



Parent Handbook
Procedures and Guidelines
2021-2022

St. Benedict's Episcopal School
2160 Cooper Lake Road
Smyrna, Ga 30080
678-279-4300
www.stbs.org

Contents

| | |
|---|----|
| General Policies | 5 |
| Non-Discrimination Policy | 5 |
| Cultural and Religious Diversity | 5 |
| Admissions Procedures | 5 |
| Class Placement | 5 |
| Dress Code for Students | 5 |
| Arrivals | 6 |
| Kindergarten through Grade 8-Arrival | 6 |
| Preschool/Pre-K-Arrival | 6 |
| Pick Up Times | 6 |
| Early Pick-ups | 6 |
| Late Pick-ups | 6 |
| Attendance / Absences / Tardies | 7 |
| Planned absence | 7 |
| Unplanned absence | 7 |
| Carpool | 8 |
| General Carpool Information | 8 |
| Carpool Behavior for Students & Parents | 8 |
| Morning Carpool | 8 |
| Afternoon Carpool | 8 |
| One-Time Pick up Approval | 9 |
| Pick-up Authorization Release Form | 9 |
| Pedestrian Traffic Flow | 9 |
| Stinger Squad Program | 9 |
| Morning Care | 9 |
| After Care | 9 |
| Stinger Squad Clubs | 9 |
| Emergency Procedures for Parents on Campus | 10 |
| Exposure to Elements | 10 |
| Change of Status | 10 |
| Backpacks | 10 |
| Birthdays | 10 |
| Personal Electronics | 10 |
| Cell Phones | 10 |
| Computer and Internet Use | 11 |
| Computer and Internet Agreement | 11 |
| Discipline at St. Benedict's – General Policy | 12 |
| ABC'S OF THE ST. BENEDICT'S COMMUNITY | 13 |
| Our Attitudes, Beliefs and Conduct | 13 |
| Respect | 14 |
| Responsibility | 14 |
| Accountability | 14 |
| Bullying Policy | 14 |
| Aggressive Behavior | 14 |
| Minor Offenses | 15 |
| Consequences | 15 |
| Major Offenses | 15 |
| Consequences | 16 |
| Explanation of Consequences | 16 |
| Recovery Time | 16 |
| Detention/In-School Suspension | 16 |
| Probation | 16 |
| At-Home Suspension | 16 |
| Expulsion | 16 |
| Discipline Board (middle school only) | 16 |
| Jurisdiction of the School | 16 |
| Role of Parents and Faculty/Administration | 17 |
| Custody/Guardian Status | 17 |

| | |
|--|----|
| Family Pets | 17 |
| Field Trips | 17 |
| St. Benedict's Episcopal School Nut and Shellfish Policy | 18 |
| Lunches | 18 |
| Snacks | 18 |
| Classroom Celebrations and Lessons | 18 |
| Holidays | 19 |
| Homework Policy | 19 |
| Homework Guidelines: | 19 |
| Kindergarten | 19 |
| Lower Elementary (First Grade through Third Grade) | 19 |
| Fourth and Fifth Grades | 19 |
| Middle School | 19 |
| Grading Policies & Procedures | 20 |
| K – 1st Grade Legend | 20 |
| 2nd Grade Legend | 20 |
| K – 2nd Specials Grade Legend | 20 |
| 3rd – 8th Grade Legend | 20 |
| 3rd – 5th Grade Specials Legend | 20 |
| Deficiencies | 20 |
| Retention | 20 |
| Student Promotion | 21 |
| Academic Acknowledgements (middle school only) | 21 |
| Headmaster's List (middle school only) | 21 |
| Honor Roll (middle school only) | 21 |
| Instructional Guidelines | 21 |
| Morning Procedures | 21 |
| Pre-K – K | 21 |
| Assessment Practices / Reports to Parents | 21 |
| Standardized Testing | 22 |
| Tutoring | 22 |
| Field Trips | 22 |
| Illness / Accidents / Contagious Diseases | 22 |
| Individual / Classroom Photographs | 22 |
| Items Prohibited on Campus | 22 |
| Lost and Found | 22 |
| Parent Concerns Protocol | 22 |
| Concerns about teachers or student/teacher relationships | 23 |
| Concerns about school policy or curriculum | 23 |
| Records / Requests for Records | 23 |
| Re-enrollment Procedures and Enrolling Siblings | 23 |
| Safety and Discipline | 24 |
| School Closings | 24 |
| Visitors | 24 |
| Parents/Relatives | 24 |
| Younger siblings | 24 |
| Prospective families & applicants | 25 |
| Volunteers | 25 |
| MEDICATION ADMINISTRATION POLICY | 25 |
| Medication Administration | 25 |
| Prescription Medication | 25 |
| Administration of Medications in the Classroom | 25 |
| Non-Prescription Medications | 26 |
| Field Trips | 25 |
| Records | 26 |
| Medical Policies: | 26 |
| Immunization Requirements | 26 |
| Exceptions to Immunization Requirements | 27 |
| Is My Child Well Enough To Be In School? | 27 |
| Fever | 27 |

| | |
|-----------------------------|----|
| Vomiting | 28 |
| Diarrhea/Watery Stools | 28 |
| Drainage: All open sores | 28 |
| Strep Throat | 28 |
| Rashes | 28 |
| Chicken Pox | 28 |
| Pin Worms | 28 |
| Ringworm | 28 |
| Conjunctivitis (“Pink Eye”) | 28 |
| Mononucleosis (Mono) | 28 |
| Head Lice | 29 |
| Important Information | 29 |

General Policies

The following policies are in place to help ensure the best educational experience for your child while attending St. Benedict's Episcopal School. This Handbook may be updated at any time throughout the school year. Parents will be notified when changes are made during the school year.

Non-Discrimination Policy

St. Benedict's Episcopal School admits students of any race, color, sex, religion, sexual orientation, disability, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sexual orientation, gender identity, gender expression, religion, disability, and national or ethnic origin in administration of its employment practices, educational policies, admissions policies or other school-administered programs.

Cultural and Religious Diversity

St. Benedict's Episcopal School is greatly enriched by the presence of students from diverse cultural and religious traditions. A school calendar is published for teachers at the beginning of each year, and this calendar includes the major holidays of many faiths. Teachers will take care to consider these holidays when planning special events, tests, and the introduction of units so that these do not fall on a major religious holiday when at all possible. We recognize that many religious holidays are school days. We honor and respect the need of families to be absent from school on the days that are their faith's holidays. The school policy about absences and make-up work addresses this issue further. Any religious daily routines and/or any dietary observations will be respected.

Admissions Procedures

The Admissions Committee at St. Benedict's Episcopal School does not discriminate on the basis of race, sexual orientation, gender identity, gender expression, color, religion, socio-economic class, ancestry or disability. Interested applicants must complete the admissions process as outlined in the admissions application, return all forms and fees by stated deadlines and participate in the required observation assessments before being considered for admittance.

Class Placement

The teaching team puts a great deal of effort into balancing the academic, emotional and social needs of our students in terms of learning group lists. While gender, diversity and chronological age are among the factors considered, we strive to ensure that each child is in their best possible learning environment. Parent requests for specific placements for any student will **NOT** be honored. A balanced group will have strengths and weaknesses that will help the class and the individuals within that group.

Dress Code for Students

Students have uniform choices depending on weather conditions and student activities. The Chapel uniform will be worn on designated Chapel days. Uniforms are available through Lands' End. Students are expected to come in uniforms that are in good condition. Shirts are to be tucked in at all times. When wearing pants, belts are to be worn. Shoes and socks should be predominately black, navy, or white. Boots should never be worn.

