

## FACULTY AND STAFF

*Wallis W. Brooks, Principal*

Jeanette Bratcher	Upper School
Candace Coad	Office Manager
Alice Carter	Art
Sally Deming	Drama
David Hatcher	Physical Education
Becky Reichenberg	Kindergarten
Kris Kelly	Music
Mindy Little	Third Grade Teacher
Leah Mahan	First Grade Teacher
Beth Masters	Fourth Grade Teacher
Carol Palmerio	Upper School
Melissa Peterson	Office Manager
Katie Provenza	Fifth Grade Teacher
Trudy Reinhold	Second Grade Teacher
Catherine Scine	Upper School, Latin (3-6)
Theresa Smith	Pre-Kindergarten Teacher

TABLE OF CONTENTS

SCHOOL INFORMATION

SECTION	PAGE
<u>SCHOOL INFORMATION</u>	
History of St. John's Academy.....	2
Governance and Incorporation.....	2
Board of Governors & Administration 2010-2011.....	3
Memberships & Affiliations.....	3
Philosophy of Education.....	3
Statement of Purpose.....	4
Statement of Faith.....	4
Classical Christian Education.....	5
Trivium Chart of Learning.....	6
Latin Course Study.....	7
<u>SCHOOL POLICIES</u>	
The Structured Learning Day.....	7
School Hours.....	8
Extended Day.....	8
Conduct.....	8
Discipline Policy.....	9
Uniform Policy.....	11
Attendance Requirements.....	12
<u>EDUCATIONAL POLICIES</u>	
Faculty.....	13
Classroom Size.....	13
Grade Reporting.....	14
Academic Honors .....	14
Academic Probation .....	14
Homework Philosophy and Guidelines .....	14
Learning Disabilities Policy.....	15
Computer Usage Statement.....	15
Reverence Policy.....	16
Field Trips.....	16
Birthday Parties, Holidays & Special Celebrations.....	16
<u>MISCELLANEOUS POLICIES</u>	
Admissions Policy.....	16
Student Health Requirements.....	17
Sick Child Policies.....	18
Parental Involvement.....	18
Comprehensive Grievance Policy.....	18
Financial Requirements .....	19
Statement of Non-Discrimination.....	19

1. HISTORY OF ST. JOHN'S ACADEMY

In 1947 noted author Dorothy Sayers presented a lecture at Oxford University entitled "The Lost Tools of Learning." She described the academic model that has become known as classical Christian education.

Four decades later, Douglas Wilson of Moscow, Idaho, read Sayers' lecture and used her ideas to establish The Logos School, the first contemporary classical Christian school. As The Logos School has grown and its students have excelled academically, educators and parents nationwide have recognized the value of a classical curriculum. As a result, there are now more than 250 classical Christian schools across the country.

Inspired by Mr. Wilson's book Recovering the Lost Tools of Learning, a local group of parents met in the fall of 1994 to begin discussions that led to the establishment of St. John's Academy. They did extensive research and planning, gleaned information from private schools around the country. In addition, some of these parents visited The Logos School in Moscow, Idaho and The Geneva School in Orlando, Florida. These visits were overwhelming confirmation that a classical Christian school would dramatically enrich the life of each student and enhance our community.

Early in 1995, a Board of Governors was established to formulate policies and oversee the operations of the school. During the spring, St. John's Academy held two community information nights and began the process of student enrollment. A highly qualified administrator and faculty committed to the establishment of St. John's came together and worked throughout the summer to prepare the curriculum and plan for the 1995-96 school year.

Initially located on the grounds of the Ponte Vedra Presbyterian Church, the Academy opened in the fall of 1995 with 25 students in grades K-5. Seven faithful and fruitful years later, the Academy purchased its own permanent facility in St. Augustine and is pleased to offer a complete PreK-12 program. With a quickly growing student body, St. John's graduated its first senior class in 2003. The work started by a few faithful parents has touched many families in the community, forming a unique bond among those who desire an excellent Christian education for their children. These children of St. John's Academy are the first fruits of a tree that promises to feed generations to come.

2. GOVERNANCE & INCORPORATION

a. Board of Governors - The Board of Governors is elected by a majority vote of the membership. Each board member will be able to do the following:

1. Demonstrate an ability to articulate his personal faith in Jesus Christ;
2. Exhibit consistency in his Christian life;
3. Maintain a strong commitment to Christian classical education;
4. Possess skills and abilities relating to the field of education or educational operations.

b. Incorporation - St. John's Academy is a non-profit eleemosynary corporation in the State of Florida under Chapter 672, Florida Statutes, and Florida's Private School Corporation Law of 1959.

### 3. BOARD OF GOVERNORS & ADMINISTRATION 2009-2010

#### a. Board of Governors

Norman Sapp	James Mitchell
Wayne R. Brooks	Randy Peterson
Graeme Coad	Denise Sadowski
Jason Towne	

#### b. Administration

Wallis Brooks, *Principal*

### 4. MEMBERSHIPS & AFFILIATIONS

St. John's Academy is presently a member of the Association of Christian Schools International (A.C.S.I.), Christian Schools International (C.S.I.) and an Associate Membership of Christian School of Florida with whom we will seek accreditation.

### 5. MISSION STATEMENT

- a. "St. John's Academy is a classical Christian college preparatory school dedicated to training virtuous scholars."

