



Parent Handbook
Procedures and Guidelines
2026-2027

St. Benedict's Episcopal School
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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, sex, religion, sexual orientation, 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, sex, 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 group and the individuals within that group.

Dress Code for Students in Grades K-8

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 or shorts, belts are to be worn. When wearing skirts, shorts or leggings can be worn under the skirt and should always be black, navy, or white. Socks should be predominantly black, navy, gray, or white. We recommend tennis shoes be worn daily. Boots should never be worn. Jackets, sweaters, & sweatshirts worn inside are to have the St. Benedict's logo. Any outerwear can be worn outside.

Arrival & Pick Up Times

Lower School

Students in the Lower School (Grades K-4) begin their day at 8:10am. Morning carpool will run from 7:45am to 8:10am. Kindergarten students will end their day at 2:20, and afternoon carpool will run from 2:20 to 2:35. Grades 1-4 will end their day at 3:10, and afternoon carpool will run from 3:10-3:30. Lower School parents should announce their arrival through the PikMyKid app. **Fridays all students in Grades K-4 dismiss at 2:20pm.**

Middle School

Students in the Middle School (Grades 5-8) will begin their day at 8:00am. Morning carpool will run from 7:35am to 8:00am. Grades 5-8 will end their day at 3:20, and afternoon carpool will run from 3:20-3:40. Middle School parents should announce their arrival through the PikMyKid app. **Fridays all students in Grades 5-8 dismiss at 2:20pm.**

Preschool (2 year olds through PreK 4s)

Students in the Preschool begin their day at 8:45am, and carpool will commence at 8:25am. 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 Stingers Squad no earlier than 7:40am. Late drop-off after carpool ends is at the Courtyard Door from 8:45am - 9:00am. After 9:00am, families must go to the School Office for their child to be escorted to their classroom. Car seats are best placed on the driver side for easy drop off and pick up as we will only load children from the driver side.

Preschool (Infants through 1 year olds)

Students in the Preschool begin their day at 8:45am with drop off beginning at 8:25am. Teachers will meet parents at the Courtyard Door to bring children into the building. We do not offer a carpool for infants and 1 year olds. Parents should park in the reserved parking spots by the Courtyard. Older preschool siblings of students in the preschool 1s program are dropped off with their younger siblings at the Courtyard Door.

Early Pick-ups

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. If you plan to pick up your child early from school, please call the School Office when you are on your way. When you arrive, come inside the School Office to sign your student out, and walk your student to your car. 4th Grade students should be signed out at the Main Campus School Office, and then picked up at the Hive Campus. Early pickups must occur before regular dismissal routines have begun. Pickups 30 minutes prior to any dismissal time are not permitted.

Late Pick-ups

Students remaining at school after the above-designated time will be taken to the Stingers Squad Program. If a student is not already registered for the Stingers 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.

Extended Care

Before care begins at 7:15am and the last pick up is at 6:00pm. Students must be registered in order to attend extended care programs. Middle School early drop off is located on Main Campus. Students will be walked to South Campus (Middle School) before 7:35am when carpool begins.

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 flu or 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 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, School Clinic, and homeroom teachers to notify us of the absence and the expected return to school. If absence is due to illness, please let us know the symptoms so we may best inform the school community if 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 (Grades 5-9), 8:10am (Grades K-4) are considered tardy, and 8:45am (Preschool).

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 come to the School Office to check their child in.
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 Division Principal and/or Head of School/Associate 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 do not arrive more than 5 minutes prior to carpool start times.**

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 or supervise your child getting into 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 dropoff and Stingers 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, with shoes on, bags packed, and breakfast finished. Please avoid conferring with teachers during carpool, as they are responsible for student safety at this time. Please call 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 tags with the 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 extended care 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 ensure 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 email your student's classroom teacher that morning. ***A written note or an email is required, and we ask that we receive that notification prior to 12:00 noon. Please also copy the following email so our front desk is expecting you: pickup@stbs.org.*** For changes after 12:00 noon, please call the St. Benedict's School Office at 678-279-4300 for Grades Preschool 1-4. 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.

Permission to Walk Home (Middle School Only - Grades 5-8)

Middle school students who live in close proximity to the school can be granted permission to walk home at the end of the day. Please contact administration if you wish to set up permission for your child to walk home and we can help you with that process.