Arrivals

Kindergarten through Grade 8

Children in the Lower Elementary (Kindergarten through Grade 4) begin their day at 8:10am. Carpool will run from 7:45am to 8:10am. Grades 5th through 8th will begin their day at 8:00am. Carpool for grades 5-8 will range from 7:45am to 8:00am. For the safety of your children, we thank you for not bringing them to the classrooms before 7:45am, as teachers may be in meetings and not in their classrooms.

Stinger Squad extended day care begins at 7:00am and the last pick up is at 6:00pm. Students must be registered in order to attend Stinger Squad programs this year. Drop-in availability will be considered as the year progresses.

Preschool (3 year olds and PreK)

The day begins at 8:45am, and carpool will commence at 8:30am. Students should have their belongings with them in the backseat when the carpool teacher opens the door. Please do not keep your preschooler's belongings in the front seat or trunk because it slows down the flow of traffic. **Parents should make every effort NOT to exit their car in the carpool line.** Teachers will assist children with opening their car seat buckles or seat belts. If you are dropping off an older child, you may drop off your preschool child at Stinger Squad no earlier than 7:45am. After 8:45am, families should report to the School Office for their child to be escorted to their classroom.

Preschool (Infants through 2 year olds)

The day begins at 9:00am with carpool beginning at 8:45am. Parents should announce their arrival on PikMyKid school app or call the School Office. Teachers will meet parents in one of the RESERVED parking spaces to bring children into the building.

Pick Up Times

| | |
|---------------------|-------------------|
| Preschool 3s and 4s | 12:45pm to 1:00pm |
| Preschool 1s and 2s | 1:00pm to 1:15pm |
| Kindergarten | 2:20pm to 2:35pm |
| Grades 1 - 8 | 3:10pm to 3:35pm |

Fridays all students in K-8 dismiss at 2:20pm.

Early Pick-ups

Early pickups must occur before regular dismissal routines have begun. Please do not come into the school 30 minutes prior to any dismissal time. If you pick up your child early from school, you must call the School Office and a member of our staff will walk your child to your parked car. You may not enter our building this year. Parents should email their child's teacher with notification of an early pickup as well as the pickup@stbs.org to communicate changes to carpool status.

Late Pick-ups

Students remaining at school after the above-designated time will be taken to the Stinger Squad Program. If a student is not already registered for the Stinger Squad Program, the registration fee and hourly charges will be added to the student's account. Please use the pickup@stbs.org to communicate changes to carpool status.

Attendance / Absences / Tardies

Regular attendance and prompt arrival times are essential in helping your child develop friendships, responsibility and a sense of belonging. By attending school daily, children have a better chance at making steady academic progress, developing positive social relationships and functioning smoothly within the class structure. However, this year, we ask for the partnership of our families to keep our community safe and healthy by closely monitoring the wellness of your child. Please keep any child home that isn't feeling well, especially if they are exhibiting any symptoms of COVID-19 (including fever, nausea, vomiting, diarrhea, headache, fatigue, chills, sore throat, cough, body aches, loss of taste or smell). Every reasonable attempt will be made by the teacher to make up the missed work upon the return of the student. Upon return, students will be given the make-up work. This work should be turned in within a week of the student's return.

St. Benedict's Episcopal School recognizes and respects the rights of families to take religious holidays which are not days off in the school calendar.

If a student is absent, please follow these procedures:

Planned absence: Notify teachers in advance.

Unplanned absence: Contact the School Office to notify us of the absence and the expected return to school. If absence is due to illness, please let our School Nurse know the symptoms so we may best inform the school community as necessary.

A teacher will notify parents if tardies are in excess. In order for a student to continue attending St. Benedict's Episcopal School, regular, on-time attendance must be maintained. Prompt arrival of all students enables classes to start punctually and operate without needless interruptions. Students arriving after 8:00am(5th-8th grade) and 8:10am (K-4th grade) are considered tardy.

We understand that on a rare occasion there may be extenuating circumstances that prevent prompt arrival as well as the need to pick up children before the scheduled dismissal time. However, we have found that habitual tardiness and early release are problems that the school and parents can work together to remedy. When a child arrives late or misses classes, the following procedures are in place:

1. The parent must park and call the School Office to meet their child outside.
PLEASE DO NOT BLOCK THE TRAFFIC LANE. PLEASE USE LINED PARKING SPOTS ONLY.
2. If tardies are in excess, a letter from the teachers will be emailed to the parents alerting them of our concern.
3. If tardies (or early pick-ups) continue after written notification, parents will be asked to attend a conference with the teachers and the Head of School/Assistant Head of School. During that time, a written agreement will be signed outlining a plan for remedying the problem and a timeline for success.
4. If the pattern continues, we may ask that the child be withdrawn from St. Benedict's Episcopal School.

Re-enrollment may be declined if there are excessive absences or tardies from school.

Carpool

General Carpool Information

Our carpool procedures have been created to maintain the safety and health of our students, their families, and our staff. Because your attention should be focused on the children, ***we do not allow cell phones to be used once carpool has begun.*** If you arrive early for carpool, please turn off your engine while waiting for carpool to begin to minimize the air pollution.

Please move with the flow of traffic, and do not pass other cars or block the driveway. Please pull up close to the car in front of you. We work to avoid big gaps in the car line so that we can load and unload the children efficiently to keep the line moving. Even if you see your child in a different area, please always move your car as far forward as possible and please stay in your car. The teachers will bring your child to your car once cars have stopped moving.

If you plan to leave your car unattended, please park in a designated space, turn off the engine, remove the keys and lock all doors. **Please do not leave your child unattended in a parked car.**

Please remember that handicapped parking spaces are only for those with valid permits and for temporarily disabled students or staff. Misuse of these spaces is illegal. Please leave them for those who need them.

Reserved parking spaces should only be used for preschool drop-off and Stinger Squad pickup.

Carpool Behavior for Students & Parents

To ensure safety during carpool, children should remain on the sidewalk or in the safety zone while waiting for their vehicle. They should not run or play. A classroom teacher will call for the child or children.

Children should always enter cars on the driver's side. Children should not cross the driveway to meet an approaching vehicle. During carpool and at all other times, please model safe behavior for your children.

Morning Carpool

In order to expedite the morning carpool process, please have your children ready for drop off. Please avoid conferring with teachers during carpool, as they are responsible for student safety at this time. Please email to schedule a time to talk with teachers if you have a need or concern.

Afternoon Carpool

Each family will be given two plastic hang tag with school logo and family carpool number. We ask families to affix these facing outward on their rearview mirror. Additional hang tags are available for purchase should a family require them for additional vehicles. These signs greatly expedite the carpool process and should be used for every carpool.

If someone comes to pick up a student without the proper hang tag, they will be asked to park and provide proper identification in the St. Benedict's Episcopal School Office. If the driver is not on the pick-up authorization for the student and parents are unreachable, the student will be sent to the Stinger Squad program and will NOT be released to the driver.

Parents and carpool delegates are asked to announce their arrival daily to campus using the PikMyKid app. This announcement along with the use of the carpool hang tag will insure a safe carpool process for our students.

For one-time pickups, such as an after-school play date, please see the information below:

One-Time Pick up Approval

If you would like to arrange a one-time pick up, such as an after-school play date, please send in a written note with your child or email their classroom teacher that morning. Alternatively, you may send an email **before 12:00 noon** to the following email: pickup@stbs.org. For changes after 12:00 noon, please call the St. Benedict's School Office at 678-279-4300 for Preschool through 4th grade. Please call the South Campus Office at 678-324-4540 for grades 5-8. Please include the following information in the note or email:

- full name of the individual picking up the student
- relationship to student (if any)
- a description of their vehicle

Parents should also delegate that person using the PikMyKid app. PikMyKid allows parents to delegate for as little as one day or to delegate to another person on a regular basis.