### 6. PHILOSOPHY OF EDUCATION

- a. We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord" (Ephesians 6:4). Therefore, we teach in a manner consistent with the Bible and a godly home environment.
- b. We believe that God's person and character are revealed not only in His Word, but also in every facet of creation (Romans 1:20). Therefore, we teach that all knowledge is interrelated and instructs us about God.
- c. We believe that God wants us to love Him "with our hearts, minds, souls, and strength" (Luke 10:27). Therefore, we teach how to learn and reason through the centuries-old, classical method of education.
- d. We believe that God wants us to do all things "heartily, as unto the Lord" (Colossians 3:23). Therefore, we teach that excellence is the standard for each person's endeavors.

### 7. STATEMENT OF PURPOSE

**Parents are ultimately responsible for the academic and behavioral performance of their children;** therefore, the purpose of St. John's Academy is to assist parents in providing a Christ-centered and classical education for their children.

St. John's Academy will perform these duties:

- a. Teach all subjects as part of an integrated whole, with God and the Scriptures as the center (Colossians 1:15-20; II Timothy 3:16-17; Matthew 7:7-12);
- b. Provide godly role models through the lives of the faculty, staff and volunteers (Matthew 5:13-16, 22:37-40);
- c. Encourage each student to grow in his relationship with God through Jesus Christ (Matthew 28:18-20, 19:13-15; Proverbs 22:6, 4:20-27);
- d. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below)  
  
GRAMMAR: The fundamental rules of each subject.  
LOGIC: The ordered relationship of the particulars in each subject.  
RHETORIC: The clear expression of the grammar and logic of each subject;
- e. Challenge students to pursue academic excellence and acquire a lifelong love of learning;
- f. Provide an environment in which students can develop Christian character and leadership skills.

### 8. STATEMENT OF FAITH

We are unapologetic in the assertion of doctrines central to orthodox Christianity, but students and faculty are welcome to their personal and denominational views on issues about which genuine believers disagree. The result is the cultivation in each student of an appreciation for the views of others, while maintaining a confidence in one's own views and those of one's family and denomination. The following are foundational beliefs on which St. John's Academy is based. The Apostles' Creed will be considered primary doctrine at St. John's Academy and will be taught in various ways through all grade levels. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of issues arise, they will be referred back to the family and local churches for final authority.

#### The Apostles' Creed

I believe in God the Father Almighty, Maker of heaven and earth:  
And in Jesus Christ his only Son our Lord: Who was conceived by the Holy Ghost, Born of the Virgin Mary: Suffered under Pontius Pilate, was crucified, dead, and buried: He descended into hell; The third day he rose again from the dead: He ascended into heaven, And sitteth on the right hand of God the Father Almighty: From thence he shall come to judge the quick and the dead. I believe in the Holy Ghost: The holy Catholic Church; The Communion of Saints: The Forgiveness of sins: The Resurrection of the body: And the Life everlasting. Amen.

## 9. CLASSICAL CHRISTIAN EDUCATION

In addition to being based on the Trivium model of education, the instructional approach at St. John's Academy features a traditional, Christ-centered curriculum stressing basic skills and critical analysis. Teachers rely mainly on primary sources (classic works of fiction and poetry, biographies, and historical and original source documents), rather than on standard textbooks, which have been subject to oversimplification and historical revisionism. St. John's Academy also recognizes that genuine self-esteem arises only through self-respect --the result of academic accomplishment, right behavior, and proper regard for others. We cultivate a learning environment that encourages full development in all these areas.

### CLASSICAL EDUCATION

As a classical school, the students of St. John's Academy are taught in a way that is academically rigorous. A classical education is one organized according to the centuries-old method of the Trivium wherein students are taught on a model corresponding with their natural physical, mental, and emotional pattern of development. For detail, please see the Trivium Chart of Learning on the next page of this handbook. Generally, the Trivium stages of learning and instruction are as follows:

**GRAMMAR STAGE (PK-6<sup>TH</sup> grade):** In this stage, the emphasis is on acquiring the basic facts of each subject. This is the stage of learning when young students easily absorb information, and they do so through memorizing, reciting, singing and playing games. Reading is taught through an intensive phonics curriculum that includes fine children's literature concentrating on classics rather than basal readers. Basic Latin is introduced in the third grade for use in strengthening language skills and to discipline the mind.

**LOGIC/DIALECTIC STAGE (7<sup>th</sup>-9<sup>th</sup> grade):** The focus in this stage is on organizing facts learned in the Grammar stage, helping students address the question, "Why?" Students in this stage are naturally argumentative. A study of formal logic addresses and directs this tendency. The teaching tools and methods for this stage are debates, discussions, and research projects.

**RHETORIC STAGE (10<sup>th</sup>-12<sup>th</sup> grades):** Principal concentration of this stage is the clear expression of the grammar and logic of each subject. The focus is on refining the students' ability to communicate, which corresponds to their increasing concern for appearances. Tools for this stage are written and oral presentations and debates.

### CHRISTIAN EDUCATION

As a Christian school, St. John's Academy exists for the purpose of training and equipping the next generation to glorify God. We teach students to think in accordance with, and to defend, the truth. We teach a comprehensive Christian worldview as an undeniable, inseparable, and immutable foundation of each subject. Our goal as a classical Christian school is to challenge students to be life-long lovers of learning without apology or contradiction to the truth of Scripture.

