

*BEACHES  
EPISCOPAL  
SCHOOL*



*at St. Paul's by-the-Sea Episcopal Church*

**STUDENT/PARENT  
HANDBOOK  
2009 - 2010**

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## **MISSION STATEMENT**

As an outreach of St. Paul's by the Sea Episcopal Church, Beaches Episcopal School provides education in a caring, Christian environment that enriches the lives of its students and their families. We are committed to providing a solid foundation for every aspect of our students' futures, and to help children grow intellectually, spiritually, socially, emotionally and physically in an atmosphere that promotes trust and freedom.

## **EDUCATIONAL PHILOSOPHY**

Beaches Episcopal School provides a Christian environment for learning through educational experiences which offer opportunities for academic achievements. A challenging curriculum, including a commitment to enrichment programs, helps develop inquisitive and creative minds. Our caring and qualified faculty and staff seek to provide opportunities for responsible citizenship by building self-esteem and leadership. We are committed to guiding each individual student towards reaching his/her full potential and to developing lifelong learners.

## **ACCREDITATIONS AND AFFILIATIONS**

Beaches Episcopal School is accredited by the Florida Council of Independent Schools (FCIS), the Florida Kindergarten Council (FKC) and the Board of Regents of the Episcopal Diocese of Florida. FCIS is one of the largest private school associations in the State of Florida. Most of the private elementary, middle, and secondary schools in Jacksonville hold their accreditation from FCIS. BES has been a member of FCIS since 1980. In addition, the school holds an affiliation with the National Association of Episcopal Schools (NAES), the National Association of Independent Schools (NAIS) and the Council for Advancement and Support of Education (CASE).

## **ACADEMIC OBJECTIVES**

- Provide an educational program and learning environment of the highest level of excellence for all students.
- Provide an educational program that is flexible according to each child's individual needs and learning styles.
- Expose students to a wide range of experiences through our enrichment curriculum, field trips, fine arts programs, and a variety of opportunities that will help them better understand the world around them.
- Support high standards of teaching through professional development, college courses, certification, and accreditation.
- Offer a quality Extended Day Program consistent with the school's mission.

## **PERSONAL OBJECTIVES**

- Build self-esteem and leadership through Christian content and atmosphere that fully integrates Chapel, devotion, *Bible* study, moral and Biblical tools that will enable them to be successful leaders in the future.
- Provide an emotionally and physically safe environment that allows each child to reach his or her own potential.

## **SOCIAL OBJECTIVES**

- Provide opportunities to give back to the community and those less fortunate, through a variety of outreach programs which run throughout the year.
- Encourage parents to productively be a part of their child's experiences and growth at school through volunteering and membership in our school parent organization.
- Encourage diversity within the student body, faculty and staff, accepting those of all races, cultural backgrounds and religious faiths.

## STATEMENT OF GOALS

Beaches Episcopal School believes that a positive and constructive working relationship between the school and the student's parent(s) or guardian(s) is essential to the accomplishment of the school's educational mission and philosophy. We believe the fulfilling of the expectations listed below will guarantee an optimal educational experience for your child.

### *Your Expectations of BES*

- To fulfill our mission
- To provide a safe, caring environment
- To relate honestly and openly about your child
- To treat each student with courtesy and respect
- To communicate regularly
- To encourage your involvement
- To provide faculty and students with varied learning opportunities
- To provide consistent values and discipline
- To respond to parent concerns
- To enforce the school dress code

### *BES' Expectations of Parents*

- To agree with and support our mission
- To provide a quiet place for study
- To communicate honestly and openly about your child
- To treat faculty and staff with courtesy and respect
- To read school communications and attend meetings relating to your child
- To volunteer your time and talents
- To support fund-raising efforts to the extent that you are financially able
- To support the school's values and discipline
- To seek information and facts rather than rumors
- To send students to school dressed according to the school dress code