Pick-up Authorization Release Form

The Pick-up Authorization Release form can be found on the St. Benedict's Episcopal School website under online forms section. Please use the one-time pick up procedures outlined below for any same-day or one-time changes.

Pedestrian Traffic Flow

All pedestrians should take care in maintaining a safe environment on campus, especially during carpool times. Walking on the side of the drives and utilizing sidewalk areas are strongly encouraged. Children walking with adults should stay in very close proximity and children in Kindergarten and younger should be hand-holders. If any adult sees a child not following these rules, we appreciate their intervention.

Stinger Squad Extended Day Program

In order for your child to participate in the Stinger Squad Program, registration forms, a registration fee and emergency information must be completed and on file. Children must be registered, even if not using the Stinger Squad Program on a regular basis. Registration information through Camp Brain may be obtained by contacting our program Director or Assistant Director at stingersquad@stbs.org.

Morning Care

Morning drop-off begins at 7:00am for children enrolled in the Stinger Squad Program. An option for drop-in Stinger Squad care will be assessed as the school year progresses.

After Care

After school session begins at 1:00pm for Preschool, 2:20pm for Kindergarten, and 3:10pm for 1st through 8th grades. The latest pick-up for Stinger Squad is 6:00pm for all children. Please see Stinger Squad registration for late pick-up fees.

Stinger Squad Clubs

These are a variety of programs designed to give quality extra-curricular opportunities to students which will be offered during the year.

Emergency Procedures for Parents on Campus

Parents will be alerted via text message if there is an emergency on campus. If you are on campus when an emergency alarm is sounded, please remain calm. Move quickly to the nearest class group and join their appointed routine. **DO NOT ATTEMPT TO REACH THE CLASSROOM OF YOUR OWN CHILD if you are not already there.** Realize that an alarm may indicate a drill or a true emergency. By joining into the emergency procedure of the school, you will help to ensure the safety of all of our students and be a role model for our students. **Because cell phone frequencies are dangerous in certain situations, UNDER NO CIRCUMSTANCES SHOULD YOU USE YOUR CELL PHONE TO CALL ANYONE OTHER THAN 911 UNLESS INSTRUCTED TO DO SO.**

If you are just approaching campus when the alarm is sounding, please park immediately and follow the above directions. Traffic will not be allowed entrance to or exit from campus during drills or emergencies.

Exposure to Elements

To protect against cold, heat, and sun injury, we suggest:

- Children wear clothing that is dry and layered for warmth in cold weather.
- Students wear sun-protective clothing (including hats), applied skin protection or both. Applied skin protection will be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin at home. Preschool families need to sign a waiver to allow us to re-apply it at school. Older children may bring sunscreen to reapply themselves.
- Children may bring labeled water bottles that can be filled and/or refilled at school, especially when outside temperatures are very high.

Change of Status

Whenever you experience a change in address, home phone, work phone, carpool or enrollment, you must change your information in our ParentsWeb portal or by contacting the School Office as soon as possible.

Backpacks

Students should carry backpacks or book bags that are appropriately sized so that they can be carried easily. Students will be expected to bring their backpack or bag to school daily. ***Rolling backpacks are not permitted.*** The required tote bag for Preschool students is available for purchase through the school office.

Birthdays

Each student's birthday is important in our community. Unfortunately, the daily schedule does not allow time for parties, food or cakes. Please do not send birthday party invitations, goody bags, or candy to be distributed. These items are very disruptive to the school day and will not be passed out. A school directory and class roster may be found online on ParentsWeb.

Personal Electronics

Notebook computers and tablets may be permitted for certain students and pertinent guidelines are issued to those families. Handheld games and cell phones should not be brought to school.

Cell Phones

Students are not allowed to have access to cell phones on campus. All after-school sponsored programs will have a staff member in charge, and he/she will not leave the campus until all children are picked up. In addition, there are school telephones throughout the building. The staff member in attendance will see that students have access to a telephone to make necessary/emergency calls.

Included in the St. Benedict's Episcopal School Emergency Action Plan is a statement that no one will be allowed to communicate off campus in times of crisis. All communication is to be initiated and coordinated from the office of the Assistant Head of School. The prohibition of student cell phones on campus helps enforce controlled communication from the campus as recommended by Georgia Emergency Management Agency (G.E.M.A.)

If any student is found to have cell phones and/or pagers in their possession, the communication device will be confiscated and returned only to a parent or guardian. Parents should not use cell phones when driving anywhere on campus and should turn ringers off when in classrooms.

Computer and Internet Use

Parents of all students must be familiar with the Computer and Internet Use Agreement in order for their children to have access to the Internet at school. Please refer to the Computer and Internet Agreement (summarized below) for specific conditions of use. St. Benedict's Episcopal School integrates technology into the academic programs of the school. Responsible use of the Internet will benefit our students throughout their academic careers and beyond. With access to computers and people all over the world also comes the availability of materials that may not be considered of educational value in the context of a school setting. While St. Benedict's Episcopal School has set up firewalls to protect our students, on a global network it is impossible to control all materials, we believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that students may procure material that is not consistent with the educational goals of St. Benedict's Episcopal School. At school, students' access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. St. Benedict's Episcopal School, however, cannot prevent the possibility that some students may access material that is not consistent with the educational mission, goals, and policies of our school.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. A student who is found to violate any of the agreed upon policies will be subject to disciplinary action up to complete loss of the use of any campus computers. All internet usage must adhere to the ABC's of the St. Benedict's Community and Aggressive Behavior policies. Refer to pages 8 and 9 of the school Handbook for more information on these policies.

We ask that you discuss the following Internet safety rules with your children. If you have Internet access at home, we urge you to supervise their online activity as closely as we plan to at school. Please ensure your children understand and accept the following statements. A technology contract further detailing student expectations will be provided to students in the South Campus (5-8th grade) before a school device is provided.

Computer and Internet Agreement

- I will not load/install/access any item onto a St. Benedict's Episcopal School computer (software, application, executable, image, personal / Internet email, and music file, CD) without permission to do so.
- I will not download any item onto a St. Benedict's computer (software, application executable, image, personal/internet email, music file, CD) without instruction to do so.
- Accessing any program without teacher direction or making changes to the computer's settings is not allowed.

- Pirating software is prohibited and illegal. We will all work to ensure software licensing agreement integrity. I will follow the copyright rules for the distribution and use of software and information on both St. Benedict's Episcopal School's computer system and the Internet.
- I will not give out personal information or any other person's address, telephone number, password or the name and location of my school without permission.
- I will not play games and music on the computer while at school without permission.
- All file saving will be under the direction of a teacher.
- All Internet use will be under the direction of a teacher. I will only visit sites directed by my teacher. I will not chat, blog, email, etc. at school unless I have a teacher's permission to do so as a legitimate class project.
- All printing will be under the direction of a teacher.
- If I observe information I feel inappropriate, I will inform the teacher immediately. Both printed and electronic media (screensavers, backgrounds, and icons), containing sexually explicit information, vulgarity, profanity, and violence are not permitted.
- I realize that when I use the Internet I am entering a global community and my actions reflect on the school as a whole. I will behave in an ethical and legal manner.
- I have read the "Computer and Internet Acceptable Use Agreement Policy". If I did not understand the meaning of part of it, I asked my parent(s) to explain it to me. I agree to follow these rules at all times when I use the computer and the Internet at St. Benedict's Episcopal School.
- I understand these policy statements also apply to any personal computers while on campus.
- The names and images of students and staff members, as well as any mention of St. Benedict's Episcopal School or images of St. Benedict's Episcopal School shall not be included in any personal web pages, social networking sites, blogs or other means of placement on the Internet or other public media. Additionally, you are aware that indications of inappropriate behavior contrary to the expectations set forth by St. Benedict's Episcopal School policy, false or derogatory statements regarding students, staff, or St. Benedict's Episcopal School or disclosure of personal details about other students, staff members or St. Benedict's Episcopal School without the express and written consent of the student and their parents, the staff member and/or St. Benedict's Episcopal School are not allowed and could lead to immediate sanction.

