**

St. John's is Odessa's only Carden Curriculum School and is one of only two in the state of Texas. The Carden Curriculum proceeds from the familiar to the unfamiliar, from simple to complex. Learning processes begin in Pre-School 3's with letters, numbers, and laying a solid foundation for reading by developing reading readiness skills. These building blocks form a solid foundation beneath each succeeding level of learning.

With Carden, the sounds of speech are basic to understanding. Phonetic reading and spelling begin in kindergarten. By the time a child reaches the upper grades, the student's ability to concentrate, to comprehend, and to retain what is being read is quietly but keenly honed. The student learns that all knowledge is interrelated. At St. John's, students do not close a language lesson and proceed to do mathematics. Instead, students learn that mathematics is the language of numbers. Conversely, students discern in language the mathematical precision that governs grammar and usage, clarity of expression, and mature communication.

### **Enrollment**

Enrollment at St. John's is open to all children without regard to religion, race, or national origin. Students who are admitted to St. John's should meet the mean of the class they are entering. The mean is determined by the student's achievement level on the current standardized tests.

Information concerning enrollment for the regular school term will be distributed in February/March, with enrollment beginning in the springtime. Current students must re-enroll each year.

### **Enrollment Agreement**

Enrollment is not complete until an Agreement is signed and submitted with the enrollment form. Agreements state that it is the parent/guardians' obligation to pay tuition/fees for the full academic year and that these will not be refunded or cancelled for any reason.

### **Extended-Day Enrichment Classes**

The extended-day program is available for all St. John's students, ages 3 through grade 8. Students may be picked up at the time most convenient to the parents. Homework will be completed and activities are planned until 5:30pm. Late fees will be assessed for students picked up after 5:30pm.

Studio classes offered after school are typically Tae-Kwon-Do, Stretch and Grow, guitar, and dance, but are not guaranteed to be offered from year to year. The fees



for the after-school classes are paid by the parents directly to the studio or to the instructor. The studio classes are made available by the school as a convenience and as a courtesy to the parents.

### **Field Trips**

Students are allowed to participate in field trips. Classroom teachers must have permission forms which have been signed by a student's parent or guardian, as well as car seats when applicable. Parents will be notified prior to each trip.

### **Fire Drills, Tornado Drills, Lock Down and Shelter-In-Place Drills**

Regular fire drills, lock down and shelter-in-place drills will be held throughout the year, and tornado drills may be held in the spring.

### **Food and Drinks**

Upon arrival to school in the mornings, all food and drinks must be consumed before entering the gym. Gum is not allowed in the school.

### **Fund-Raising Projects**

The Friends of St. John's (the parents' organization), school families, and faculty and staff join together each year to host the annual Kooky Karnival. St. John's School has been hosting this community wide event for more than 40 years. Each year each family is asked to sell raffle tickets. This is a large fundraising event in which the Friends, parents and students help raise funds to benefit the school. The Board of Trustees, in conjunction with the Friends of St. John's, also host a Blue and Red Bash in the spring and a clay shoot in the fall. These fundraisers help with the daily school operations and special projects. These fundraising efforts are vital to our school and parent involvement is necessary.

### **Head of School's responsibilities:**

- \*To treat with dignity and respect a student or staff member who has any serious, disabling or life-threatening illness;
- \*To hold in confidence the identity of the student or an employee who has any serious illness consistent with the protection of the health of others and the needs of the affected individual.

### **Homework/Study Time**

Students are to complete homework/study time with parents making sure assignments are completed. The greatest benefit to the child is that, given on a daily basis, homework/study time develops skills to work consistently and independently, which will be of benefit to the child for life.

### **Immunization Record**

A yearly up-to-date immunization record is required for each student. Students are required by the **State of Texas** to have records including up-to-date immunization records in their file by the first week of classes.

### **Lunches**

Catered lunches are available each day for Kdg-8<sup>th</sup> grade and for Pre-School 3's and 4's staying for extended day. If students prefer to bring lunches, they may do so **(there are no microwaves used to heat lunches)**. Drink tickets for white milk, chocolate milk, and strawberry milk may be purchased for \$10.00 (20 drinks) in the school office. Lunches are ordered online by visiting [SJES.schoollunchchoice.com](http://SJES.schoollunchchoice.com). Ordering will open on the 10<sup>th</sup> and close on the 20<sup>th</sup> of each month. Orders will be placed a month at a time.