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## ADMINISTRATIVE STAFF

*The Rev. Penny Pfab – Rector of St. Paul's by the Sea Episcopal Church*

*Jackie D. Busse – Head of School*

*Bill Stewart – Assistant Head of School*

*Michelle Leemis – Director of Development*

*Leigh Palmer – Assistant Director of Development*

*Heather Wainright- Director of Admissions*

*Dallas Skornia – Director of Communications*

*Melissa Devers- Director of Technology*

*Cyndi Young – Stormes Hall Receptionist Gr. PK-1*

*Cindy Corritore – McCormick Hall Receptionist Gr. 2-6*

*Sharon Barker – Business Manager*

*Anne Wiggins – Facilities Coordinator*

Mrs. Lisa Allen  
B.S. University of South Carolina  
In-house Substitute  
(Voice Mail 190)

Mrs. Jamie Angichiodo  
B.A. Rollins College  
Music  
(Voice Mail 166)

Mrs. Sharon Barker  
B.A. University of North Florida  
Business Manager  
(Voice Mail 132)

Mrs. Ann Bauwens  
A.A. Florida Community College  
Christian Education  
(Voice Mail 182)

Mrs. Vivian Bowlus  
B.A. Mars Hill College  
M.Ed. University of North Florida  
Guidance Counselor  
(Voice Mail 185)

Mrs. Jackie Busse  
B.S. Western Illinois University  
M.Ed. University of North Florida  
Head of School  
(Voice Mail 122)

Mrs. Tammie Corey  
B.A. University of West Florida  
2<sup>nd</sup> Grade  
(Voicemail 155)

Mrs. Cindy Corritore  
School Receptionist – Gr. 2-6 McCormick Hall  
(Voice Mail 128)

Ms. Donna Dawson  
B.S. University of Florida  
Physical Education and Safety Patrol  
(Voice Mail 135)

Mrs. Carla del Campo-Whalen  
University of Chile  
Spanish  
(Voice Mail 168)

Mrs. Melissa Devers  
B.A. University of North Florida  
Director of Technology, and Computer  
(Voice Mail 134)

Mrs. Stephanie Doran  
B.A. Marist College  
M.Ed. Bank Street College of Education  
6<sup>th</sup> Grade  
(Voicemail 163)

Mrs. Ansley Doughty  
B.S. University of Georgia  
1<sup>st</sup> Grade  
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Mrs. Kathy Flynn  
B.A. Jacksonville University  
4<sup>th</sup> Grade  
(Voice Mail 159)

Mrs. Martha Garis  
B.S. Lock Haven State College  
3<sup>rd</sup> Grade  
(Voice Mail 157)

Mr. Charlie Grinstead  
Facilities Assistant  
(Voice Mail 123)

Mrs. Melody Harding  
B.S. Jacksonville University  
Kindergarten  
(Voice Mail 180)

Ms. Erica Hauser  
B.A. Stetson University  
2<sup>nd</sup> Grade  
(Voicemail 191)

Ms. Nicole Hines  
Extended Day Director  
(Voice Mail 170)

Mrs. Gretchen Howe  
B.S. University of Florida  
3<sup>rd</sup> Grade  
(Voicemail 192)

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Director of Development  
(Voice Mail 137)

Mrs. Midge Lilly  
B.S. University of South Carolina  
Movement, Morning Extended Day  
and Safety Patrol  
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Ms. Jeanne Losco  
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Pre-kindergarten and School Nurse  
(Voice Mail 150)

Mrs. Rita Lott  
B.S. Southwest Missouri State  
M.Ed. University of North Florida  
Pre-kindergarten  
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Mrs. Carrie Lynch  
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1<sup>st</sup> Grade  
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MPA University of North Florida  
Assistant Development Director  
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M.S. Armstrong Atlantic State University  
4<sup>th</sup> Grade  
(Voice Mail 162)

Mrs. Allison Romano  
B.A. University of North Florida  
M.Ed. University of North Florida  
5<sup>th</sup> Grade  
(Voice Mail 161)

Ms. Laura Romano  
Extended Day  
(Voice Mail 170)

Ms. Cecile Shirah  
B.A. University of North Florida  
2<sup>nd</sup> Grade  
(Voice Mail 156)

Mr. Dallas Skornia  
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Director of Communications  
(Voice Mail 121)