Discipline at St. Benedict's – General Policy

As a school, we recognize that our families expect an excellent education in a safe, orderly and bully free environment. All policies regarding student behavior are designed to foster faith, respect, personal discipline and growth for all members of the St. Benedict's community. This allows us as a school to approach discipline issues with a problem- solving, encouraging approach designed to hold students to high standards of mutual respect and responsibility. By allowing students to have input into classrooms decisions and

guidelines, we teach the life skills of responsibility and accountability. However, faculty and staff are expected to follow through and to enforce the classroom agreements.

All faculty and staff members will follow the following guidelines:

- We employ a consequence approach to behavior, using problem solving agreements with students, class meetings, routines and consequences which are related, reasonable and respectful.
- Teachers are the authority figures in the classroom. They will use both firmness and fairness in their approach to students, using respect and avoiding humiliation in all interactions with students.
- The discipline methods that teachers use will depend on the reasons for the behavior and the needs of the child. They may include conferencing with the student to generate solutions, temporary removal from the class and logical or natural consequences.
- Teachers will use their creativity and the input of the student to devise solutions and interventions that will help the child take ownership and responsibility for the behavior when possible. Although the students may not enjoy or wish for the discipline methods used, all interventions will be delivered with respect and with the goals of accountability and responsible behavior.
- Class meetings will occur regularly in every classroom. The purposes of class meetings are to set a positive tone for the class, to require children to be responsible for their classroom community and their problems, to teach respect and to teach problem solving skills.

Middle school children will meet regularly in advisory groups, which are supervised, trained and set up by the Advisory Director and Chaplain. These groups are “safe spaces” for children to share common concerns with a respected adult. Any changes to these groups need to be addressed by the child with the Advisory Director and Chaplain.

ABC'S OF THE ST. BENEDICT'S COMMUNITY

Our Attitudes, Beliefs and Conduct

All St. Benedict's Episcopal School students are expected to honor the mission of the school which is:

St. Benedict's Episcopal School is a school of choice for the Preschool through 8th grade families focused on: inspiring learning, nurturing growth and embracing the traditions of Episcopal Education. Within the mission we create academic excellence through our values of inclusive and diverse community, love, faith and respect, and collaborative learning environments.

Students are expected to:

- show respect at all times towards themselves, the classroom environment, classmates and their teachers
- take their work seriously and work towards their highest potential
- be on time and prepared for class with the necessary materials
- be attentive in class and complete all assigned work
- not be a distraction to other students or disrupt the learning process
- be in proper uniform
- leave unauthorized electronic devices at home
- be honest in their dealings with teachers and administrators and in all school transactions.

Respect

Our school is a courteous environment where good manners are used through words, tone of voice, facial expressions, body language and actions and by greeting those who greet them. When a teacher is speaking, children actively listen and do not speak until it is their turn. Likewise, adults respectfully listen to children and other adults. The personal space, work and property of all students and staff are to be respected. No one will be treated aggressively and neither their person nor their work will be interfered with in any unwanted manner. Everyone walks, rather than runs, into and within the school building to show respect for the learning environment. The learning process in all classes, both indoors and out, is to be respected. Students and staff are careful not to interfere with this learning process with loud or disruptive behavior.

Responsibility

It is the responsibility of all staff members to help and direct students when needed. Students are expected to follow the directions of all staff members, whether or not they are their classroom teacher. Students are responsible for using the freedom of our campus in a safe manner. They let their teachers know where they are going and go only to the designated locations.

Students are responsible for keeping our buildings and campus clean and in good repair. They not only pick up after themselves, but they also pick up trash and items out of place even when the items are not their own. Students also use materials properly and with care.

Accountability

Mistakes are wonderful opportunities to learn. As such, when students make mistakes, they take responsibility for them by repairing the damage in a specific and constructive manner that contributes to a solution.

Bullying Policy

St. Benedict's School believes that all students have a right to a safe and healthy school environment.

St. Benedict's expects students and/or staff to immediately report incidents of bullying to the Head of School and/or Assistant Head of School. Anyone who witnesses such acts will take immediate steps to intervene when safe to do so.

To ensure bullying does not occur on school campuses, the school will provide students, faculty and staff with training about what constitutes bullying, how to report incidences of bullying, and how to promote a safe and healthy school environment.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Aggressive Behavior

Aggressive behavior is defined as behavior with the intent to physically harm or retaliate against another person. It does not include accidentally hurting others. We recognize that children, especially very young children, do at times use aggressive behavior that is common developmentally. Teachers will respond by removing that child from the activity and helping them to learn healthy ways of solving problems.

However, when aggressive behavior becomes a pattern, causes harm to others or is demonstrated by older students, a different approach is required. Likewise, acts of bullying, which can be subtle and intimidating, are not acceptable and require immediate action. Such behaviors towards students, teachers or property are not tolerated, nor are threats of aggression. In the rare situations where such behavior occurs, we must act

swiftly to put a plan in place to prevent the aggression from happening again. Often a plan can be made that helps the child improve. There are also times that the reason children behave in this way is that their needs cannot be met in the St. Benedict's environment.

It is important to note that St. Benedict's Episcopal School discipline policies require teacher judgment. We do not make lists of every possible infraction and the discipline we will use in response. To do so would prevent teachers from assessing the situation and applying the best practice they can, based on what is needed for that particular child and situation. Therefore, the guidelines below require teachers and other personnel to use their best judgment to determine which behaviors constitute aggression or harm to others. They will consult with the Head of School and/or Assistant Head of School when necessary so that the collaboration of a team will result in the best possible decision. To assist teachers with determining the behaviors that should be sent directly to administrators, we have developed a list of offences in two categories: Major offenses should be sent directly to administrators and the teacher should handle minor offenses. Please note, students with repeated violations of minor offenses might be sent to administration.

To assist teachers with determining the behaviors that should be sent directly to administrators, we have developed a list of offenses in two categories: major offenses should be sent directly to administrators and minor offenses should be handled by the teacher. Please note, students with repeated violations of minor offenses might be sent to administration.

1. Students who have demonstrated a pattern of hurting others physically, or who engage in a serious aggressive act may be sent home or removed from class for the remainder of that school day. A meeting will be held with the teachers, parents, student and members of the Administration to make a plan to help the student and prevent the behavior from recurring.
2. Subsequent acts of aggression or threats may also result in the child being sent home for the day. If these incidents continue to happen, the student may be required to leave the school. School personnel will do their best to help the family find a more suitable placement.
3. The school reserves the right to terminate a family's contract with the school if they believe the problematic behavior is serious enough to do so without following the steps above.
4. All decisions to dismiss a student from the school due to behavioral problems will be made by a committee rather than an individual administrator.

Minor Offenses

Minor offenses might include but are not limited to: not paying attention in class, talking excessively during class, running in the school/hallway/classroom, breaking classroom rules, refusing to follow directions, not being kind to classmates, etc.

Consequences

Consequences for minor offenses might range from verbal warning, talking to the student, redirecting the student, note home, phone conference with parent, face-to-face conference with parent, or, in extreme cases, student may be sent to administration.