When bringing your child a lunch, please bring it to the office and one of the office staff will deliver the lunch at the appropriate time. There will be a marker available to mark your child's name on the lunch and a shelf in the entry way so you may place the lunch so it may be delivered to the student.

**Please note that the school cannot accept lunches delivered by delivery services such as Door Dash, Grub Hub, etc. This is a policy set by the Board of Trustees for the security of the school.**

### **Lunch Times**

11:00 – 11:25 ..... Kindergarten, 1<sup>st</sup> Grade, & 2<sup>nd</sup> Grade

11:35 – 12:00 ..... Middle School

11:45 – 12: 10 ..... 3<sup>rd</sup> Grade, 4<sup>th</sup> Grade, & 5<sup>th</sup> Grade

11:45 – 12:10 ..... PreSchool 3s -Pre Kindergarten Extended Day

### **Medical Concerns**

Parents are asked to let the Head of School know of any medical problems or issues of a student that may require the school's attention. Additionally, parents may be

asked to provide a signed statement from a physician in connection with any restrictions upon school activities that may be required for a student, including the date such restrictions may no longer be necessary (more information may be found in the section titled Communicable Disease Policy).

### **Medications**

If a child is to take medication during the school day it should be brought to the office and the child will be sent to the office for medication to be administered. All medications must be properly labeled with the student's name, name of medication, and dosage to be administered. Prescription medications must be in the original container with the pharmacy label attached.

All medications must be accompanied by a Medication Permission Form, which includes the following information: student's name, medication, start date, stop date, time to administer, teacher's name, and parent's signature.

You will need to fill out a medication consent form giving information pertinent to the medication. All medications must be in the original containers. Tylenol or aspirin will not be administered without the permission of parents. These medications will be kept in a locked location in the office and a record will be kept of all administered medications, both prescription and non-prescription.

No medications are to be kept or administered in the classrooms.

Any faculty/staff member has the right to refuse to administer medication. Medication permission forms are available in the school office.

### **Parties**

Parties for holidays such as Christmas, Valentines, Easter, and End of Year, are determined by school with the leadership of the individual teacher and with the assistance of parents.

Students' birthdays are recognized by a birthday prayer and blessing which are given in Chapel. If a student's parents wish to share a birthday snack with the child's class, arrangements must be made beforehand with the teacher. **Birthday celebrations are to share with classmates and are not to meant to be an extravagant celebration.** Please reserve that time for outside of school.

## **Peanut Allergies**

For the safety of our students with peanut allergies, the campus will remain peanut and peanut product free.

## **Presentations**

The Christian tradition and education as a ministry of the Christian faith hold primary importance at St. John's. Students participate in Christmas Pageants, which depict the Nativity of our Lord, and in an Easter Pageant, which depicts the Death and Resurrection of our Lord.

## **Promotion**

**We cannot guarantee to promote a child who has been in attendance fewer than 160 days during a school year.** Daily consecutive work is perhaps a more important aspect of education than passing tests. All make-up work must be completed in the time specified by the individual teacher.

## **Recognition of Student Achievement**

Student achievement is encouraged and recognized at St. John's. Academic achievement (grades 1-7) is recognized by placement on the HONOR ROLL and by recognition at the Awards Assembly in May. Students also are recognized for outstanding achievement in individual classes, in sports, in citizenship, and in attendance.

## **Report Cards and Progress Reports**

Report cards are sent home every nine weeks for Kindergarten – 8<sup>th</sup> grade. Narrative reports are sent home for Pre-School 3s and Pre-Kindergarten students every nine weeks.

\* Progress reports (grades 1-8) are sent home every three weeks during the reporting period. Teachers are encouraged to send additional reports on an "as needed" basis.

\* If a concern cannot be resolved between teacher/parent, the Head of School should be contacted. The teachers are committed to providing for each student's needs and appreciate the opportunity to address the concerns of parents.

\* To arrange a conference time, please contact your child's teacher, or call the school office.

### **Scholarships**

Scholarships are given in 1<sup>st</sup> – 3<sup>rd</sup> grades for “Ideal” students. Ideal student encompasses academics, citizenship and attitude. Scholarships are given in 4<sup>th</sup> – 7<sup>th</sup> grades for academics. These scholarships are awarded at the end of each year and are determined by the faculty and staff.

### **School Holidays**

Please consult your school calendar.

### **School Notices**

Each week a St. John's newsletter will be posted on the website, the Facebook page, and Instagram page. It is important that parents read the newsletters to stay informed.