Mr. Bill Stewart  
B.A. Emory University  
M.Ed. University of North Florida  
Assistant Head of School  
(Voice Mail 130)

Mrs. Pat Struebing  
B.S. Central Missouri State College  
Kindergarten  
(Voice Mail 152)

Mrs. Cathy Terry  
B.A. Marshall University  
3rd Grade  
(Voice Mail 153)

Mrs. Liz Van Brunt  
Queensborough Community College  
Administrative & Teaching Assistant  
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Ms. Allison Vermillion  
B.A. Hollins College  
6th Grade  
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Ms. Heather Wainright  
B.A. Mercer University  
Director of Admissions  
(Voicemail 133)

Ms. Kristin Whitmire  
B.A. University of Florida  
Art  
(Voice Mail 164)

Mrs. Anne Wiggins  
Maintenance Supervisor  
(Voicemail 123)

Mrs. Chris Williams  
B.S. Jacksonville University  
5th Grade  
(Voice Mail 176)

Mrs. Lynn Workman  
B.A. Oakland University  
M.S. Lib.Florida State  
Librarian  
(Voice Mail 125)

Mrs. Cyndi Young  
B.A. University of North Florida  
School Receptionist – Gr. PK-1 Stormes  
Hall  
(Voice Mail 120)

## **ADMISSIONS**

Admissions at Beaches Episcopal School (BES) is intended to assist prospective families make the right decision for their child by matching them with the mission and academic demands of BES. The process for admission includes a tour of the campus, student application and a classroom visit for applicant's K- Gr. 6, and a student evaluation for all applications PK- Gr. 6.

All pre-kindergarten applicants must be 4 years of age on or before September 1 and all kindergarten applicants must be 5 years of age on or before September 1 of the intended year of enrollment.

Students applying to Beaches Episcopal School are accepted according to dated applications with priority being offered to siblings, St. Paul's by-the-Sea parish members, and alumni children.

### **ENROLLMENT PROCEDURES**

- ❖ Complete and return application for admissions with a non-refundable \$100.00 application/testing fee. Please also attach a current photograph of the applicant.
- ❖ Student evaluation and classroom visit. All students applying to PK- Gr.6 are administered a grade level, age appropriate test. Students applying to K- Gr. 6 are also required a full day classroom visit at BES. The Admissions Director will contact the family and schedule these appointments once a completed application has been turned in to the Admissions Office.
- ❖ Each applicant's current teacher will be provided with a Teacher Recommendation form to be completed and returned to the BES Admissions Office. Transcripts and tests scores are also requested if applicable.
- ❖ Acceptance is based upon testing results, classroom visits, the teacher recommendation, transcripts and previous school history. Each applicant is reviewed by the Head of School, the Admissions Director and the appropriate grade level teachers.

Our goal is that the Admissions Process will help families, students and Beaches Episcopal School make the best decision to ensure success for each student should they enroll at BES. We will make every effort for the admissions process to be a smooth and positive experience for you and your child.

### **FINANCIAL AID**

Financial aid is available to those families that qualify in K- Gr. 6. The maximum amount of financial aid given is fifty percent (50%) of the cost of tuition. Applications for Financial Aid are made through the School and Student Services for Financial Aid (SSS). These forms are available in the Business Office are available after December 1 and **deadline for filing is March 1** prior to the school year of enrollment.

## **RE-ENROLLMENT**

Re-enrollment for current BES families for the coming school year occurs during the month of January. A re-enrollment fee of \$500.00 attached to the signed contract is due to the school office two weeks from the issue date to ensure placement of your child for the next school year.

## **INSTITUTIONAL ADVANCEMENT**

Beaches Episcopal School actively builds awareness and support from all of our constituents who are our parents, grandparents, parents of alumni, alumni, faculty and staff, parish members and friends of the school. This is accomplished by developing programs that relate to each constituent group. The Head of School and Board of Trustees play a vital role in the purpose of these programs to advance our institution. Each program is designed with the intention of prospering the school for the benefit of the students, faculty and staff and BES families.