10. TRIVIUM CHART OF LEARNING

<b>BEGINNING GRAMMAR (Pre-polly)</b> Grades PK-2	<b>GRAMMAR (Poll-parrot)</b> Grades 3-6	<b>LOGIC (Pert)</b> Grades 7-8
<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>
1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Has short attention span 4. Wants to touch, taste, smell, and see to learn 5. Imagines, creates	1. Excited about new, interesting facts 2. Likes collecting, organizing items 3. Likes jingles and clever, repetitious word sounds (e.g. Dr. Seuss) 4. Memorizes easily 5. Assimilates other languages easily	1. Still excitable, but needs challenges 2. Judges, critiques, debates 3. Likes to organize items 4. Shows off knowledge 5. Wants to know “behind the scenes” facts 6. Asks “Why?” 7. Thinks and acts as though more knowledgeable than adults
<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>
1. Guided discoveries 2. Explorations 3. Use of lots of tactile items to illustrate points 4. Songs, games, recitations, drawings, paintings, 5. Use of body movements 6. Short creative projects 7. Show and tell 8. Field trips	1. Lots of hands-on work, projects 2. Field trips 3. Collections, displays, models 4. Subject integration 5. Research projects 6. Recitations 7. Drills, games 8. Oral and written reports, drama	1. Time lines, charts, maps 2. Debates, persuasive reports 3. Drama 4. Guided evaluations and critiques 5. Traditional logic 6. Research projects 7. Oral and written reports 8. Guest speakers, field trips

## 11. LATIN COURSE STUDY

Latin was regularly taught even in American high schools as late as the 1940's. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization, and the Romance languages. We will teach Latin, therefore, for two major reasons:

1. Latin is not a "dead language", but rather a language that lives on in all major Western languages, including English. Training in Latin not only gives the student a better understanding of the roots of English vocabulary, but it also lays the foundation for learning other Latin-based languages;
2. Learning the grammar of Latin reinforces the student's understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English classes (e.g. plurals, nouns, verbs, prepositions, direct objects, tenses, etc.).

The elementary Latin program consists of the following basic objectives:

- 1<sup>st</sup> Year Vocabulary acquisition, declensions, chants of endings;  
2<sup>nd</sup> Year More vocabulary, beginning grammar work, basic verbs, simple sentences;  
3<sup>rd</sup> Year More sentences, vocabulary, basic translation work, phrases, grammar;  
4<sup>th</sup> Year Basic translation work and sentence writing, writing of sentences;  
5<sup>th</sup> Year Translation work (New Testament/Vulgate and other sources), grammar, writing of sentences, stories, classical background;  
6<sup>th</sup> Year More translation work and sentence writing, complex grammar, classical background.

Of course, most students transferring into St. John's Academy have had no prior instruction in Latin. Over the years, St. John's Academy has had extensive experience in helping students fit in to the curriculum. Be assured that, for the returning and transferring student, Latin will be a positive experience.

### SCHOOL POLICIES

#### 1. THE STRUCTURED LEARNING DAY

Our teaching effectiveness emanates from a well-structured learning day that sets and maintains an appropriate educational tone from beginning to end. When students come to school, they are coming to learn. Their conduct at school must demonstrate a seriousness of purpose and a sense of appropriate play that stresses the importance of learning both individual and group skills. At St. John's Academy, every school day contains a sequence of activities that are carefully designed to convey a clear sense of expectation and demonstrate personal concern for each individual student, especially at the start and close of each day.

- a. Welcome - As parents drop off their children in the morning, the Administration greets the children outside the building. This action helps the children feel wanted at school, and it also symbolizes the Academy's assuming responsibility and oversight of the student for the school day.
- b. Weekly Opening Ceremony - Every Friday morning promptly at 8:30 a.m. the entire school assembles to pledge allegiance to the flag, sing the National Anthem and the school song "*Non Nobis Domine.*" We attach considerable importance to these ceremonial exercises, emphasizing the need for promptness

in the morning so students will not miss participating, and insisting on proper conduct. Students participate in a similar ceremony Monday through Thursday mornings in their individual classrooms.

- c. Recess - Students need and want a time during the day to engage in self-directed activity. As in the classroom, the supervising teacher is the authority during recess. When playing games, students are encouraged to include anyone interested in participating. Games that are abusive or demean an individual are forbidden. All students are to remain in the designated recess areas. Students are not permitted to use playground equipment while waiting for school to begin or while waiting for rides following dismissal.
- d. End of the Day - The class day comes to an end in an organized manner. Teachers review homework assignments for that evening and check to make sure students understand their instructions. Then the students collect their possessions and line up. Students walk outside in line and meet their parents or authorized person(s) at car pool pick-up. All students must have on file a "Transportation Release/Carpool Information" form before attending school. **For safety reasons, if you are picking up your child in the drive-through parent pick-up line, please remain in your car. If you would like to walk up and receive your child from the teacher, please park your car in the lot. Pets must remain in vehicle while on school property.**

#### 2. SCHOOL HOURS

- a. PreK - 12: 8:30 am-3:00 pm. Students must **not** arrive in their classrooms before 8:15 am unless supervised by a parent.
- b. Students must be in their assigned seats no later than 8:30 am. Those arriving later are tardy and must check in at the office before entering class.
- c. All students not involved in Extended Day or after-school activities must be picked up by 3:15 pm or they will be sent to Extended Day and charged \$3 per half hour.