Parents are also notified through our FACTS – our student information system – via email and text.

### **Student Behavior**

In order to provide a safe and Christian atmosphere, St. John's maintains an environment focusing on being responsible for one's own actions. Self-discipline and the recognition of personal responsibility in one's actions is an important tenet in a Carden education. Please note that St. John's is not an environment suitable to accept or oversee emotionally disturbed students or students with severe discipline problems.

### **Behavior Standards-Students**

The best discipline is self-discipline; when we teach children to become responsible for their own actions, to practice restraint and calmness, and to

behave honorably, they are well on their way to being self-disciplined adults who will be productive citizens. Attitudes which foster responsible behavior are taught, emphasized, and modeled for the students. It is the purpose of the faculty and staff of St. John's to keep the students safe, both physically and emotionally. Students are expected to exercise self-discipline and self-control to show respect for themselves and for others. In all ways, students should be respectful of fellow students, teachers, parents, the environment, the facility and in their daily communication. This applies to student behavior before school, in all classes, during extended day, and during any additional activities, such as field trips.

Areas of conduct which results in behavioral issues to be addressed include the following:

- \*Repeated refusal to cooperate
- \*Leaving the classroom or playground without permission
- \*Inappropriate Language (Profanity) or Action
- \*Disrespectful Speech/Actions (Talking Back, Name calling, Inappropriate Gestures)
- \*Fighting
- \*Harassment (Intimidation, Taunting, Threats)
- \*Intentional Harm, Abuse
- \*Intentional disruption in the classroom
- \*Property damage
- \*Stealing

**Sequence of Disciplinary Action:**

**First Offense:** Verbal warning: Verbal warnings and/or written warning by teachers (in the classroom or specialized classes) which will be documented and reported to the office. No more than 3 verbal warnings will be given during a class period. If the verbal warnings are not effective then time-out will be used. Parents will be notified through behavior reports and/or teacher communication.

**Second Offense:** In the event of a second offense, a telephone call between the parents and teacher will be reported to the Head of School, noting consequences, as well as the student being advised by the Head of School of further consequences, then a meeting with the student's parents.

**Severe Infraction:** In the event of a severe infraction, the Head of School has the right to by-pass the first two steps.

- A. Detention: including, but not limited to, assignment of duties during lunch and/or free time.
- B. Exclusion from school-sponsored activities, including, but not limited to, school parties, field trips and performances.
- C. Supervised in-school suspension, in which it is incumbent upon the student to complete all assignments.
- D. Out-of-school suspension, in which the Head of School will determine an appropriate length of time, in which the student is responsible to complete all assignments.
- E. Expulsion: The Head of School will determine the amount time a student may not attend school; expelled students will receive no credit for missed assignments.
- F. Dismissal: Dismissal from school will occur if the student's behavior or presence in school is considered to be detrimental to other students or is deemed necessary for the school's best interest. The Executive Committee of the Board of Trustees shall be notified immediately in such instances.

In addition, harassment which is sexual in nature, and intentional harm or abuse is very serious in nature will not be tolerated. School officials will aggressively investigate complaints and respond consistently and meaningfully when those complaints are found to have merit. An appropriate response may include detention, suspension, or dismissal.

St. John's will continue training employees to recognize potentially harassing behavior, and to respond to complaints of harassment in accordance with the anti-sexual harassment procedures in place. Ideas from *Safeguarding God's Children*, a Christian program which focuses on the protection of all children, will be infused into St. John's standards.

The Head of School oversees the disciplinary program of the school, including serving as final court of appeal for disciplinary actions related to any student or employee.

Corporal punishment will not be administered at St. John's.

Students, faculty, staff, and parents should follow

## **The St. John's Way**

1. Show respect
2. Treat others the way you would like to be treated.
3. Help others.
4. Be kind and encouraging to those around you.
5. Serve: School, community, and church
6. Always learn
7. Appreciate the blessings in life.
8. Have pride in: yourself, family, school, and your work.
9. Greet others.
10. Be polite.

## **Summer Camp Program**

The St. John's Summer Camp Program was inaugurated in 2006. Students who are 4 years old through sixth grade are invited to attend the thematic enrichment sessions, and may attend from one to all weekly sessions. Enrollment for the program with specific descriptions of each week will begin each spring semester.