### **Development**

Administrative personnel coordinate and cultivate the public understanding of the school's mission and acquire financial support for its programs through the following means.

### **Annual Giving Campaign**

Independent schools are in every sense of the word, non-profit institutions. Beaches Episcopal School is no exception. Tuition fees do not cover the total cost of education each student. The financial health of our school is directly dependent upon the generosity of our benefactors. Our tuition covers approximately 90% of our annual operating budget. The balance is derived from non-tuition income. The Annual Giving Campaign strengthens educational programs and supports the faculty, staff and facility that make BES a dynamic place of learning. All of our constituents are asked to do as much as possible to support this campaign. Participation by our constituents endorses that BES is achieving its' mission. In addition, parent participation to the campaign is crucial and each year we strive for 100%. We use this participation number in many ways, including applying for grants. High parent participation shows to all that our parents believe in our mission and in our school.

### **Parent Support Organization (PSO)**

The Parent Support Organization seeks to be a valued resource for the parents and faculty and staff of BES for the purpose of enhancing our children's quality of school-life. Parents, grandparents and special friends are welcome to get involved. Our goal is to create a welcoming environment to encourage participation of all BES families and extended families. The PSO is well-organized, with appropriate financial controls, documented plans, specific annual goals, efficient meetings, and obtains regular feedback on their performance.

### **Volunteers**

Parents are encouraged to be as active as possible in whatever areas they feel like would most benefit the school. Please volunteer your time and talents to your homebase parent or to the PSO so they can schedule a time and place where you can best be used. Volunteers **must** sign in at the school office and wear a name tag. All volunteers must have taken the Safeguarding God's Children Class before they will be allowed to interact with the students. This is a mandated by the Episcopal Diocese.

### **Special Events**

Each year, as a joint effort between the Development Office and the Parent Support Organization, special events are planned. This year, the Annual Social and Silent Auction will be on March 5, 2009. This is a wonderful evening created especially for our adult friends of the school to socialize in a themed and entertaining atmosphere. There are many exciting live and silent auction items to bid on if you choose. The night is always a lot of fun and not to be missed!

Other events may be placed on the calendar throughout the year, so check your Thursday Newsletter each week!

### **Marketing**

BES used to be known as the best kept secret at the beach. This is not the case anymore. Active marketing of the school and its successes is constantly being undertaken. Look for our ads in many influential publications, newspapers and radio stations throughout the year. Let us not forget that word of mouth is a great tool to make sure our friends know what an outstanding institution we have here in BES.

## **ATTENDANCE**

Regular attendance is a crucial part of education and should be considered a priority by parents and students. School hours are 8:00 a.m. to 3:00 p.m. Attendance is taken when the instructional day begins.

If a student is absent from school for one or two days, parents need to contact the school prior to noon to arrange for homework to be provided. Homework will then be available no earlier than dismissal for pick-up. A student absent for more than two days must contact the school to make arrangements for make-up work. Any material missed is the student's responsibility to make-up.

The school strongly encourages parents to schedule vacations and short trips to coincide with the school vacations. Prearranged absences must be approved by the Head of School two weeks prior to the absence. Students must coordinate make-up tests and quizzes at the teacher's convenience. Work not arranged for, or not made up, is subject to receive a zero grade. Students that struggle with academic success are strongly discouraged from missing any extended instructional time.

### **Absences**

If a parent does not call the office by 10:00 a.m., the school will call the child's home. A note is required from parents to the teacher when the student returns from an absence. A doctor's note is required if a child misses more than three consecutive days due to illness.

### **Excessive Absences**

Six or more student absences per trimester will result in a conference between parents and administration.

### **Tardies**

A student is considered tardy following the 8:00 a.m. bell. Any children dropped off after 8:00 a.m. will be required to sign-in with the receptionist, receive a tardy slip, and hurry quickly to their homebase classroom since instruction has commenced. Every attempt should be made to schedule appointments after school hours and any work missed due to late arrival is the student's responsibility to obtain, and make up.

### **Excessive Tardies**

An accumulation of five tardies per trimester will result in a call home by the School Administration. Continued tardies will result in a parent conference with School Administration.

