



**2022-2023**  
**PARENT/STUDENT**  
**HANDBOOK**

*Established 1995*

**Accredited by the Classical Latin School Association**  
**Training Virtuous Scholars**  
**Prepared for the Future...Destined for Eternity**

**“St. John’s Academy is a college preparatory classical  
Christian school dedicated to training virtuous scholars.”**

## FACULTY AND STAFF

*Wallis W. Brooks, Principal*

Isaac Angelo	PE Assistant
Nikki Angelo	6 <sup>th</sup> Grade Latin
Serena Baar	Teacher's Assistant
Kara Bacon	Art/Teacher's Assistant
Tracey Barnthouse	2 <sup>nd</sup> Grade Team Teacher
Caroline Butler	1 <sup>st</sup> Grade Teacher
Crystal Cain	Administrative Assistant
Candace Coad	Office Manager
Kelly Doheny	Kindergarten
Jeff Eggleston	7 <sup>th</sup> – 8 <sup>th</sup> Bible
Leah Ferro	3 <sup>rd</sup> Grade Teacher
Hope Guernon	PE
Rachael Hamilton	7 <sup>th</sup> – 9 <sup>th</sup> Literature, 7 <sup>th</sup> History
Jennifer Hars	Librarian/Teacher's Assistant
Kristina Head	2 <sup>nd</sup> Grade Teacher
Julia Hensel	3 <sup>rd</sup> Grade Teacher
Jennifer Jones	Teacher's Assistant
Misty Jones	Teacher's Assistant
Kris Kelly	Music
Dominique Kerins	8 <sup>th</sup> – 9 <sup>th</sup> Science, 8 <sup>th</sup> – 9 <sup>th</sup> Logic
Jill Laider	2 <sup>nd</sup> Grade Teacher
Gina LeBlanc	6 <sup>th</sup> – 7 <sup>th</sup> Science, 6 <sup>th</sup> History
Rachel Meddaugh	Teacher's Assistant
Hallie Mitchell	Yearbook/Teacher's Assistant
Jeannie Petty	4 <sup>th</sup> Grade Teacher
Melissa Peterson	Finance Manager/Nurse
Trudy Reinhold	7 <sup>th</sup> – 9 <sup>th</sup> Latin, 9 <sup>th</sup> Bible
Miranda Rot	7 <sup>th</sup> – 9 <sup>th</sup> Math, 7 <sup>th</sup> Logic
Erinn Saburn	4 <sup>th</sup> Grade Teacher
Amanda Saunders	Kindergarten
Stacey Smith	<i>Teacher's Assistant</i>
Karissa Soud	6 <sup>th</sup> Grade Teacher, 8 <sup>th</sup> -9 <sup>th</sup> History
Tracy Tittler	1 <sup>st</sup> Grade Teacher
Jodi Young	5 <sup>th</sup> Grade Teacher

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## **SCHOOL INFORMATION**

### **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 500 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 K-8 program. 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. In the spring of 2014, St. John's Academy was granted accreditation by the Classical Latin School Association.

### **2. GOVERNANCE & INCORPORATION**

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

1. Demonstrate an ability to articulate his personal faith in Jesus Christ (1 John 4:15).
2. Exhibit consistency in his Christian life (Galatians 5:22-26).
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 623, Florida Statutes, and Florida's Private School Corporation Law of 1959.

### **3. BOARD OF GOVERNORS & ADMINISTRATION 2022-2023**

#### **a. Board of Governors**

James Mitchell, President	Jason Hamilton, Vice President
Stacey Smith, Treasurer	Leigh Rion, Secretary
Jeanne Pilcher	Chris Smith
Wallis Brooks, Founder & Principal	

#### **b. Administration**

Wallis Brooks, Principal

### **4. MEMBERSHIPS & AFFILIATIONS**

St. John's Academy is an Accredited Member in the Classical Latin School Association.

### **5. MISSION STATEMENT**

"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. We support parents in raising up children in the Lord (Deuteronomy 6:4-9)

### **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. (Philippians 4:8)

## **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 to the family and local churches for final authority.

### **The Apostles' Creed**

I believe in God, the Father almighty, maker of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord. Who was conceived by the Holy Ghost, born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day he rose again. He ascended into heaven, and sitteth on the right hand of the Father.

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-confidence 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 (K-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.

Currently St. John's Academy offers grades K-9.