## **Tardies**

The day will begin for Pre-School 3's-5<sup>th</sup> graders promptly at 8:30am, while the students in middle school will begin promptly at 8:00am. Tardies will be documented and 5 unexcused tardies will equal an unexcused absence. The Carden Curriculum is a wonderful way to build higher order thinking skills in our students. The curriculum is demanding and it is difficult for the student when they arrive late. We know that emergencies arise from time to time, and we understand; however, please make every effort to have your child in the gym before classes begin. If a child arrives late, the parent is to accompany the child to the office where they will sign in and obtain a student pass to class. The child will then be walked to their classroom by a staff member.

## **Teachers**

Teachers at St. John's Episcopal School receive Carden training and are encouraged to help each student, through the Carden Curriculum, to be independent and enthusiastic learners. St. John's focus in choosing teachers is to employ the most highly-qualified educators as faculty members, focusing on teachers who hold degrees in education and are certified as teachers by the State of Texas, with



teaching specialization in such areas as reading, mathematics, etc. Years of successful teaching experience, degrees, certification, and personal character are the most important considerations in choosing St. John's teachers.

### **Testing**

Standardized tests are administered in the spring to students in grades Kindergarten-8, and in the fall to students in grades 2,4, 6, & 8. Periodic Carden and subject-area tests are given throughout the year.

### **Toys, Electronic Games, Play Dates, Smart Watches**

Students should not bring toys, electronic games, etc., to school, unless a teacher is allowing toys for a special program. Students will be notified if they are allowed to bring electronic games during Extended Day.

Play dates must be arranged at home before the day one student is to go home with another. Parents should write a note or call the office to allow a student to go home with anyone other than those listed on the school pick-up list.

Students are allowed to wear smart watches as long as they understand that there will be no calls, texting, gaming or photography during the school day. In the event that the watch becomes a distraction, the student will be asked to remove it and it will be returned at the end of the school day. If it continues to be a distraction, the smart watch will be taken up and a parent may pick it up in the office.

### **Traffic Rules and Regulations**

Students should be brought to the gym drive-through by 8:15am each morning. They should not be left alone at the drive-through before 7:30am. Likewise, **students are not to be dropped off at the school office entrance.** Students entering through the school office must be accompanied by an adult and not sent in alone. Please note that the gym drive-through is open 7:30-8:30am. The office entrance is officially open at 8:00am.

Your child's safety is our paramount concern. In the Authorization for Student Pickup form, it is noted that if an authorized person comes to pick up your child while appearing to be under the influence of alcohol or other drugs, or for any other reason appears to pose a potential risk to your child, then we will not release your child, but will instead contact another authorized person to pick up

the child. If no other authorized person is available, we reserve the right to contact Children's Protective Services or the appropriate police officials, if necessary.

### **Dropping off your child**

When dropping your child off in the gym drive through, please have your child's belongings organized so that other parents will not have to wait. Please do not exit your car as it impedes the flow of traffic. If your child has a difficult time exiting the vehicle in a timely manner, please pull to the parking lot across the street and walk your child to the gym doors. Do not allow students to run across the street in front of the gym unaccompanied as all students are to be escorted by parents across 4<sup>th</sup> street.

### **Picking up your child**

Students are to be picked up at regular dismissal times at the gym drive-through for Pre School 3s through Middle School.

### **Dismissal Times**

11:45 – 12:00 -	PreSchool3s and Pre Kindergarten
2:30 – 2:45 –	Kindergarten
3:00 – 3:15 –	1 <sup>st</sup> and 2 <sup>nd</sup> Grade
3:45 – 4:00 –	3 <sup>rd</sup> – 5 <sup>th</sup> grades
4:00 – 4:15 –	Middle School

Gym doors will be open for 15 minutes during dismissal times. If your child is not picked up in the allotted 15 minutes, he/she will be taken to extended day. There they will be checked in and extended day fees will apply. Once all students who do not normally stay for extended day are gone, the gym doors will close and no one will be on duty. If your child normally stays for extended day but you need to pick them up in the drive through, please notify your teacher in a timely manner so the teacher may have your child at the door ready to go.

If your child normally stays for extended day, they will be taken to extended at the dismissal time.

Extended Day students are to be picked up from the office.

Students are not allowed to walk by themselves across the street. An adult must come to the door to pick up the student.

The gym entrance is not an entrance. When dropping off or picking up your child, you may not enter the school through the gym doors for any reason. You must enter through the school office doors on 5<sup>th</sup> street.