### **Early Dismissal**

If a student must leave the school grounds prior to dismissal, his or her parent or guardian (18 and over) must sign them out with the receptionist. No student will be allowed to leave early without parental sign out. Please make every effort to schedule appointments outside of school hours.

The receptionist will arrange for the student's early dismissal notification. Students are responsible for all work being covered during their absence, and abuse of early dismissal is subject to review by the administration. The instructional day concludes at 3:00 p.m.

## **CHAPEL**

Chapel is an integral part of life at Beaches Episcopal School. Chapel, morning devotions, lunchroom prayer, and Christian Education are not meant to proselytize or convert children to the Episcopal Church. Religion and related topics are a recognition of our heritage, and honor the traditions that bring strength to our programs and identify us as a mission of St. Paul's by-the-Sea Episcopal Church. All students attend Chapel twice a week. PK-Gr.2 have grade appropriate Chapel on Mondays, Gr. 3-6 have their service on Fridays, and the whole school comes together to worship on Wednesdays.

Special Chapel programs that take place during the academic year include Eucharist the first Wednesday of each month, monthly Birthday Book Chapels, monthly Character Education/Spirit Day Chapels, Episcopal School Sunday, Grandparents' and Special Friends' Day, Lessons and Carols during Christmas, Ash Wednesday and the Blessing of the Pets (St. Francis' Day).

Parents are always invited to attend Chapels and special programs with their children. Make sure you check the school calendar and weekly newsletters for dates and times.

## **CODE OF DISCIPLINE**

Discipline at Beaches Episcopal School revolves around the rights and responsibilities of each student. Discipline is designed to teach each student that he/she is **accountable** for his/her actions and that privilege is based on responsibility. **Self-control and respect** for peers, adults, and our shared space are emphasized and expected. **Fairness and consistency** are primary considerations. Our school works towards establishing the following **rights, responsibilities and rules (5R's)** for everyone.

- *The right to live safely*
- *The right to learn*
- *The responsibility to be polite*
- *The responsibility to be honest*
- *The responsibility to use time wisely*

We believe that all students are capable of good behavior. In order to guarantee all students the excellent learning climate that they deserve, discipline must be positive and consistent, providing students clear expectations, and consequences. The classroom **rights, responsibilities and rules (5R's) are posted in the classroom.**

No student has the right to interfere with the teacher's teaching and the opportunity for other students to learn. The 5 R's attempt to guarantee the best learning environment possible.

The process of educating your child requires the joint cooperation of the family and the school. Likewise, effective discipline requires this same cooperation. Should you ever feel that circumstances at home might be interfering with your child's success at school, please call the classroom teacher and/or administration in a timely manner.

Discipline problems are handled primarily by the teacher according to classroom and school rules. If continued infractions of class rules persist, the student will be referred to the Head of School or Assistant Head of School.

The procedure for dealing with infractions when brought before the Head of School or Assistant Head of School is as follows:

- |                         |   |
|-------------------------|---|
| <i>First Referral:</i>  | <i>Warning and parent notification.</i>   |
| <i>Second Referral:</i> | <i>Immediate parent/student conference to discuss problem and possible solutions/detention.</i> |
| <i>Third Referral:</i>  | <i>Discussions of options, including counseling and/or other alternatives for the student.</i>  |

When a severe situation occurs, as with one student physically injuring another student, immediate measures will be taken to ensure that this behavior ceases. This may involve suspension of the student to remove him or her from the situation. A parent conference will be necessary before a student who is suspended will be allowed to return to school. In the case of chronic infractions or an extremely serious offense the school may consider expulsion.