#### 3. EXTENDED DAY

The Extended Day Program is a service for our parents who need/desire child care beyond the regular school day. The hours for Extended Day are from 7:30 - 8:15 am and 3:15 - 5:30 pm. **Any student in Pre-K through 6<sup>th</sup> grade dropped off prior to 8:15 a.m. MUST report to morning care.** The additional fee for this service is **\$5.00** for the morning and **\$12.00** for the afternoon. All Day charge is **\$15.00**.

#### 4. CONDUCT

At St. John's Academy we seek to provide not only a solid academic foundation, but also a firm grounding in moral and ethical values. This begins with clear standards of personal conduct - basic expectations of appearance, behavior, and attitude - that both enhance the learning atmosphere of the school and prepare children for life in a world of other individuals with their own needs, opinions, and expectations. Self-discipline and respectfulness are encouraged and expected in all aspects of Academy life.

We enroll students judged to be civilized and cooperative. **Parents are obligated, under the terms of the enrollment contract, to adhere to all rules and policies in this handbook.** If as enrollment progresses, a student cannot or will not abide by the rules, then that student may be expelled. After consultation with parents, student, and involved faculty, the Administration may acknowledge that all other corrective avenues have been exhausted and expel the student.

- a. Students and parents are expected to cooperate with basic Christian standards of behavior and conversation. We make it clear to all students that we expect kindness and measure how they treat their schoolmates by the Golden Rule.
- b. We stress the importance of politeness, curb disparaging comments and “tattling” (except in cases of actual danger or serious wrongdoing), and insist that students handle disagreements without resorting to name-calling or physical confrontation.
- c. The child should understand that his parents have delegated their authority to the school; therefore, he is subject to the instruction and discipline of the teachers and Administration in their prescribed roles at the Academy.
- d. There will be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
- e. **No chewing gum, electronic devices, or other distracting/dangerous items are allowed on the school grounds. (See (h) for cell phone policy.)**
- f. Students are expected to be aware of and avoid the off-limits areas of the building or grounds (e.g., driveways and parking areas).
- g. Students are expected to treat all the school’s materials or facilities with respect and care. This includes all textbooks distributed to the students. **If textbooks are lost or damaged, the student will be billed for replacement books.**
- h. **No use of cell phones during school hours.**

#### 1. DISCIPLINE POLICY

The purpose of discipline at the Academy is to teach each student to achieve obedience, respect and responsibility in an atmosphere where the students are happy and secure. It is this school’s desire to help each student develop his/her God-given abilities to be used for His glory. It must be remembered that self-discipline can only be achieved as the school and the home work in harmony with one another. The Academy believes that the Bible clearly instructs parents to “bring children up in the discipline and instruction of the Lord” (Ephesians 6:4). Therefore, we seek to cooperate with the parents in obeying this Biblical directive. Discipline is defined as “to mold the character; instruct by exercise, to put or point in an exact direction.” Love and forgiveness will be an integral part of the discipline of the student, and discipline will be administered in light of the student’s problem and attitude. The vast majority of discipline problems are to be dealt with at the classroom level in a manner commensurate with the offense.

#### STAMP CALENDAR (Grades K-3)

In Grades K through 3, the penalty for disregarding school or classroom regulations, including uniform violations and tardiness, is the loss of the student’s calendar stamp for the day.

#### DEMERIT SYSTEM (Grades 4-12)

In Grades 4 through 12, demerit slips are issued to students for any disregard of school or classroom regulations. These offenses are divided into minor and major infractions according to the seriousness of the violation.

Three minor infractions will merit a detention, which will become effective as of the third minor infraction. Parents will be notified when a student has been assigned to detention. **Three detentions in an academic quarter will result in a one-day suspension.** A major infraction will necessitate an office visit.

Upon infraction of any school or classroom regulation, a teacher will issue a demerit slip. The teacher who issues the demerit will retain the yellow part for his/her records, the student receiving the demerit will hand deliver the pink part to the principal for the office record, and the white part is given to the student to take home to be signed by parent, and returned to school. The violations, which warrant a demerit, are listed below:

#### Minor Infractions

- a. Tardiness for class.
- b. Eating or chewing gum in class.
- c. Uniform violations.
- d. Refusal to comply with class regulations.
- e. Repeatedly coming to class unprepared.
- f. Entering or leaving the classroom without permission.

#### Major Infractions/Office Visits

Major infractions will automatically necessitate a visit to the office and be disciplined by the Administration, rather than the teacher. Those infractions are:

- a. DISRESPECT shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown;
- b. DISHONESTY in any situation while at school, including lying, cheating, and stealing;
- c. REBELLION, i.e., outright disobedience in response to instructions;
- d. FIGHTING, i.e., striking in anger with the intention to harm the other student(s);
- e. OBSCENE, VULGAR OR PROFANE LANGUAGE OR GESTURE including taking the name of the Lord in vain.
- f. Abuse of school property.
- g. Failure to report for General Detention.

**Furthermore, a teacher may send a student to the office for repeated disruption of the classroom.** During the visit to the office, the Administration will determine the nature of the discipline. The Administration may require restitution, janitorial work, parental attendance during the school day, or other appropriate measures consistent with biblical guidelines.