### **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.

We believe that all human life is sacred and created by God in His image. (Genesis.1:27) We are therefore called to defend, protect, and value all human life. (Psalm 139)

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary sexes together reflect the image and nature of God. (Genesis 1:26-27)

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that marriage between one man and one woman, uniquely reflects Christ's relationship with His Church. (Ephesians 5:21-23)

## **10. TRIVIUM CHART OF LEARNING**

<b>BEGINNING GRAMMAR (Pre-polly)</b>	<b>GRAMMAR (Poll-parrot)</b>	<b>LOGIC (Pert)</b>
<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>
<ol style="list-style-type: none"> <li>1. Obviously excited about learning</li> <li>2. Enjoys games, stories, songs, projects</li> <li>3. Has short attention span</li> <li>4. Wants to touch, taste, smell, and see to learn</li> <li>5. Imagines, creates</li> </ol>	<ol style="list-style-type: none"> <li>1. Excited about new, interesting facts</li> <li>2. Likes collecting, organizing items</li> <li>3. Likes jingles and clever, repetitious word sounds (e.g. Dr. Seuss)</li> <li>4. Memorizes easily</li> <li>5. Assimilates other languages easily</li> </ol>	<ol style="list-style-type: none"> <li>1. Still excitable, but needs challenges</li> <li>2. Judges, critiques, debates</li> <li>3. Likes to organize items</li> <li>4. Shows off knowledge</li> <li>5. Wants to know “behind the scenes” facts</li> <li>6. Asks “Why?”</li> <li>7. Thinks and acts as though more knowledgeable than adults</li> </ol>
<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>
<ol style="list-style-type: none"> <li>1. Guided discoveries</li> <li>2. Explorations</li> <li>3. Use of lots of tactile items to illustrate points</li> <li>4. Songs, games, recitations, drawings, paintings</li> <li>5. Use of body movements</li> <li>6. Short creative projects</li> <li>7. Show and tell</li> <li>8. Field trips</li> </ol>	<ol style="list-style-type: none"> <li>1. Lots of hands-on work, projects</li> <li>2. Field trips</li> <li>3. Collections, displays, models</li> <li>4. Subject integration</li> <li>5. Research projects</li> <li>6. Recitations</li> <li>7. Drills, games</li> <li>8. Oral and written reports, drama</li> </ol>	<ol style="list-style-type: none"> <li>1. Timelines, charts, maps</li> <li>2. Debates, persuasive reports</li> <li>3. Drama</li> <li>4. Guided evaluations and critiques</li> <li>5. Traditional logic</li> <li>6. Research projects</li> <li>7. Oral and written reports</li> <li>8. Guest speakers, field trips</li> </ol>

## 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:

- 3<sup>rd</sup> Grade Vocabulary acquisition, declensions, chants of endings;
- 4<sup>th</sup> Grade More vocabulary, beginning grammar work, basic verbs, simple sentences;
- 5<sup>th</sup> Grade More sentences, vocabulary, basic translation work, phrases, grammar;
- 6<sup>th</sup> Grade Basic translation work and sentence writing, writing of sentences;
- 7<sup>th</sup> Grade Translation work (New Testament/Vulgate and other sources), grammar, writing of sentences, stories, classical background;
- 8<sup>th</sup> Grade More translation work and sentence writing, complex grammar, classical background.
- 9<sup>th</sup> Grade 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, SJA 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 is 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 carpool 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. Students may not eat in pickup line. **PETS MUST REMAIN IN VEHICLE WHILE ON SCHOOL PROPERTY.**

### 2. SCHOOL HOURS

- a. K - 9: 8:30 am-3:00 pm. Students must **not** arrive in their classrooms before 8:00 am. Students arriving prior to 8 am will be sent to morning care and parents will be billed \$5 per child.
- 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 \$15.

### 3. MORNING CARE/EXTENDED DAY

The Extended Day Program is a service for our parents who need/desire childcare beyond the regular school day. Morning Care time is 7:30-8:00 am with a cost of **\$5** per child. The hours for Extended Day are from 3:15 - 5:30 pm. The additional fee for this service is **\$15.00** per student for the afternoon.

### 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 an 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. (Matthew 22:37, Deuteronomy 6:5) 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. (Proverbs 14:29)
- b. 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.
- c. 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.
- d. **No chewing gum, electronic devices, or other distracting/dangerous items are allowed on the school grounds. (See (g) for cell phone policy.)**
- e. Students are expected to be aware of and avoid the off-limits areas of the building or grounds (e.g., driveways and parking areas).
- f. Students are expected to treat all the school’s materials and 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.**
- g. **No smart watches allowed on campus. No use of cell phones during school hours. They MUST remain in lockers! Cell phones will be confiscated and held until a parent can retrieve it from the office.**  
**\*\*Parents please monitor your child’s cellphone use at ALL times!**

## 5. **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 homework 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, is the loss of the student’s calendar stamp for the day.