**Major Disciplinary Offenses**

The following offenses are some examples which are considered the most serious and could result in suspension or expulsion from Beaches Episcopal School:

- Disrespect to a teacher
- Fighting
- Honor violations (lying, cheating, stealing)
- Intentionally injuring another student

- Repeated disobedience or refusal to obey school regulations
- Threats of violence
- Use or possession of weapons, knives, pellet or BB guns, sling shots, etc.
- Use, possession, or sale of alcohol, tobacco or drugs
- Vandalism
- Bullying (physical or verbal intimidation)
- Inappropriate computer use or misuse of the Internet (a.k.a. violating Student Network User Agreement)

**Beaches Episcopal School reserves the right to suspend, expel or deny re-enrollment to any student who repeatedly deviates seriously from the discipline code, or who commits a single act which would merit dismissal in the judgment of the administration.**

### **Computer Network Student User Policy**

Beaches Episcopal School is fully networked and has internet access both in the Computer Lab and in the classrooms, and does so to promote knowledge enhancement and better communication. Beaches Episcopal School tries to avoid the inappropriate use of technology through filtering, blocking, deliberate classroom design, and vigilant supervision. Despite all efforts, some inappropriate information may be accidentally accessed. **If this occurs, the user is instructed to log off immediately and inform their supervising faculty member who in turn will report this to the Director of Technology, the Head of School and the Assistant Head of School.**

Beaches Episcopal School recognizes that ultimately the parents of our students are responsible for helping their children understand and set standards when using computer resources, and appreciate a partnership with the school as we help students practice good Internet Safety practices both at school and at home.

Student access to the internet is under close faculty supervision and deliberate classroom design, and is limited to supervised research and teacher-directed activities. ***Computer use is a privilege, and needs to be used responsibly or the privilege will be taken away!***

No student computer storage areas are private, and school administration may review any/all files in an effort to make sure the system is used properly and to maintain the integrity of the system. *Any files on the Beaches Episcopal School servers are subject to deletion at the discretion of the Head of School or Assistant Head of School.*

#### ***BES Students will:***

- Use appropriate language at all times.
- Avoid using slang words to avoid miscommunications.
- Put their name (first and last) on all of their documents.
- Never sign someone else's name to any document.
- Not vandalize! (Vandalism is defined here as any attempt to disrupt school networked program or other person's work).
- Not participate in illegal activities involving computers or the BES computer network. Any questionable activities need to be reported immediately to the supervising faculty member who in turn will report this to the Director of Technology, the Head of School and the Assistant Head of School.

- Use the Internet for academic school purposes only (i.e. no chat, etc...)
- Report any offensive communication immediately.
- Respect other people's privacy.
- Not download files or programs without permission.
- Use only approved memory sticks or flash drives from home.
- Not violate this User Policy. Violation of this Policy can cause immediate termination of all technology usage on campus.
- Not attempt to bypass school computer security programs.
- Be held financially responsible, along with his/her parents, for unauthorized costs accessed on school computers.
- All Gr. 3-6 students and parents must sign the above stated agreement to be eligible to use any BES computer.

## **DRESS CODE**

All Beaches Episcopal students must be dressed in a school uniform. *All uniform items are **exclusively** sold through RC Uniforms.* Purchases may be made at the store at 11645 Beach Blvd or on-line at [www.rcuniforms.com](http://www.rcuniforms.com).

### **Girls:**

White, red or hunter green long sleeve polo with BES logo  
 White, red, hunter green or blue/white striped short sleeve polo with BES logo  
 Solid navy blue, red or hunter green embroidered shirt dress with under short (PK-2)  
 Red BES logo sweatshirt with student's last name embroidered on it  
 Solid plain navy blue or khaki uniform slacks, shorts, skort, jumper or skirt  
 Plaid skirt, skort or jumper  
 Solid plain Navy blue, brown, or black belt  
 Red Spirit Day T-shirt (to be worn **ONLY** on Spirit Day)  
 Navy blue fleece BES logo jacket with student's last name embroidered on it  
 Navy blue BES logo cardigan sweater with student's last name embroidered on it  
Solid colored red, navy, or white leg tights only  
 Rain poncho with student's name on it

### **Boys:**

White, red or hunter green long sleeve polo with BES logo  
 White, red, hunter green or blue/white striped short sleeve polo with BES logo  
 Red BES logo sweatshirt with student's last name embroidered on it  
 Solid plain navy blue or khaki uniform slacks or shorts  
 Solid plain navy blue, brown, or black belt  
 Red Spirit Day T-shirt (to be worn **ONLY** on Spirit Day)  
 Navy blue fleece BES logo jacket with student's last name embroidered on it  
 Navy blue BES logo cardigan sweater with student's last name embroidered on it  
 Rain poncho with student's name on it