If for any of the above or other reasons, a student is sent to the office, the following procedures will govern:

- a. On the FIRST office visit for discipline, the father or head of household will be contacted by phone and given the details of the visit. The parents’ assistance and support in averting further problems will be sought;
- b. On the SECOND office visit for discipline, the father or head of household will be contacted by phone and requested to immediately come and pick up the child from school;
- c. On the THIRD office visit for discipline, a meeting with the parents, Administration and a Board member will be necessary prior to the student returning to school. The student will be suspended until the meeting;
- d. On the FOURTH office visit for discipline, the student will be expelled from the school.

#### Detention

Detention time and requirement will be determined by the administration. Parents will be notified by email when their child is due to serve detention.

**SERIOUS MISCONDUCT:** Should a student commit an act with serious consequences, the office-visit process may be bypassed and suspension or expulsion imposed immediately.

**EXPULSION:** The Board of Governors realizes that expelling a student from school is a very serious matter and should always be dealt with carefully on a case-by-case basis. Forgiveness and restitution are fundamental to our discipline policy.

**READMITTANCE:** Should the expelled student desire to be readmitted to the Academy at a later date, the Board of Governors will make a decision based on the student's attitude and circumstances at the time of reapplication.

**6. UNIFORM POLICY**

St. John's Academy maintains an official standard of dress, complete with a school uniform, and all students are required to be in uniform whenever they are at school and at most school-related functions. We maintain this dress code for several reasons: (1) to underscore the Academy's seriousness of purpose by encouraging students to think of their attire as an aspect of their work; (2) to eliminate the self-consciousness and social competition which fashion tends to promote; and (3) to promote a sense of identity with the school and among the students as a group.

To ensure uniformity, **all** uniform apparel purchases, except coats, belts, footwear and any items provided through the Academy, must be ordered through RC Uniforms, 11645 Beach Blvd., Jax., Florida. RC Uniform will monogram the school initials on each item. The uniforms are as follows:

**GIRLS:**

**Items in Red are required**

Grade	Jumper	Skort	Kilt	Box Pleat Skirt	SS Peter Pan w/SJA Logo	SS/LL Oxford w/SJA Logo	SS/LS Polo w/ Crest Logo	Pullover Or Cardigan w/Crest Logo	Fleece (Logo optional) Or Sweatshirt w/ Crest	Formal Uniform
PK-3	Plaid	Plaid			White w/navy Piping		Red or White	Red	Navy	Plaid Jumper with Peter Pan Shirt
4-6		Plaid		Plaid		White	Red or White	Red	Navy	Plaid Box Pleat Skirt with white button down Oxford shirt
7-8			Plaid	Plaid Or Navy		White	Red or White	Red	Navy	Plaid Kilt with white button down Oxford shirt

**Footwear PreK-8:**

**Required:** Black or brown dress shoes with white knee or cuffed socks, or tights. Socks must be at least ankle socks; **no-see-em socks are not acceptable.**

**Optional:** Saddle oxfords, loafers or other solid black, navy, brown or red shoe. Solid white, black or navy tennis shoes are acceptable. Solid black, red, white, or navy knee socks or tights may be worn. All socks/leggings must match uniform.

**Miscellaneous:** Skirt/kilt length is to be no shorter than 3" above the knees.

Modesty shorts should be worn under skirts/kilts. Only white undershirts are to be worn under polo shirt. No gaudy jewelry or body piercing other than ears.

**Hair must be natural coloring.**

**Stud earrings only.** Clear nail polish or French manicures only. Make-up (if worn at all) should be understated.

**OUTERWEAR:**

(Girls & Boys)

Only St. John's Academy sweatshirts or Polo fleece jackets ordered through RC Uniforms, with or without school emblem, may be worn in the classroom. **No other type of sweatshirt, hoodie, or sweater may be worn on the school campus.** If outerwear in addition to the school sweatshirt or fleece jacket is required, heavy winter coats may be worn **only outside** the classroom.

**BOYS: Items in Red are required**

GRADE	Pleated Pants	Pleated Shorts	Belt	Tie w/ S in Navy Mono	SS or LS Oxford w/SJA Logo	SS or LS Polo w/ Crest Logo	Pullover or Cardigan w/ Crest Logo	Fleece (Logo Optional) or Sweatshirt Crest	Formal Uniform
PK - 8	Navy	Navy	Dark	Navy	White	Red or White	Red	Navy	Navy Pants, Dark Belt, Navy Tie with SJA Monogram, White Oxford

**Footwear PreK-8:**

**Required:** Black dress shoes with black socks.  
**Optional:** Saddle oxfords, loafers or other solid black, navy or brown shoe. Solid white, black or navy tennis shoes are acceptable. Solid white, black, or navy ankle socks may be worn. Socks must be at least ankle socks; **no-see-em socks are not acceptable.**

**Miscellaneous:** No unusual haircuts or coloring allowed. Hair is to be worn cut above the ears and above the collar. Only white undershirts under polo shirt. No earrings or other body piercings.

**7. ATTENDANCE REQUIREMENTS**

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline. All absences are to be verified by a call to the Academy from a parent or guardian on the day of the absence. If you must take your child out of school early, please inform the Academy office in writing. This includes all medical and dental appointments. Students who are dismissed from school early, for any reason, must sign out in the Academy office. A student enrolled in the Academy is expected to be present and on time every day school is in session. The actual number of school days will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records are kept by the individual classroom teachers and reported on the student's report card each quarter.