Major Offenses

Major offenses might include but are not limited to: verbal assault- language that is discriminatory, abusive, obscene, or threatening to another person; physical assault- acting with the intent to cause fear in another person, immediate bodily harm, or intentionally inflicting or attempting to inflict bodily harm on another person; insubordination- willful refusal to follow an appropriate direction from an adult; theft or knowingly

possessing stolen property- unauthorized taking the property of another person or receiving or possessing such property; vandalism- defacing, cutting, or otherwise damaging property that belongs to the school, other students, staff members, or other individuals while the student is on school property, at a school activity, or under the supervision of school staff; harassment (sexual, racial, religious or bullying) – participating in or conspiring with others to engage in acts that injure, intimidate, or disgrace other individuals; including indecent exposure, and words or actions that negatively impact an individual or group based on race, cultural or religious background, sexual orientation, or any disability they may have; weapons/look a-like weapons- possessing a device or instrument designed as a weapon and capable of producing bodily harm or a device or instrument that looks like it might be capable of bodily harm; possession or use of alcohol or drugs; internet abuse or cyber bullying, lying or forging signature. These offenses will be documented in RenWeb.

Consequences

Consequences for major offenses might range from conferencing/counseling with an administrator, detention, in-school or out of school suspension and expulsion.

Explanation of Consequences

Recovery Time

Students may be assigned recovery time where the child is given time away from the class to recover until he/she is ready to return to the larger group.

Detention/In-School Suspension

Students may be assigned detention that is to be served during recess. The student will be given an assignment to do while in detention. This may be in the form of sitting quietly, doing a writing assignment or some form of school community/teacher service.

Probation

Students may be put on probation for behavioral reasons. In some cases, students on probation will not be allowed to participate in after-school clubs or activities.

At-Home Suspension

Suspension is the temporary forfeiture of a student's privilege to attend St. Benedict's Episcopal School. Suspended students are prohibited from attending or participating in school-related activities for a set amount of time. Students who are suspended will be able to make up all homework, tests and quizzes.

Expulsion

Expulsion is the immediate forfeiture of a student's privilege to attend St. Benedict's Episcopal School.

Discipline Board (middle school only)

The Discipline Board consists of the Head of School, Assistant Head of School, two faculty members, and the student advisor or advocate. The Head of School convenes the Discipline Board at his discretion when student behavior warrants it. Information gathered about the disciplinary matter is collected and presented to the Discipline Board who will determine the appropriate consequences. The Discipline Board will make recommendations to the Head of School, who will either accept or amend the Discipline Board's findings. Appearing before the Discipline Board is a privilege, not a right. All final decision are made by the Head of School.

Jurisdiction of the School

The school will enforce its disciplinary code in all of the following situations:

- at all times when the student is on school grounds

- at all times during the school day, both off and on school grounds
- at all officially sanctioned school sponsored events, both off and on school grounds
- outside of the school day when the student's behavior reflects upon the school

Role of Parents and Faculty/Administration

The relationship among the members of the St. Benedict's Episcopal School community is based upon mutual respect, support and trust. Parents/guardians are expected to work courteously and cooperatively with the faculty and staff of St. Benedict's Episcopal School to assist the student in meeting the academic, moral and behavioral expectations of the school. All parent communication to teachers should be through email and/or appointment arranged by phone or in person. Concerns about a student's progress or behavior in a school-sponsored activity should first be expressed to the student's teacher or to whomever was supervising the activity during the situation in question. If matters cannot be resolved with school personnel at that level, the Head of School should be contacted.

Because parents/guardians are the primary educators of their children, the responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior on the part of the student shall belong to them with the cooperation of the student and the school. Therefore, it is a condition of enrollment that a student behaves in a manner, both on and off campus, which is consistent with the rules and regulations of the school found in the St. Benedict's Episcopal School Handbook.

St. Benedict's Episcopal School reserves the right to determine, in its discretion, which actions fall short of meeting the behavioral expectations. St. Benedict's Episcopal School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action to require parents/guardians to withdraw their child with or without a previous warning regardless of the location or time of the misconduct. The school reserves the right to deny re-enrollment to any student whose behavior falls short of the school standard.

Custody/Guardian Status

Divorced/Separated parents should furnish the School Office with a copy of the custody section of the divorce or separation decree. Unless St. Benedict's Episcopal School is directed otherwise by court order or receives a written letter signed by both parents requesting a different procedure, each parent will have equal access to school records, school activities, conferences, student pick up, etc. St. Benedict's Episcopal School will not be held responsible for failing to honor arrangements that have not been made known to the school.

Family Pets

Family pets must remain in your control at all times while you are on campus. By bringing a pet on campus, the family assumes responsibility for maintaining control of the pet and for any damages the pet may cause. No pets are allowed in the buildings or around groups of our students.

Field Trips

Field trips are designed to stimulate students' interest and inquiry and to provide opportunities for educational growth and development. Students are required to have written permission from parent or guardian in advance of participation in any field trip and such permission must be signed and dated by parent or guardian. The permission notice will include the name and address of the trip, time of departure and estimated arrival time back to St. Benedict's Episcopal School.

Please note only students who have returned a signed permission slip are permitted to participate in the field trip. Verbal authorization from a parent is not acceptable. Faxed forms that are signed are acceptable.

Field trips will be limited during the 2021-2022 school year.

St. Benedict's Episcopal School Nut and Shellfish Policy

The immediate impact of a nut or shellfish exposure to an individual with nut or shellfish allergy can be life threatening and require medical intervention or hospitalization. The possibility of cross contamination among children and their school environment means certain restrictions are necessary. While our faculty and staff work hard to monitor snack and lunch areas as well as clean and wipe down play surfaces, toys, and chairs, there are some children within our school who are at the risk of a serious allergic reaction from contact with even a microscopic amount of nuts and shellfish. For this reason, St. Benedict's Episcopal School has a nut and shellfish policy that we ask our parents to follow. While we cannot guarantee a nut free environment for students at our school, we ask our school community for cooperation and support to make our school as safe as is reasonably possible in this regard. We ask that no peanuts, tree nuts or shellfish be brought into our school. Foods sent in for snack, lunch or any class event (including parties, field trips, teacher appreciation event, etc.) should be carefully checked to make sure they are peanut, tree nut and shellfish free by reading packaging labels and reminding children not to share food with other children at school. Foods labeled 'may contain nuts or traces of nuts' should not be sent. A list of peanut and nut free safe suggestions that may help families plan appropriate snacks and lunches that are safe for our student follows.

Lunches

Lunches may be provided to the students either through the St. Benedict's Episcopal School lunch program or a packed lunch. To respect children with allergies and other parents' dietary wishes, please do not provide unsolicited food to the classroom. Student lunches may not be delivered to the school by an outside vendor.

In order to fuel the children's bodies and brains, we strongly encourage fruits, salads, sandwiches, cheese, pasta, milk and juices for snacks and lunch. We strongly discourage iced cupcakes, doughnuts, birthday cake, cookies, candy, soft drinks and high-sugar drinks. Please remember that children often do not have the self-discipline to eat lunch prior to dessert. If sweets are provided, the children will often eat the sweets and dispose of the lunch. We make every effort to supervise meal times to ensure that students are eating appropriately but cannot individually monitor every child during every meal.

Snacks

A nutritious morning snack including preferably fresh fruit should be sent to school with children daily in a lunch box from home. An additional nutritious afternoon snack should also be sent daily if a student is staying after school in our Stinger Squad program.