### **DEMERIT SYSTEM (Grades 4-9)**

In Grades 4 through 9, 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. Eating or chewing gum in class.
- b. Uniform violations. (1<sup>st</sup> infraction, warning. Demerits thereafter.)
- c. Refusal to comply with class regulations.
- d. Repeatedly coming to class unprepared.
- e. 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**

### **SJA General Uniform Requirements**

All uniforms, are available at: RC Uniforms  
11153 Beach Blvd Jacksonville, FL 32246  
(904)646-0493 [www.rcuniforms.com](http://www.rcuniforms.com)

Specific items are required for dress uniforms (worn for ceremonies, performances, and Formal Fridays). Dress uniform requirements are found at the beginning of each section. While they may also be worn every day, optional items are listed separately and are meant to add some flexibility to the daily uniform.

#### **GENERAL**

- *Everything that is worn, and the manner in which it is worn, should compliment the overall appearance of the uniform, not compete with or detract from it. In cases where a question arises, decisions will be left to the discretion of the SJA administration.*
- All items are available at RC Uniforms.
- Uniforms should be clean, well-fitting, and in good repair.

- Shirts should be tucked in.
- Non-uniform clothing may not be worn in the classrooms.
- Only plain white t-shirts may be worn under shirts and blouses. Undershirts for girls should be white and not visible at the neckline.
- Girls should wear minimal, simple jewelry. Stud earrings only.
- Cloth, leather or plastic jewelry is not allowed.
- Girls may wear hair accessories that match (white, red, navy, or school plaid) the uniform and are not excessive. Hair should be neatly groomed and out of the eyes.
- Boys' hair should be neatly groomed, off the ears, face, and collar
- Hair shall not be dyed in unnatural colors.
- Conservative makeup may be worn by girls in grades 7-9. Nail polish should be clear only.
- Checkered vans/converse shoes are not permitted (solid navy, black, or red allowed)
- Girls plaid jumper should be worn only with the peter pan blouse

### **UNIFORM DISCIPLINE POLICY**

Parents in grades K-3 will be informed of uniform violations and asked to correct the violation. Students in grades 4-9 will receive a demerit for uniform violations. 3 demerits will result in a detention. 3 detentions will result in a suspension.

### **BOYS' SHOES & SOCKS**

#### **All Boys' Classes**

- Color: solid black, dark brown, white, red, navy
- Style: loafer, oxford, mocs, tennis shoe, sperry style boat shoes
- Socks: navy or black only.

### **GIRLS' SHOES & SOCKS**

#### **All Girls' Classes**

- Color: solid black, dark brown, white, red, navy
- Style: Classic Mary Janes, Marley slip-ons, tennis shoe, sperry style boat shoe
- Sole: The sole may be rubber, if desired, for safety and comfort.
- Socks: navy, black, or white socks, knee highs, or tights
- Footless tights may be worn with matching colored socks only

### **BOYS' UNIFORMS**

#### **Primary and Lower School Boys (k-6)**

#### **Required Formal Dress Uniform:(Required every Friday!)**

- Navy shorts or pants
- White oxford, button down collar, (tucked in)
- Navy or black socks

- Navy tie
- Brown or black belt (to match shoe color)
- V-neck or button up red cardigan w/school logo (Optional – looks very nice with formal uniform; hoodies, other sweatshirts not allowed on formal Friday)

**Daily Options**

- Navy long pants or shorts
- White or red polo shirt, short or long sleeve, school logo
- sweatshirt, sport-wick jacket, fleece jacket (with logo)
- Navy, black, & brown belt
- **K-1 boys ONLY:** Navy pull on pants or shorts

**Upper School Boys (7-9)**

**Required Dress Uniform (required every Friday)**

- Navy pants or shorts
- White oxford, button down collar
- Black or navy crew socks
- Black or brown leather belt (to match shoe color)
- Striped tie, grades 7-9
- V-neck or button up red cardigan w/school logo (Optional – looks very nice with formal uniform; hoodies, other sweatshirts not allowed on formal Friday)

**Daily Options**

- White or red polo shirt, short or long sleeve, school logo
- Navy pants or shorts
- Navy or black crew socks
- Navy, black, or brown belt
- sweatshirt, sport-wick jacket, fleece jacket (with logo)