- a. **SHORT-TERM ABSENCES:** If a student needs to be absent from school for one or two days, for any reason, the parents should contact the school office by note or phone as soon as possible.
- b. **LONG-TERM ABSENCES:** If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.

c. **EXTENDED ABSENCES:** We will gladly cooperate with families taking their children from school for vacation, trips, etc. However, when extended absences are voluntary (versus emergency or illness), we expect all schoolwork to be completed. We recommend that prior to any planned, extended absence, the student(s) work ahead as much as possible. This eliminates the need to do work on vacation or to do a significant amount of make-up work. All tests will need to be made up at the teacher's discretion. Parents must understand the importance of classroom instruction; this educational process cannot be recaptured. Tests may not be taken at home.

d. **EXCESSIVE ABSENCES:** Excessive absences may result in academic penalties or disciplinary action.

b. **MAKE-UP WORK:** When a student is absent, all assigned work must be made up within the proper time or they may not receive full credit for the assignment in accordance with the policy for that class. Students will be allowed the number of days absent plus two days to make up work missed in class. Tests and quizzes are to be made up at the discretion of the respective teacher. **Work due and tests scheduled on the day of the absence are expected to be turned in and made up on the day of the student's return unless a note from the parent requesting additional time is given to the teacher. Please do not ask to take home tests to make up. Please use discretion when asking for exceptions; exceptions undermine the teacher's authority and complicate the teacher's efforts.**

c. **LEAVING SCHOOL EARLY:** If a student needs to leave early due to illness, appointment, etc., the parent or person authorized by the "Transportation Release/Carpool Information" form must come to the office to pick up the student. In the case of an appointment, the parent must send a note in advance to the teacher stating the anticipated time the parent expects to pick up the student. Sign-out in the office is required.

d. **ILLNESS:** If your child has run a fever or vomited within 24 hours of the school day, please keep them at home. St. John's Academy teachers and administration will use proper discretion during the school day to determine if a child should be sent home due to illness. (See sick child policy on page 18.)

e. **TARDIES:** Students are expected to arrive at school on time each day. When a student is tardy (after 8:30 am), the student is to come directly to the office and receive a classroom pass. If frequent tardiness occurs, the parent will be notified to remedy the situation. Academic penalties and/or disciplinary action may be taken by the Academy for excessive tardiness.

f. **SEVERE WEATHER WARNINGS:** Cancellation of school due to inclement weather will be announced by 6:30 am on local radio and TV stations. In case of weather or other emergencies, St. John's Academy will follow St. Johns County public school closings. Please listen to the radio or watch TV and do not call teachers or Administration at home.

## EDUCATIONAL POLICIES

### 1. FACULTY

In addition to their academic qualifications, all teachers and administrators will evidence a love for young people, a high proficiency in instructional abilities, and a consistent Christian life.

### 2. CLASSROOM SIZE

A classroom ratio of 15:1 (students to teacher) will be the enrollment standard.

## 3. GRADE REPORTING

The academic year consists of four nine-week quarters. Report cards are sent out at the end of each quarter. Progress reports are sent out mid-quarter to notify parents of progress and potential difficulties. Parent-Teacher conferences may be held any time at the parents' or teacher's request.

### Grading Guidelines for K – 1<sup>st</sup> Grade:

S	Satisfactory
P	Progressing Steadily
N	Needs Time to Develop

### Grading Guidelines for 2<sup>nd</sup> – 6<sup>th</sup> Grade:

A	100-93
B	92-85
C	84-77
D	76-70
F	Below 70

### Grading Guidelines and Grade Points for 7<sup>th</sup>-8<sup>th</sup> Grade:

A+	100-97	(4.33)	B-	82-80	(2.66)
A	96-93	(4.00)	C+	79-77	(2.33)
A-	92-90	(3.66)	C	76-73	(2.00)
B+	89-87	(3.33)	C-	72-70	(1.66)
B	86-83	(3.00)	F	below 70	(0.00)

## 4. ACADEMIC HONORS

The Academy will hold an awards ceremony at the end of each academic quarter honoring those who have achieved academic excellence.

- Grades 2-6: Magna Cum Laude will be awarded to students receiving all A's in a quarter. Cum Laude will be awarded to students receiving five or more A's and no C's in a quarter.
- Grades 7-8: Magna Cum Laude will be awarded to students receiving a quarterly GPA of 3.66 and above. Cum Laude will be awarded to students receiving a quarterly GPA between 3.33 and 3.66.

## 5. ACADEMIC PROBATION

- Students in grades 7-8 are required to maintain at least a 2.0 grade point average (GPA) during any two consecutive quarters. Exceptions will be made for students who have a GPA of less than 2.0 but have not failed any courses during the quarter in question.
- GPA will be calculated at the end of each quarter.
- If a student's GPA is at or below 2.0 (i.e., a "C" average), that student will be placed on academic probation during the following quarter. A parent/teacher conference will be arranged at this time.
- If at the end of the next quarter, the student's GPA (for the quarter) has not risen to at least 2.0, that student will be expelled.
- Students who are on academic probation are ineligible to participate in extracurricular activities.
- Grade point equivalents are listed in Section 3 above.

## 6. HOMEWORK PHILOSOPHY AND GUIDELINES

Evening study reinforces the day's learning activities and emphasizes for children that this is the time in their lives when their job is to learn. We view parents as partners in their children's educational progress, and we stress the critical need for parents to enforce homework time and provide a suitable study environment, free from the distractions of television and the normal activity of family life. **We encourage parents to stay aware of their children's work and actively participate in the educational process.** Older students may receive longer-term assignments to help them develop more sophisticated study skills, learn to plan ahead, and become accustomed to budgeting their time.