Classroom Celebrations and Lessons

At times, the class may want to celebrate a milestone with food, snacks, sweets or beverages. Additionally, the teachers may want to incorporate food, snacks, sweets or beverages into a lesson, such as fractions, or curriculum-based studies, such as studies related to other cultures, that culminate in the serving of special foods to a class. To respect parents' wishes about their child's diet, teachers will offer alternative options to those parents who have communicated dietary concerns to the School Office or to the student's teacher.

Holidays

Please do not send snacks and sweets. It is lovely to celebrate a holiday, such as Valentine's Day, with a card or poem rather than sweets. Please keep in mind that the St. Benedict's Episcopal School community includes families with many traditions and not all families celebrate the same holidays.

Homework Policy

Homework reinforces what is taught in the classroom and gives students the opportunity to extend their learning. Homework helps promote independence, responsibility and accountability, and helps our students become advocates for their own education. Homework is not intended to be overwhelming or daunting.

Homework assignments will vary according to grade level and are balanced to enhance and support the student learning process. Homework fits into a continuum of expectations. As students get older, more can be expected of them as they demonstrate increased independence and self-reliance. For most grades, homework will be sent home at least three days a week.

Homework Guidelines:

Kindergarten

In Kindergarten, we expect parents to read at least some literature (a book, a chapter in a book, rhymes, etc.) to their children every night. Kindergarten teachers may also send age-appropriate sight word cards or basic readers home for practice. Please be certain to return all items the next school day unless otherwise indicated.

Lower Elementary (First Grade through Fourth Grade)

We strongly encourage parents to share some type of reading activity (parent reading, shared reading or student reading) with their child. In addition, about 30-40 minutes may be spent with a parent on an academic-related activity. This time may include practice of skills that need reinforcement, materials sent home by the teachers to practice spelling, math or other skills as needed, unfinished class work, or student-initiated activities based on the child's interests. Students in fourth grade should be developing more independent study habits. As the students are becoming more responsible, parents should view the homework assignments, allow their child to attempt to complete the assignment independently, and assist with any problems that their child may have with their homework.

All homework should be written in an agenda and/or using the Seesaw platform. Homeroom teachers should have all assignments written in a consistent location in the classroom. Agendas will be checked for accuracy at the end of the day. Parents should feel comfortable emailing any homework questions to teachers. Additional reading should be assigned outside of homework. Reading chapter books good for this age group.

Middle School (Fifth Grade through Eighth Grade)

All assigned homework will be listed daily on Google Classroom. All middle school students should continue to use a written agenda for homework. Fifth and sixth grade teachers will be checking agendas throughout the first semester. "Backpack clubs" will be assigned when a teacher believes a student needs extra help with executive functioning skills, such as, missing homework assignments. If your child is unable to find their assignment on Google Classroom, please have the child contact the teacher. We encourage children to advocate for their own learning needs. However, if the teacher does not respond within 24 hours, please contact the Academic Chair for assistance. Additional reading should be assigned outside of homework. Reading chapter books is good for this age group.

Grading Policies & Procedures

A report card will be given for each student in grades Kindergarten through 8th grades at the end of each semester. The grading systems for each level is listed below:

K – 1st Grade Legend

- 3 – Demonstrates Mastery (minimal teacher assistance)
- 2 – Demonstrates Progress (some teacher assistance)
- 1 – Demonstrates Difficulty with Skill (constant teacher assistance)
- X – Not Evaluated at This Time

2nd Grade Legend

- 4 – Exceeds Grade Level Expectations
- 3 – Meets Grade Level Expectations
- 2 – Requires Some Teacher Support
- 1 – Constant Teacher Support
- X – Not Evaluated At This Time

K – 2nd Specials Grade Legend

- E – Excellent
- S – Satisfactory
- U – Unsatisfactory

3rd – 8th Grade Legend

- A = 90 -100
- B = 80-89
- C = 70-79
- F = 69 and below

3rd – 5th Grade Specials Legend

- E = Excellent
- VG = Very Good
- S = Satisfactory
- NI = Needs Improvement
- U = Unsatisfactory

Deficiencies

Teachers will send home a deficiency report to parents when student grades fall below 75% in any content area. Parents should be informed that their child is at risk. It is imperative for parents to schedule a conference with the teacher and develop a plan of improvement for the child. Teachers will notify parents as much and as often as possible of students who are not meeting minimum requirements, so parents can provide for additional assistance if necessary.

Retention

Typically, we do not retain students past the Kindergarten year. Using Piaget's Developmental Chart, children develop at different stages and there are some things that might be age appropriate. Using this as a guide, we will begin to strategically monitor a child's academic progress and parents will receive deficiencies. These deficiencies will outline the areas the child needs to improve. Parents should begin giving

extra attention to these areas so the gap does not widen as the child progresses to the next grade. Students may be retained if they consistently do not meet minimum academic expectations.

Student Promotion

In the event of a student falling into academic jeopardy with the failure of a class or near failure of any class, re-enrollment contracts may be withheld. Students who pass a course one semester and fail in another will be allowed to pass if the cumulative grade is passing or if the student is in the process of completing remedial work.

Academic Acknowledgements (middle school only)

St. Benedict's Episcopal School will acknowledge those students with exceptional academic achievements at the end of the year. The following awards will be recognized:

Headmaster's List (middle school only)

Students with a 90% and above and no behavior demerits.

We will also recognize those students with perfect attendance.

Honor Roll (middle school only)

Students with 80% and above and no behavior demerits.

We will also recognize those students with perfect attendance.

Instructional Guidelines

It is expected that each teacher strive for the best and most effective, instruction utilizing a variety of teaching strategies to promote the learning of all students. Through the process of continued assessment of what works, teachers will enhance and improve their professional expertise.

Morning Procedures

Our school day begins at 8:00 am (5th-8th) and 8:10 am (K-4th) after morning announcements. Many of our students arrive at school between 7:45 a.m. and 8:00 a.m. This is a perfect opportunity for us to set the environment for the day. We are asking teachers to provide some morning work for students on Kindergarten through 5th grade who arrive early. This can be small group or individual work. Some examples are listed below:

PreK – K

Building block activity
Counting
Sorting
Identify letters, numbers, objects, etc.
Practice writing
Sequencing

1st – 5th

Math problems
Sentence structure
Writing stories
Reading
Brain teaser
Essential Questions

Assessment Practices / Reports to Parents

St. Benedict's Episcopal School teachers will use many different forms of authentic assessment to gauge how children are doing in all areas. Both informal (observation, anecdotal records, recording conversations, etc.) and formal (quizzes, teacher made tests, benchmark assessments, running records, etc.) are utilized to help teachers plan appropriate and challenging instruction and social experiences. Two times a year the school will send home a report card which will give information specific to your child. Reporting period conferences will be scheduled to further facilitate the communication between the families and teachers.

Standardized Testing

We administer the ERB standardized test (Educations Records Bureau) to our students in the fall of each academic year. We will notify the families well in advance of the testing block to ensure that every student would be in school during testing days.

Tutoring

Classroom teachers can offer students before or after school tutoring if they are available. However, it is a conflict of interest for a student's own teacher to provide paid tutoring services. You are encouraged to contact the Student Support Department for a list of other St. Benedict's Episcopal School teachers or outside resources that offer paid tutoring services.

Illness / Accidents / Contagious Diseases

If your child has an illness or accident that requires outside attention, you will be notified to come pick him/her up from school. If neither parent can be reached, we will follow the emergency procedure on your child's medical permission form. If your child contracts a communicable disease and risks exposing other children, please notify the school staff so she can advise teachers. Teachers may need to notify other parents. When an accident does occur, an Accident Form must be completed and an Administrator must be notified. It is our policy to always contact parents when a student's head has been harmed in any way, even when picking up the student is unnecessary.