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.

Preschool Extended Day Program and K-8 Stingers Squad Program

In order for your child to participate in the Preschool Extended Day Program or K-8 Stingers Squad Program, registration forms, a registration fee and emergency information must be completed and on file. Children must be registered, even if not using either extended day program on a regular basis. Registration information through CampBrain may be obtained by contacting our [Auxiliary Programming Business Manager at Stingers Squad@stbs.org](mailto:AuxiliaryProgrammingBusinessManager@stbs.org).

Morning Care

Morning drop-off begins at 7:15am for children enrolled in the Preschool Extended Day Program or K-8 Stingers Squad Program. All students must be registered for this program. Drop in care is not permitted due to capacity.

Extended Day and After Care

The Extended Day Program for Preschool is 1:00pm to 4:30pm with After Care following until 6:00pm. After Care for grades K-8 is the following: 2:20pm for Kindergarten, and 3:15pm for Grades 1-8. The latest

pick-up for Stingers Squad is 6:00pm for all children. Please see Stingers Squad registration for late pick-up fees. Registration into the program will be for the commitment to utilize Stingers Squad after school care for each semester. In order to maintain the safety of our students, we will NOT be able to accommodate emergency care for those students that are not registered for the semester. Due to increased enrollment and maintaining safety, we are not able to accommodate drop ins unless approved by the Stingers Squad directors. Please be sure to reach out to Stingers Squad if you need care and are not registered. If approved, your student may stay at the day rate price. If your student is left in aftercare without approval, you will be charged \$50 for the day.

Stingers Squad Clubs

These are a variety of programs designed to give quality extra-curricular opportunities to students which will be offered during the year. Club offerings can be found on our website.

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 sunblock 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 systems 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 pickup through the School Office.

Birthdays

Each student's birthday is important in our community. Lower School and Middle School Students are invited to dress out of uniform on their birthdays to feel extra-special. Unfortunately, the daily schedule does

not allow time for parties. Please do not send birthday party invitations, goody bags, flowers, balloons, or candy to be distributed. These items are very disruptive to the school day and will not be passed out. A small treat may be brought in to share with classmates with teacher approval. **Families may only choose from the following for a birthday treat: donut holes, small one-bite cupcakes, or Oreos.** All treats must follow the allergy guidelines of the school, and any additional allergy guidelines for the specific classroom. Some classrooms may abstain from a food item to celebrate if severe allergies are present in their classroom. We ask families to respect this request when necessary. A school directory and class roster may be found online on Parentsweb for birthday party invitation distribution outside of school.

Personal Electronics

Notebook computers and tablets may be permitted for certain students and pertinent guidelines are issued to those families. **Handheld games, cell phones, and Apple watches (or any Smart watches) should not be used at school.** Cell phones must be left home or turned off and placed in the student's backpack or locker during the school day.

Students will not be allowed to have their cell phones out in any area of the school campus. If parents/guardians need to contact their student during the school day, they may call the School Office.

Cell Phones/Smart Phones

Students are **not permitted to have access to cell phones** on campus, in all divisions. There are school telephones throughout the building and teachers or administrative staff will contact a parent if there is a need to call home. All after-school sponsored programs have a staff member in charge, and he/she will not leave the campus until all children are picked up. 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 Associate 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 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 volunteering in classrooms. Parents should not attempt to call/FaceTime or message students during the school day.

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 attitudes, beliefs, conduct, and behavior policies. Refer to page 13 of the school Handbook for more information on these policies.

We ask that you discuss the following Internet safety rules with your child. If you have Internet access at home, we **strongly** urge you to supervise their online activity as closely as we plan to at school. Please ensure your child understands and accepts the following statements. A technology contract further detailing student expectations will be provided to students in Grades 5-8 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. This also includes any VPN for any web browser.
- 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 photograph any student with or without permission of another student - whether at school or on school sponsored trips and field trips.
- 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 is inappropriate, I will inform the teacher immediately. Both printed and electronic media (screensavers, backgrounds, and icons), containing sexually explicit information, vulgarity, profanity, discrimination, 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.
- 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.

Classroom Management & Discipline at St. Benedict’s – General Policy

As a school, we recognize that our families expect an excellent education in a safe, orderly, and harm free environment. All policies regarding student behavior are designed to foster faith, respect, personal discipline, and growth for all members of the community. We hold all members of the St. Benedict’s community to high standards of mutual respect and responsibility.