Students often need some extra practice in new and specific concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.

Homework may also be assigned to students who were unable to complete an assignment during class. The necessity for doing homework will vary from grade to grade and student to student. On average students in grades 1-3 will spend 30 - 60 minutes, 4-6 will spend 60 - 90 minutes, 7-8 will spend 90 - 120 minutes. These averages are given for your information; individual students on individual days may spend significantly more or less time.

## 7. LEARNING DISABILITIES POLICY

- a. A *severe* learning disability is any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents (e.g., Down's Syndrome, deaf/mute, blind, etc.).
- b. A *learning disability* is any condition in a potential student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents (e.g., hyperactivity, Attention Deficit Disorder, dyslexia, etc.).
- c. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed, and is a genuine learning disability.
- d. Children with a *severe* learning disability will not be admitted to St. John's Academy due to a lack of adequate staff, funding, and facilities.
- e. Children with a *learning disability* will be required to meet the same academic standards as all the other children in their grade level.
- f. Children with a learning disability will be given as much individual instruction and encouragement as their classmates.

## 8. COMPUTER USAGE STATEMENT

- a. Accessing the accounts and files of others is prohibited. A network password is considered to be the personal property of the user and may not be used by another for any purpose.
- b. Attempting to subvert network security, to impair functionality of the network, or to bypass restrictions set by the administrators is prohibited. Assisting others in violating these rules is also considered unacceptable behavior.
- c. Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy. All information obtained through the Internet and other computer research tools must be cited when used in a student's work. Students should see their teacher for help in the proper methods of citing the various computer resources.
- d. Using the network for commercial purposes or in support of illegal activities is prohibited. This includes, but is not limited to uploading or downloading of illegal or pornographic material, sending chain letters, sending threatening or harassing e-mail, use of profanity in any way and other similar activities.
- e. Students may not copy files to the network, download files from the network, or alter the system settings, system files, or programs on the network in any way without the permission of the network administrator.

## INTERNET SAFETY GUIDELINES

- a. Never give your last name to anyone over the Internet.
- b. Never give your phone number or mailing address to anyone over the Internet.
- c. Never reveal information about other people over the Internet.
- d. Never agree to a face-to-face meeting with someone you have "met" online.
- e. If you receive any e-mail or other communication with someone over the Internet that makes you feel uncomfortable, tell your parents or a teacher immediately.
- f. Out of courtesy, please do not share classroom, field trip, etc. pictures on your facebook/myspace accounts without permission from parents of students included in photo. These sites should not be accessed on school computers!

## 9. REVERENCE POLICY

For the sake of the students' spiritual training and the Academy's work, joyful encouragement and instruction in reverential knowledge of the Lord is necessary. In all areas of instruction, especially Bible classes and related activities, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussions that include references to the name and attributes of the Lord must be consistent with biblical principles.

## 10. FIELD TRIPS

- a. St. John's Academy schedules field trips for primarily educational purposes, not as social activities.
- b. Although authorized parents may accompany classes as chaperones, **other children or siblings are not permitted on field trips.**
- c. **Only approved designated stops are allowed.**

## 11. BIRTHDAY PARTIES, HOLIDAYS, AND SPECIAL CELEBRATIONS

- a. Students may bring a birthday snack to school to share with their class during break after parents schedule the day and time with the respective teacher.
- b. Invitations to student birthday parties may **not** be passed out on school property.
- c. The Academy's scheduled celebrations will include Thanksgiving, Christmas, Valentine's Day, Passover, and Easter. These events will be celebrated in an appropriate educational context.
- d. There is no observation of Halloween at St. John's Academy. Please do not send snacks or candy to school.
- e. Our yearly Christmas pageant is a highly traditional program involving carol singing and presentation of a classic holiday work. For example, students have performed a children's version of Handel's "Messiah" and an original play depicting the origin of the carol "Silent Night."

## MISCELLANEOUS POLICIES

### 1. ADMISSIONS POLICY

#### STUDENT REQUIREMENTS

- a. All prospective students initially applying for acceptance into ST. JOHN'S shall be tested to determine readiness for the rigors of the classical curriculum and the particular grade level for which admittance is sought.
- b. A child must reach the age of four years for PreK or five years for Kindergarten on or before the first day of the school year for which admission is sought.

- c. The criteria for admission into any grade other than PreK shall be based solely on the academic and social readiness of the individual student for the appropriate grade.
- d. The admission of any student will be subject to the discretion of the Administration.

#### PARENTAL REQUIREMENTS

- a. Parents of new or returning students must follow the procedures listed on the Admissions Checklist in the admissions packet before their student may attend class.
- b. Parents of students in the Academy should have a clear understanding of the biblical philosophy and purpose of the Academy. This understanding includes a willingness to have their children exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.
- c. Parents must acknowledge they have read and wholly endorse, support, and agree with St. John's Academy's Philosophy of Education.
- d. Parents must acknowledge that they have read this handbook.
- e. The parents should be willing to cooperate with all the policies of St. John's as set by the Board of Governors and the Administration and to follow the directives of the Administration or faculty/staff member(s) when on campus.
- f. Parents are required to attend the Parent Orientation Meeting.
- g. Parents are required to read the essay "The Lost Tools of Learning" by Dorothy Sayers and strongly encouraged to read the book Recovering the Lost Tools of Learning by Douglas Wilson.