If a child is absent from school due to illness, they are not permitted to participate in any after school activities, Stinger Squad, athletics, special events, gatherings, etc.

Please also refer to section discussing MEDICAL POLICIES and COVID-19 MEDICAL POLICIES.

Individual / Classroom Photographs

Please watch for notices regarding photographs of individual children and classroom groups. A photographer schedules photo sessions in the fall.

Items Prohibited on Campus

The use of tobacco products, possession or use of illegal drugs, firearms, weapons, explosives or alcoholic beverages is prohibited on school grounds. Smoking on our school campus is not permitted. We are a smoke-free school zone.

Lost and Found

Lost and Found items are collected on both campuses. Items with names will be returned. Any unclaimed items will then be taken to a local charity at the end of the month. Parents are encouraged to check for lost items as soon as they notice they are missing. St. Benedict's Episcopal School is not responsible for lost items.

Parent Concerns Protocol

It is important to keep communication channels open so that parents are able to share any concerns they may have about their child's educational environment. The administration welcomes appropriate and respectful feedback from parents in our community.

Concerns about teachers or student/teacher relationships

When parents have a concern about their child's teachers, they should use the following guidelines:

Parents first must share their concern with the teacher via email (not text messaging). The teacher's immediate responsibility is to acknowledge the concern and plan a time for discussing possible resolutions with the parent. The teacher may wish to confer with other teachers or with administrators to generate ideas. If a resolution is not reached, the parent may convey the concern to the Head of School and/or Assistant Head of School, who will acknowledge the concern and plan a time to work on a resolution.

If the issue has not been resolved, the parents may now choose to set up a conference with the Head of School or Assistant Head of School.

Concerns about school policy or curriculum

It is important that parents be informed of the school's policies and curriculum and feel free to voice their questions and concerns in an appropriate manner. In order to best recognize and address concerns, parents are asked to use the following protocol:

- Parents first need to share their concerns with their child's teachers. In many cases, teachers may be able to answer the question or concern to the satisfaction of the parent.
- If the parents remain concerned, they should schedule a meeting with the Administration to discuss their concerns.

Records / Requests for Records

Records of registration and performance on children who attend St. Benedict's Episcopal School are kept indefinitely after the last day of enrollment. St. Benedict's Episcopal School records are transferred to the receiving school upon written authorization by the parent or guardian and when all fees are paid in full (per the enrollment contract).

We require ten (10) business days, once a written request has been made, to obtain copies of records, or have them mailed to another school. After two copies, there may be a processing fee of \$5.00 for each additional copy.

All transcripts requests, teacher recommendation forms and physician forms should be submitted in writing to the St. Benedict's Episcopal School office. Please submit requests or forms 2 weeks prior to the receiving organization's deadline. The Assistant Head of School will distribute the paperwork to the appropriate parties. Upon their completion, the school will mail the forms to the receiving organizations. If you would rather receive sealed copies of these forms, please notify the Assistant Head of School in writing when you make your original request.

Re-enrollment Procedures and Enrolling Siblings

Children currently enrolled in St. Benedict's Episcopal School will be invited to re-enroll at the beginning of the calendar year. Re-enrollment is not considered complete until the re-enrollment contract is signed and tuition deposit is paid in full. Please watch your email and website for information regarding re-enrollment deadlines. St. Benedict's Episcopal School reserves the right to rescind re-enrollment options if the family is not in good financial standing with the business office or if the student has not met the appropriate academic progress and expected behavioral conduct.

Safety and Discipline

At St. Benedict's Episcopal School, the physical and emotional safety of our students is one of our highest goals. Hitting, kicking, pushing and other forms of physical violations are forbidden, even if done in a teasing manner. Such behavior will result in consequences, which will be designed to allow the offending student to make restitution and contribute to the community in a positive way. Depending on the situation, temporary or permanent removal from the school community may be required. **Please refer to the Discipline section of this handbook for more complete details.**

We are also concerned about campus safety of our community outside of school hours. To maintain safety at all times, parents and students are prohibited from being on campus outside of school hours, unless they are attending a school or church sponsored event. During these events, parents are required to supervise their children.

School Closings

School closing will be determined by the Head of School and Assistant Head of School as early as possible. We will announce closings due to inclement weather by text alerts, television news notifications, parent emails, social media, and the school website whenever necessary.

Visitors

Due to COVID-19, visitors will not be permitted on campus as we begin the 2021-2022 school year.

Should that policy change mid-year, please note that visitors must sign in at the school office. When you are visiting a St. Benedict's classroom or event, we ask that you follow these guidelines:

- Turn off your cell phone's ringer.
- Wear a visitor badge, which is obtained when signing in, and return it when signing out.
- Model appropriate listening for the children and do not engage in conversations in classrooms or hall areas.
- Ask an administrator if you have any question about the safety or behavior of any children.
- Follow any instructions or procedures being executed in case of an emergency.
- Photographs and videos of teachers, students, and/or classrooms are not permitted without authorization from Administration.

Parents/Relatives

Unfortunately, due to COVID-19, parents and relatives are not permitted in the building as we begin the 2021-2022 school year. We will continue to monitor and welcome visitors inside the building as safety permits.

Should that policy change mid-year, please note that parent and relatives are welcome to visit during the school day with prior approval from child's teachers. Parent badges must be worn while on campus, so you are easily identified as a St. Benedict's Episcopal School guest. Visitor badges for guests may be obtained when signing in at the front desk at both campuses and should be returned when signing out.

Younger siblings

Unfortunately, due to COVID-19, parents and younger siblings are not permitted in the building as we begin the 2021-2022 school year.

Should that policy change mid-year, please note siblings may visit accompanied by parent with prior approval from child's teachers. However, they may not accompany volunteers in the classroom, school office or class trips.

Prospective families & applicants

Prospective families and applicants may visit with prior scheduled appointment with the Office of Admissions and will be accompanied throughout their visit. Due to COVID-19, tours of the building and the classrooms will be limited as we begin the 2021-2022 school year.

Volunteers

Parent volunteers play a pivotal role at St. Benedict's Episcopal School. Unfortunately, due to COVID-19, volunteers not permitted in the building as we begin the 2021-2022 school year.

Should that policy change mid-year, please note volunteers may visit with prior approval from appropriate faculty or staff member. Please contact your child's teachers to inquire how you can volunteer in the classroom. All volunteers should sign in at the main office when arriving on campus and must wear a school issued name badge while participating in volunteer activities. Volunteers should sign out when departing campus. Your commitment is valued. Please be on time and provide adequate notice if you cannot keep your scheduled time. Younger siblings should be left in the care of others while you are volunteering at school.

MEDICATION ADMINISTRATION POLICY

The following policies are to ensure the safe administration of medications for children at St. Benedict's Episcopal School.

Medication Administration

Whenever possible, a child's medical regimen should be carried out at home; however, any student who is required to take medication during the regular school day must comply with the following guidelines. The School Nurse or Administration must be notified if any medication is to be used during school.

Prescription Medication

- Written orders from a physician detailing the name of the student, the drug dosage, reason for giving and time medication is to be given as well as any possible side effects and suggested first aid for side effects must be received by the School Nurse and/or the School Office before the medication can be given. Written orders are needed for each separate medication. This form is available from the Clinic
- All medications must be processed through the Clinic for appropriate documentation. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician with the student's name, physician's name, date of original prescription, name and strength of medication and directions for taking.
- Students with chronic illnesses (e.g. seizure disorders, cystic fibrosis, diabetes, etc.) who are responsible for self-administering their medications will be allowed to continue this practice. However, medications shall be kept in the Clinic unless otherwise indicated.
- Unused medication shall be returned to parent/guardian for disposal.