We utilize a conscious discipline approach to classroom management designed to help students self-regulate, problem solve, and be accountable for their words and actions. Reflection, restoration, and parent partnership are key elements of improving undesirable behavior in the classroom. Teachers use the input of the student to help devise solutions and interventions that help the child take ownership and responsibility for the behavior when possible. All conversations surrounding discipline will be delivered with respect and aligned with the goals of the Conscious Discipline model.

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 and values of the school: St. Benedict’s Episcopal School embraces the values of Episcopal education to inspire learning and nurture growth.

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 toward 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. 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. 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 guide students throughout the day. 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.

Plagiarism

Plagiarism is using *someone else's* words, thoughts, or ideas as one's own. This *someone else* could be another student, a parent, an author of printed or electronic material, or Artificial Intelligence (AI). The words or ideas of another must be properly documented whether they are in the form of a quotation, a paraphrase, or a summary. Academic integrity is essential to the learning process, and plagiarism and/or cheating in any form will result in the assignment not being accepted as well as an appropriate disciplinary consequence.

Artificial Intelligence Usage

Grades K-4 - Students may use AI tools only with teacher permission. AI should help you learn, not do your work for you. Using AI to cheat or share harmful content is not allowed.

Grades 5-8 - The school recognizes that AI tools can support learning and creativity. To ensure these tools are used responsibly and ethically, students are expected to follow these guidelines:

General Expectations

- Use AI tools (e.g., chatbots, generative writing tools, image generators) only when permitted by your teacher or assignment guidelines.
- Do not use AI to cheat, plagiarize, or misrepresent your own work.
- Teachers have the discretion to allow or disallow AI use for specific assignments. Always follow their instructions.

Prohibited Usage

- Submitting AI-generated text or images as your own original work without disclosure
- Using AI to bypass learning objectives or assignment requirements
- Generating inappropriate, violent, harassing, or discriminatory content
- Circumventing school technology rules or security

Academic Integrity

Violations of this policy are considered breaches of the school's Academic Integrity Policy and may result in disciplinary action. Students are responsible for ensuring that their work reflects their own understanding and effort.

Bullying Policy

St. Benedict's Episcopal School believes that all students have a right to a safe and healthy school environment. We will not tolerate bullying of any kind. It is important to define bullying and distinguish it from unkind, mean, or harmful behavior.

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes harm to another, using an imbalance of power. Examples of power imbalance can be age difference, physical strength, popularity, peer-valued characteristics, or status in a group. Bullying can be direct or indirect and could be any variation of psychological, physical, verbal, or cyber attacks that make someone feel hurt, afraid, or embarrassed. This may include writing (i.e. journals, social media, chat groups, etc) about peers and sharing with classmates to identify and intentionally embarrass or bring harm.

St. Benedict's expects students, parents, and staff to immediately report incidents of bullying to the teachers and administration. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

There are many other types of undesirable behavior that do not fit the definition of bullying. This does not mean that these behaviors require less attention. Rather, these behaviors require different prevention and response strategies.

Peer Conflict can include disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. We must keep in mind that peer conflict contributes to children's development and represents an important form of social interaction. It is through conflicts that children and young people develop the necessary social and emotional skills to face future difficulties in adult life. Teachers are expected to guide students in developing skills in self-regulation, social competency, personal boundaries and peaceably resolving conflict. These skills are designed to prevent peer conflict from escalating to bullying.

It is important to note that St. Benedict's Episcopal School discipline policies require judgment by teacher and administration. 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. Teachers and administrators receive training in Conscious Discipline strategies that they are expected to follow. Teachers will consult with the Head of School, Associate Head of School, Principals and/or Chaplains when necessary so that the collaboration of a team will result in the best possible decision.

Consequences

Logical consequences are respectful, realistic to accomplish, and related in a way that allows the student to take responsibility for their actions and learn socially responsible behaviors. These can range from redirection, removal from the situation, space and time, you break it/you fix it, loss of privilege, conversations with Chaplains or administration, or expulsion for extreme or repeat offenses. Students' permanent records will be documented to reflect the behavior and the consequence. School administrators will determine consequences and how the behavior will be noted on permanent records.