#### 2. STUDENT HEALTH REQUIREMENTS

- a. All students attending St. John's Academy must have on record with the school office either a current immunization record or an exemption statement according to Florida code before entering school in the fall. Standard immunization record forms may be obtained from your family doctor and a copy given to the school office.
- b. The policies regulating the administration of medication during school hours are for the students' safety and mandated by the State of Florida. School personnel will only be able to administer medication after the Medication Administration Form is properly completed and signed by the parent for all medication and by the physician for prescription medication. **NO medication of any kind may be carried on a student's person, with the exception of cough drops, Chap Stick, inhalers for asthma or emergency medications for allergies and diabetes.** If your child has asthma and carries an inhaler to be self-administered, state law requires that an Authorization for Asthma Medication Administration at School Form be completed and signed by the parent AND the physician. This form may be obtained in the school office.

#### 3. SICK CHILD POLICIES

- a. It is the expectation that families keep ill children at home so that infectious conditions are not spread to classmates, faculty, and staff. This includes not sending children to school if they have had any of the following within the previous 24 hours:
  - 1. Fever > 100.0
  - 2. Vomiting
  - 3. Diarrhea
  - 4. Excessive coughing
  - 5. Excessive nasal drainage
- b. Should a child become ill or injured during the school day, the school will make every effort to care for them so that they may return to class. If necessary, students will be allowed to rest 15- 20 minutes before deciding if they return to class or if a parent will be contacted in order for the child to be taken home.
- c. A student whose temperature is 100.0 degrees F or higher, who experiences vomiting or diarrhea at school, or whom the teacher feels has excessive coughing or nasal drainage will be sent home. **The child cannot return to school until he/she has been symptom free for 24 hours without medication.**
- d. When parents are notified of the need to pick up their child, the child should be picked up within 30 minutes of being called.

#### 4. PARENTAL INVOLVEMENT

At St. John's Academy we will continually seek ways to involve actively the parents, siblings, and grandparents of our students in the programs of the school. Close home-school ties are essential to St. John's Academy's effectiveness; therefore, every family is expected to volunteer in any number of ways in order to help maintain our family atmosphere and high quality of education. Parents who help raise funds for various projects and assist with school programs and special events play a vital role. Involved parents reinforce our community presence and keep school spirit high throughout the year.

PARENT-TEACHER CONFERENCES Parents and teachers are welcome to schedule a conference whenever necessary. However, **impromptu conferences immediately before or after school, when teachers are preparing for or performing their duties, are discouraged.** If you wish to arrange a conference, please telephone the Academy office for an appointment.

#### 5. COMPREHENSIVE GRIEVANCE POLICY

In order to establish biblically proper procedures for the resolution of disputes and grievances in the operation of St. John's, the following guidelines shall be followed whenever a dispute or grievance arises between any parent or student and any staff or faculty member of St. John's or the operation of St. John's:

- a. All concerns about the classroom must first be presented to the teacher by the parent.
- b. If the problem is not resolved, or if the concern is about the general operation of the school, the parent(s) should bring the concern to the Administration.

- c. If the problem is not resolved, the parent(s) should detail the grievance on a form provided by the Administration so that the grievance may be presented in writing to the Board of Governors for review and resolution.

## 6. FINANCIAL REQUIREMENTS

### a. FINANCIAL SERVICES

1. EFT Financial Services performs the tuition collection function for St. John's Academy.
2. All installment payments must be paid through EFT Financial Services. EFT forms are available in the school office.

### b. TUITION REFUND PLAN

1. The Tuition Refund insurance plan is made available to parents to protect parents' yearly financial obligation under the terms of the Enrollment Contract.
2. This program insures 50% of remaining fees in the event of separation, paid to St. John's Academy, according to the terms of the policy. The brochure is available in the school office.
3. Participation in the Tuition Refund insurance plan is required unless the annual charges are paid in full, in which case participation is elective.

### c. TUITION AND FEES COLLECTION POLICY

1. There will be a return check charge of \$5.00 on all returned checks.
2. Tuition accounts past due 10 days will be charged a \$50.00 late fee.
3. Tuition accounts past due 20 days will be sent notice in writing, and the student may be restricted from taking exams.
4. If the tuition fees are not paid by the next tuition due date, the school accountant will personally call the student's parents. The essential elements or agreements made at that time will be recorded and filed with the Treasurer.
5. Should payment of fees not be received after sixty days, a collection agency may be retained to contact the family concerned to elicit prompt payment. The student will not be allowed to take exams and will not receive any grades until arrangements have been made.
6. If after all the efforts noted above have been exercised and a period of over ninety days has elapsed, the Administration will inform the family concerned that their student(s) is subject to immediate expulsion for financial reasons.

### d. OTHER FEES

1. Annual Book & Supply/Fine Arts/Yearbook-Due July 1: \$400.00 (PK-8)
2. Annual reenrollment fee of \$50 per family.
3. **Annual Student Accident Insurance Fee- Due Sept. 1. (Billed annually according to rate.)**
4. Field trip fees as scheduled and required

## 7. STATEMENT OF NON-DISCRIMINATION

St. John's Academy admits students of any race, color, or national and ethnic origin to all 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, or national and ethnic origin in the administration of its educational and admissions policies and other school-administered programs.