Administration of Medications in the Classroom

- The teachers may not administer medications in the classroom.
- No medication or medication changes should be accepted in the classroom. All medications must be processed through the Clinic for appropriate documentation.

Non-Prescription Medications

A written permission from the parent/guardian must be provided if a non- prescription/over-the-counter medication is to be used during school hours or activities. Non-prescription medications must be brought to school in their original container and must be left at the Clinic.

Field Trips

Medications needed on field trips must be in pharmacy/physician labeled container. Parents can ask the pharmacy/physician for an empty labeled container for field trips. A designated school employee going on the trip may administer the medication. Parents must fill out a medication authorization form for each medication, if authorization is not already on file at the school. No child shall have prescription or non-prescription drugs on his/her person during the school day.

Records

Records will be kept of all prescription and non-prescription medications administered. In matters of medical intervention and medicine, the School Nurse is the technical advisor to the school staff. In matters of public health, the Department of Public Health clarifies state guidelines and recommended practices.

Please note that only school personnel are authorized to view a student's medical file.

MEDICAL POLICIES:

Immunization Requirements

Law requires Georgia Immunization Certification for all enrolled students. Failure to provide written documentation regarding your child's immunization history for school records may result in penalties and fines for St. Benedict's Episcopal School. While it is our desire that every child enters the school year as planned, no child may be admitted to classes without the required documentation. The forms required under law are Department of Human Resources Forms 3231 and 3300.

Form 3231 is the Certificate of Immunization. Form 3300 Certification is for eye, ear and dental examination. The dental section is to be completed by your dentist.

Effective March 1, 2007, all children entering Kindergarten, and new students entering St. Benedict's Episcopal School, must be vaccinated according to the new immunization requirements. The additional vaccine requirements are as follows:

- Pneumococcal conjugate vaccine (PCV) is required for all children less than 5 years of age who are attending childcare facilities, head start or pre-k programs.
- Hepatitis A vaccine or serological proof of immunity is required for all children born on or after January 1, 2006 and who are enrolled in school or any of the above facilities or programs.
- A second dose of a Mumps-containing vaccine or serological proof of immunity for children entering Kindergarten, 6th grade or new entrants into any grade Kindergarten through 12th grade.
- A second dose of Varicella or healthcare provider documentation of disease history or serological proof of immunity for children entering Kindergarten, 6th grade, or new entrants into any grade.

Exceptions to Immunization Requirements

Parents presenting exemptions must have the form notarized. The Religious Exemption Form is available through the Clinic or the family's pediatrician's office.

In the event of an outbreak of a communicable disease as defined by CDC, St. Benedict's Episcopal School reserves the right to exclude un-immunized children from school attendance until the incubation periods and communicable periods are over.

IS MY CHILD WELL ENOUGH TO BE IN SCHOOL?

Your child should see his/her pediatrician once a year for a well check-up. In the best interests of our students and staff, the school has set forth suggested guidelines to help maintain a healthy community. They are as follows:

Fever

Normal – A normal temperature is measured at 98.6 degrees F.

Low Grade - Oral temperature 99.5 to 100.4 degrees F:

1. The school staff will notify the parent/guardian of students with low-grade fever.
2. Students with a fever 99.5 degrees F may remain in school if no other symptoms are present at the discretion of the School Nurse.
3. Students will be sent home from school with low-grade fever if other symptoms (e.g. cough, sore throat, headache, abdominal discomfort, etc.) are present.

High Grade – Measured temperature of 100.4 degrees F or above:

1. Students will be sent home from school for a high-grade fever.
2. Students may not return to school until free of fever for 24 hours (without the use of fever reducing medication).
3. Students will not be dismissed to ride with others with a high-grade fever.

Extremely High Grade - Measured temperature of 104 degrees F or above:

1. The school staff will institute measures to bring down the child's temperature:
 - a) Allow student to lie down on mat. Ask/assist students to remove outer layers of clothing, such as a jacket, sweaters second shirt and shoes.
 - b) Do not place blanket on student.
 - c) Apply cool washcloth or towel to student's forehead and armpits (if area is accessible). Keep cloths cool and damp.
 - d) Offer sips of cool water only if student is not vomiting and is free of abdominal pains.
2. The parent/guardian will be notified immediately.
3. The school staff may initiate the school's Emergency Management Plan if the parent/guardian is unable to arrive at school within fifteen minutes to pick up their child, which may include a 911 call at the discretion of the School Nurse.

Vomiting

Children will be sent home from school for:

- Vomiting occurring during a school day.
- Other symptoms are present (e.g. fever, abdominal discomfort, diarrhea, etc.).
- Soiling themselves or their clothing.

Children may return to school 24 hours after the last instance of vomiting if they feel well and do not have a temperature over 100.4° F without taking a fever-reducing medication such as Tylenol or Advil.

Diarrhea/Watery Stools

Students will be sent home from school for:

- More than two episodes of diarrhea occurring during a school day.
- One episode of diarrhea if other symptoms are present (e.g., fever, abdominal discomfort, vomiting, etc.).
- Soiling themselves or their clothing.

Children may return to school 24 hours after the last diarrhea stool if they feel well and do not have a temperature over 100.4° F without taking a fever-reducing medication such as Tylenol or Advil.

Drainage: All open sores

All scrapes and open sores must be covered during the school day. It is not necessary to exclude every student from school who has drainage from the nose, eye, ear or open sores. Exclusion from school will be at the discretion of the Administration based on the following criteria:

- Color of discharge
- Child's personal hygiene skills and need for assistance
- Classroom setting
- Child's developmental level

Strep Throat

Student may return to school after at least 24 hours of antibiotic treatment and not with fever for 24 hours without the aid of a fever reducing medication.

Rashes

Most rashes are fine to attend school; however, some rashes may need to be cleared by a physician before attending school.

Chicken Pox

Student may return to school when all lesions are crusted over and fever free for 24 hours.

Pin Worms

Treatment should be given to reduce spread in classrooms.

Ringworm

Student may return to school after treatment begins. Some may be asked to cover ringworm site with a band aid.

Conjunctivitis (“Pink Eye”)

Bacterial conjunctivitis must be treated for at least 24 hours before returning to school.

Mononucleosis (Mono)

Student may return to school after 24 hours without a fever with a doctor's note.

Head Lice

St. Benedict's Episcopal School enforces a "NO NITS" policy. Students may return to school 24 hours after treatment and removal of all individual eggs. Before entering any classroom or participating in any St. Benedict's Episcopal School programs, the student must go to the Clinic to obtain a pass to attend school confirming that no nits are present. If the School Nurse observes any nits or lice, the student may not attend class and treatment should continue as per your doctor's instructions.

Important Information

A fever reducing medication such as Acetaminophen or Ibuprofen will be administered to students only if the parent has checked and signed on the OTC medication form. This OTC medication form can be obtained from the office.

Please note that Preschool/Pre-K Students only must have the OTC medication form updated every 14 days. This rule will be strictly enforced.

St. Benedict's Episcopal School will only administer cold medication if the parent provides this medication to the school and has signed and checked on the OTC medication form for school staff to administer.

Medications to be given at school must be checked and signed on the OTC medication form.

STAFF MEMBERS WILL NOT TAKE VERBAL CONSENTS BY PHONE TO ADMINISTER ANY MEDICATIONS. THE SCHOOL RESERVES THE RIGHT TO REQUIRE PARENTS TO PICK UP THEIR CHILD IF THE HEALTH OF THE CHILD IS IN QUESTION.