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
- social media and/or chat discussions happening both during school and outside of school times

If a student is experiencing an emotional or mental health crisis, our Chaplains are always available for conversation. Our Chaplains will work with administration to chart an appropriate path forward to ensure the safety of our students. We may require a student to be sent home or undergo a mental health assessment by an external professional.

If a student directly threatens to harm another person, attempts to harm another person, or expresses a threat to harm themselves, the school may remove the student from campus while the situation is assessed.

Before returning to campus, the student must be evaluated by a licensed mental health professional or physician with training in safety or threat assessment. The professional must provide written documentation stating the student does not pose a danger to themselves or others, and may return to school. School administration will review the documentation and any other relevant information before approving reentry. The school will identify interim coursework options during the removal period so the student does not fall behind academically.

The school will work with the family to identify a qualified evaluator, offer ongoing support upon the student's return to school, and maintain all confidentiality to protect the student both during the assessment phase and the student's return to 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 by appointment. 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, Associate Head of School or division Principals 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. It is also a condition of enrollment that parents and guardians engage in an active partnership with the faculty and the school to further a student's development in ways including but not limited to respectful online/social media communication responding to emails from the school (faculty and administration), following classroom protocols, and attending academic conferences with our faculty.

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. A lack of partnership between parents and administration may result in a breach of the school's enrollment contract.

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.

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 playing 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 students may be given upon request. **Some classes may include faculty or students with additional allergies specific to that classroom. Please be aware that further restrictions may apply in those cases to ensure everyone's safety.**

Lunches

Lunch 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, such as UberEats or Doordash.

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 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 Stingers 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 will not be assigned during Thanksgiving Break, Winter Break, or Spring Break, unless a child has had a prolonged absence where they need to make up significant work.

Homework Guidelines:

Kindergarten

There is no homework in Kindergarten, but we do 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 additional practice. Please be certain to return all items the next school day unless otherwise indicated.

Lower School (Grades 1-4)

“Homework” for lower school students always includes daily reading with parents and/or to parents, as we want to always foster a love of reading. In addition, we ask that students complete unfinished school assignments at home. We also strongly encourage parents to share some type of academic activity on a daily basis, including practice of skills that need reinforcement, materials sent home by the teachers to practice spelling, math or other skills as needed, or student-initiated activities based on the child’s interests. As students in older grades begin developing more independent study habits, studying can become a part of the daily homework routine. Parents should view all assignments sent home, allow their child to attempt to complete the assignment independently, and assist with any problems that their child may have with their work. We also encourage unstructured free-play time when students come home from school, and teachers are mindful of this value when assigning work for students each afternoon.

Homeroom teachers should have all assignments written in a consistent location in the classroom. Students will write their “homework” in an agenda each day. Agendas will be checked for accuracy at the end of the day, and **we ask that parents check the student agenda each night**. Parents should feel comfortable emailing any homework questions to teachers.

Middle School (Grades 5-8)

All assigned homework will be listed daily on Google Classroom and written in an agenda. Teachers will be checking agendas throughout the first semester to ensure good habits. Frequency of checks will vary according to grade level and specific Academic Support team requirements. If your child is unable to find their assignment on Google Classroom, please have the child contact another student or 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 Middle School Principal for assistance.

Grading Policies & Procedures

A report card will be given for each student in Grades PK-8 at the end of each semester. Kindergarten-2nd Grade report cards are skill-based. Students in Grades 3-8 earn letter grades and percentages appear on the report card. Progress reports are provided at mid-semester for students in Grades 3-8.

The grading systems for each level is listed below:

K – 2nd 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

K – 2nd Grade 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 – 4th Grade Specials Legend

E = Excellent

VG = Very Good

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

Deficiencies in Preschool-2nd Grade

Using Piaget's Developmental Chart, children develop at different stages so we are always looking for developmentally appropriate progress. Using this as a guide, we strategically monitor a child's academic progress and parents will be notified of 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 throughout the year. Teachers will notify parents as much and as often as possible of students who are not meeting minimum requirements. It is imperative for parents to schedule a conference with the teacher and develop a plan of improvement for the child.