**GIRLS' UNIFORMS**

**Primary School Girls (k-3)**

**Required Dress Uniform (required every Friday)**

- Plaid jumper
- Short sleeve white blouse with Peter Pan collar
- White socks
- Navy lycra athletic shorts under skirt (daily)
- V-neck or button up red cardigan w/school logo

**Daily Options**

- White or red polo shirt, short or long sleeve, school logo
- Navy princess polo dress
- Sweatshirt, sport-wick jacket, fleece jacket (with logo)
- White, navy, or black socks
- White, navy, or black knee high socks or tights
- Navy lycra athletic shorts under skirt (daily)

## Lower School Girls (4-6)

### Required Dress Uniform (required every Friday)

- Plaid kick pleat skirt
- White button up oxford shirt
- White, navy, or black socks
- Navy lycra athletic shorts under skirt (daily)
- V-neck or button up red cardigan w/school logo (Optional – looks very nice with formal uniform; hoodies, other sweatshirts not allowed on formal Friday)

### Daily Options

- Plaid kick-pleat skirt
- White or red polo, short or long sleeve, w/school logo
- Sweatshirt, sport-wick jacket, fleece jacket (with logo)
- White, navy, or black socks/knee high socks or tights

## Upper School Girls (7-9)

### Required Dress Uniform (required every Friday)

- Solid navy box-pleat skirt
- White button up oxford shirt
- V-neck or button up red cardigan w/school logo (Optional – looks very nice with formal uniform; hoodies, other sweatshirts not allowed on formal Friday)
- White, navy, or black socks
- Navy lycra athletic shorts under skirt (daily)

### Daily Options

- Plaid kick-pleat or navy box-pleat skirt
- White or red polo shirt, short or long sleeve, w/school logo
- White, navy, or black crew socks, knee high socks, or tights
- Sweatshirt, sport-wick jacket, fleece jacket (with logo)

## **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. **Student's absent 3 or more consecutive days require a doctor's note to return to class. Students absent 15 or more days are required to have a doctor's note for each day absent.**

- 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.
- 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. 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.

**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.**

**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.

**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.)

**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.

**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. We will communicate any crucial information via One Call Now.

## 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. (Colossians 1:10)

### 2. CLASSROOM SIZE

A classroom ratio of 16:1 (students to teacher) will be the enrollment standard. Any number above this standard, classrooms will have a Teacher's Assistant.

### 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>-9<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.

- a. 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.
- b. Grades 7-9: Magna Cum Laude will be awarded to students receiving a quarterly GPA of 3.67 and above. Cum Laude will be awarded to students receiving a quarterly GPA from 3.33 to 3.66.

#### 5. **ACADEMIC PROBATION**

- a. Students in grades 7-9 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.
- b. GPA will be calculated at the end of each quarter.
- c. 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.
- d. 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.
- e. Students who are on academic probation are ineligible to participate in extracurricular activities or Resource and will be assigned to a teacher for supervision and direction.
- f. 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, 7-9 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/Instagram accounts without permission from parents of students included in photo.
- g. 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. Students who have 2 or more F's during a quarter are ineligible to participate in field trips.**
- c. Although authorized parents may accompany classes as chaperones, **other children or siblings are not permitted on field trips.**
- d. **Only approved designated stops are allowed.**
- e. **Only approved drivers and chaperones will be allowed on field trips. Fingerprinting is required in order to supervise children other than your own.**
- f. **NO cell phones allowed by students on field trips.**

## 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 be passed out only if including all classmates.
- 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 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 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, including cough drops.** 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, staff will make every effort to care for them so that they may return to class. If necessary, 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 actively involve 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 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 OBLIGATION FEE**

The purpose of the Tuition Obligation Fee is to protect St. John's Academy's revenue stream in the event of a student's unexpected separation from St. John's Academy. Should the separation meet certain criteria, the family affected will be released from all or part of their obligation to SJA accordingly.

Participation in the Tuition Obligation Fee is mandatory for all forms of tuition payment other than pay-in-full.

A one-time payment of 2.2% of the outstanding balance is due upon submitting a signed enrollment contract.

##### **c. TUITION AND FEES COLLECTION POLICY**

- 1. There will be a return check charge of \$25.00 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 Supply/Fine Arts/Yearbook Fee-Due July 1: \$500.00 (K-5), \$800 (6-9)
2. Annual reenrollment fee of \$50 per family
3. Field trip fees as scheduled and required.
4. Our Safe Child Program fee of \$200 per child

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.