- **Appropriate athletic/running-style shoes and socks are to be worn at all times.**
- NO platform sneakers, skateboard-style shoes or retractable wheel roller shoes

- All students are expected to be neat, clean, and well groomed at all times.
- Shirts must be properly tucked in, and not just rolled under.
- No doo rags, scarves, athletic headbands or wristbands.
- No outlandish, distracting, or inappropriate jewelry (i.e. dangling earrings and large beaded necklaces), make-up, or accessories.
- No body piercing (except girls' earrings) or tattoos are permitted.
- Natural hair coloring only. No two colored hair is permitted.
- Boys' hair should not be shaggy, exceed collar length or exceed eye brow length in the front.
- Plain white short-sleeved undershirts may be worn under BES shirts but no long sleeves or *Body Armor* –style shirt is permitted
- Faded apparel should not be worn to school, and needs to be promptly replaced.
- Apparel with holes will be need to be mended or replaced.
- Shorts, skort, and skirt lengths need to be approximately three inches above the knee, and no longer than knee length.
- Heavy jackets can be worn during cold weather, but students must be in dress code while in the classroom.
- Only BES sweatshirts or fleece jackets with student's last name monogrammed on them can be worn, and are not to be tied or worn around the waist.
- Hats may not be worn to school except with administration's approval for special events.
- Students are not allowed to bring I-pods, video games, Walkman players, or cell phones to school.

**Children not dressed within the Dress Code the first time, will receive a written notice. A Second violation will require a call to their parent to bring the appropriate apparel or clothing.**

## **DAILY SCHEDULE**

### **Morning Carpool Drop off**

A school representative, along with Safety Patrol, is on duty along the sidewalk at McCormick Hall and Stormes Hall at 7:45 a.m. Parents are asked to drop children PK-Gr. 1 at the red doors on the west side of 5<sup>th</sup> Street between 11<sup>th</sup> and 12<sup>th</sup> Avenue, and Gr. 2-6 via the circular driveway on the south side of 11<sup>th</sup> Avenue at McCormick Hall. When pulling up to school, drivers should pull as far forward as possible, and be aware of pedestrians crossing. No child is allowed to cross the street on campus unescorted by an adult and parents are to unload on the curb side of the car only. Pedestrians are to use the crosswalks and not walk between cars in the car pool line.

**PLEASE DO NOT USE CELL PHONES WHILE DRIVING IN THE CAR POOL LINES.**

**Safety is always our first priority!**

Students that arrive prior to 7:45 a.m. are directed to the Extended Day Program in the Computer Lab located in McCormick Hall. The earliest arrival allowed is 7:00 a.m. and must be left at the McCormick Hall Computer Room with the before-care supervisor. **PLEASE MAKE SURE YOU SIGN YOUR CHILDREN IN AND DO NOT DROP YOUR CHILD OFF EARLY UNATTENDED.** The students are not allowed in the corridors unattended.

All students arriving between 7:45 a.m. and 7:50 a.m. wait in the appropriate courtyard, and are allowed to move on to their homebase when the bell rings at 7:50 a.m. Parents escorting their children in must sign in at the front desk and wear a name tag every time prior to their entry into the courtyard. Carpool should not be used for even brief parent/teacher conferences.

### **Safety Patrol**

Gr. 6 students serving on patrol must be at school by 7:35 a.m. and will complete carpool duties at approximately 3:15 p.m.

### **Dismissal**

Students are dismissed from class at 3:00 p.m. Each family will be assigned a car pool number that remains theirs from year to year. **Please do not throw the numbers away at the end of the school year.** These numbers are assigned during orientation and need to be visible at all times when in line at car pool. Please make sure the number is facing forward and can be readily seen (i.e. tinted windows).