**Remember: THE SAFETY OF YOUR CHILD IS OUR GOAL! BE CAUTIOUS!**

### **Transfer of Records**

St. John's will transfer records of any student who is transferring to another school upon request of the parents or the school in which he/she will be transferring to. Please allow 5 to 7 business days for the records to be sent.

Accounts must be paid in full and all student records must be cleared for release of student transcripts, etc.

### **Tuition and Fees**

Tuition and fees are determined annually and are announced in the spring for the upcoming school year. If tuition is paid in full by July 1<sup>st</sup> for the subsequent year, 5% may be deducted from the yearly tuition. When a new student has been recommended by a St. John's family and the student is accepted for enrollment, the St. John's family will receive a 10% discount on the oldest child's tuition.

There are two ways to pay your child's tuition: pay the year's tuition in full and receive a 5% discount; or with 11 or 12 monthly payments beginning in July. If you choose to pay monthly payments (either 11 or 12) it will only be through FACTS tuition management company. You will have the flexibility in the payment method through FACTS by choosing bank draft, credit card, or invoice. Monthly payment will not be accepted through the accounting office at St. John's. If withdrawing a student for reasons other than death of a parent, loss of job, or transferring to another city, the student's parent(s) will still be responsible to pay out the remainder of the year's tuition whether or not the student is enrolled at St. John's.

**Overdue Accounts**—Failure to pay tuition or fees and allowing them to become more than 30 days delinquent may lead to the following actions(s):

- \*Student dismissal
- \*Prohibiting a student from participating in class trips
- \*Denial of graduation and awards participation
- \*Student will not be allowed to enroll for the next school year
- \*Reporting to a credit bureau
- \*Legal action

### **Volunteers, Criminal History Checks**

The school calls upon parents and others to volunteer in many situations, including sponsoring school activities both on and off campus.

Those entering the school are required to check in through the office and obtain a visitor pass. Visitors and volunteers may also be asked to participate in the RAPTOR background check if they have not already been entered into the system. All volunteers that participate in day trips or over night trips are required to complete Safe Guarding God's Children. This certification is valid for 3 years.

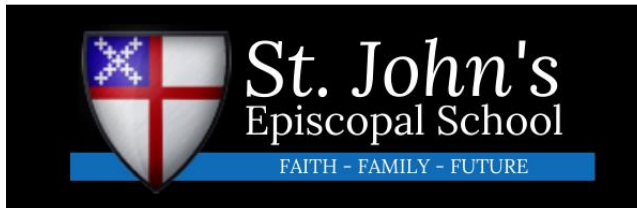
### **Withdrawing a student**

If, for any reason, you have to withdraw your child from our school, please come to the school office to speak with the Head of School. Contracts that are signed by the parent upon enrollment can be broken by the Head of School in the event of death of a parent, loss of job, or the student is moving to another area. **Parents withdrawing a student for reasons other than those listed will be held accountable for unpaid tuition as stated in the contract.**

### **Yearbooks, Pictures**

Each student will have the opportunity to purchase a memory book (annual/yearbook). The yearbooks include individual pictures, class pictures, activity pictures, etc. The yearbook editor will announce dates for ordering yearbooks.

Individual school pictures are taken in the fall and spring. Class group pictures are taken in the spring. Dates are listed on the school calendar.



**Date: 2023-2024**

**Annual Asbestos Notification:**

All parents, teachers, employees, short term workers or other building guests are notified of the presence of asbestos in school facilities. Anyone may review a copy of the management plan upon request. If a copy of the management plan is desired one may be obtained for reasonable copying charges. St. John's School Odessa will comply with the Federal Law, "known as AHERA," which requires schools to have in place a management plan that describes and identifies the location of known asbestos containing building materials (ACBM). The school maintains records of all asbestos related activities and events pertaining to those identified materials. This notice will be provided in the school handbook. All asbestos related activities are conducted in

compliance with asbestos rules and standardized work practice which are designed to provide safety for building occupants.

St. John's School Odessa has established an Asbestos Management Plan (AMP) to maintain all known asbestos in good condition and prevent uncontrolled disturbance of these materials. By taking these precautions, it is unlikely that asbestos will become airborne, thus potential exposure to airborne asbestos is greatly reduced. The AMP is reviewed twice a year by Grimes and Associates (21103 FM179, Wolfforth, TX 79382, (806) 863-2462) with two on-sight visits that include walk-throughs and inspections.