Deficiencies in Grades 3-8

Teachers continually monitor a child's academic progress. Parents have constant access to view their child's grades in RenWeb and should be checking that regularly **with** their child. Teachers will notify parents as often as possible of students who are not meeting minimum requirements, so parents can provide for additional assistance if necessary. Teachers will alert parents when student grades fall below 75% in any content area. It is imperative for parents to schedule a conference with the teacher and develop a plan of improvement for the child. If a student does not pass a class in Grades 3-8, parents will meet with the teacher and administration to determine the best course of action. Students in Grades K-8 may be retained if they consistently do not meet minimum academic expectations.

Academic Probation

Middle School students may be put on academic probation due to not meeting academic expectations in core classes. In some cases, students on probation will not be allowed to participate in clubs, trips, after-school activities, or sports.

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. If a student fails a core subject (average of both semesters is 69 or below), parents, teachers, and administrators will meet to determine the best course of action. Typically, a student cannot be promoted to the next grade if they have failed a core subject for the year, unless an alternative course can be arranged.

Academic Acknowledgements (Middle School only)

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

Head of School Scholar (Middle School only)

Students with a 90% and above in each core class.

Honor Roll (Middle School only)

Students with 80-89% in each core class.

Instructional Guidelines

It is expected that teachers 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 8:00am (Grades 5-8) and 8:10 am (Grades K-4). Many of our students arrive at school between 7:45am and 8:00am. This is a perfect opportunity for us to set the environment for the day. Teachers provide important morning work for students and check in with students individually.

Assessment Practices / Reports to Parents

St. Benedict's Episcopal School teachers use various 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. Twice a year, the school will send home a progress report (mid-semester) for students in Grades 3-8. Twice a year, the school will send home a report card (end of semester) for students in Grades K-8, which gives information specific to your child's progress. Parent/teacher conferences will be scheduled twice a year to further facilitate the communication between the families and teachers.

Standardized Testing

We administer the ERB standardized test (Educational Records Bureau) to students in Grades 3-7 in the fall of each academic year. The PSAT is administered in the fall to students in the 8th grade. We will notify the families well in advance of the testing block to ensure that every student will be in school during testing days. We do not specifically prepare for this test, other than to help students understand how to bubble in their answers.

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 Academic Support Team for a list of other St. Benedict's Episcopal School teachers or outside resources that offer paid tutoring services.

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 a parent or guardian in advance of participation in any field trip, and such permission must be signed and dated by the 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. Emailed or faxed forms that are signed are acceptable.

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 Clinic so that teachers can be advised. 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, Preschool Extended Day, K-8 Stingers Squad, athletics, special events, gatherings, etc. Further, if a student is sent home for a communicable reason during the school day, they may not return to school for 24 hours (may not return mid-day the following day - must wait for the next full school day).

Please also refer to the 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 or vaping on our school campus is not permitted. We are a smoke-free school zone. "Weapons" are defined as any object used or altered with the intent to threaten or harm.

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, however your child's teacher is the first point of contact for any concerns or questions.

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 responsibility is to acknowledge the concern within 24 hours 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 division Principals, 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 Associate 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 five (5) 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 Associate 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 Associate Head of School in writing when you make your original request.

Re-enrollment Procedures and Enrolling Siblings

Students currently enrolled in St. Benedict's Episcopal School will be re-enrolled every year through our continuous enrollment program. Please watch your email and our website for information regarding required withdrawal deadlines if a student is not returning to the school. 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.

The school does not accept requests for class placements nor does the school accept specific teacher requests. There are many factors that determine classroom placement, and our teachers and administrators take special care to place students in the environment most conducive to their learning.

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 in 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 closings will be determined by the Head of School and Associate 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. School (or partial) closings could also be a result of infection levels in certain grades.

Visitors

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 questions about the safety 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.

Younger Siblings

Younger siblings may not accompany volunteers in the classroom, School Office or class trips.

Prospective Families & Applicants

Prospective families and applicants may visit with a prior scheduled appointment with the Office of Admissions and will be accompanied throughout their visit.

Volunteers

Parent volunteers play a pivotal role at St. Benedict's Episcopal School. 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 Clinic 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 a 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 K-12.

- 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.

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

Students 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

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

Pinworms

Treatment should be given to reduce spread in classrooms.

Ringworm

Students may return to school after treatment begins. Some may be asked to cover the 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)

Students 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. If more than one case is determined, the class will be notified. If more than five cases are determined, the grade will be notified.

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.