PK-Gr. 1 will be dismissed at Stormes Hall, and Gr.2-6 will be dismissed at McCormick Hall. Teachers will summon the children by number. Please make sure to pull all the way forward and that you stop completely before children are allowed to be loaded in. Do not leave your vehicle unattended at anytime during carpool. PK students will be dismissed at the Stormes Hall playground gate at 12:00 noon.

Students should only enter vehicles from the curb side and safety patrol members will assist children in opening and closing of doors. For parents picking up from both buildings, it is suggested that you pick-up from Stormes first, and then make a right turn on 11<sup>th</sup> Avenue where you can make a U-turn and get in line at 5<sup>th</sup> Street. The McCormick Hall car pool line is to allow alternate cars coming from 11<sup>th</sup> Avenue going east into the car pool line. Cars coming westward on 11<sup>th</sup> Avenue can not break into the car pool line at McCormick Hall. **PLEASE DO NOT CUT DIRECTLY INTO THE McCORMICK PICK-UP LINE FROM THE STORMES PICK-UP LINE.**

At 3:15 p.m. all remaining students will be taken to Extended Day in the Stormes Hall Building. Students not picked up by 3:30 p.m. will be assessed a fee (see Extended Day). At 12:15 p.m. PK students not picked up will be taken to lunch and Extended Day.

***Parking is prohibited in car pool lanes between 7:45 a.m. and 8:15 a.m., 11:45 a.m. - 12 noon, and 2:30 p.m. - 3:30 p.m. at both buildings.***

Any students riding a bike must give prior notification to the school and have the bike locked in the bike rack located inside the fence on Hixon Field. All school rules (including street crossing) must be abided by when on school grounds.

While we realize the excitement of picking up a child at the end of the day, we strongly encourage the car pick-up approach. Pick-up of students other than yours requires a note of permission or a phone call from the students' parents. If you must pick-up your child in person instead of driving through in the carpool line, please wait for them inside in the reception area and not near the dismissal area. These are high congestion areas, and safety is very important. No adult will be allowed into the courtyard area without signing in and wearing a name tag.

### **Communications**

There are many ways BES uses to effectively pass on school-related information to our families and friends. Every Thursday, a weekly newsletter is sent home in the student's backpacks and folders. Current events, curriculum updates, important special events and much more are sent out in this publication. BES has a newly designed website at [www.beachsepiiscopalschool.org](http://www.beachsepiiscopalschool.org), where you can find complete information about the school and view the weekly newsletter as well. A summer publication titled, "Starfish News", is distributed to all of our constituents. This publication includes letters from our Head of School, Chair of our Board of Trustees, summaries of the past year and our annual report information. Teachers also pass along important information via e-mail and by our new blog postings.

### **Grading System**

PK-Gr.6 Grades all receive grade appropriate report cards three times a year, or once every 12 weeks. Interim Reports are sent home to all students at the midway mark of the first marking period and can be sent home at anytime after that to indicate the progress of PK-Gr.3 students. All Gr. 4-6 students will receive an Interim printout of grades, and will receive comments only when necessary. Any questions involving grades need to be directed to the teacher before any further discussion with administration is appropriate.

*\*Note: Letter grades are used in Gr. 4-6, but Gr.3 will begin receiving letter grades during the 3<sup>rd</sup> Trimester.*

*A+ = 99-100*

*A = 94-98*

*A- = 92-93*

*B+ = 90-91*

*B = 85-89*

*B- = 83-84*

*C+ = 81-82*

*C = 76-80*

*C- = 74-75*

*D+ = 72-73*

*D = 67-71*

*D- = 65-66*

*F = Below 65*

### **Homework**

Homework is regularly assigned Monday through Thursday nights, although Gr. 4-6 students can expect some math homework over the weekend. Homework is used to reinforce the work of the day, not to introduce new concepts or procedures. Some long-term projects or make-up work may require work over the weekend. While parental support and supervision are strongly encouraged, it's important that children do their own homework and projects so teachers can recognize and meet individual student needs.

*\*Please note that students are financially responsible for any textbooks that are lost or badly damaged.*

### **Conferences**

Conference Days are scheduled in December and April. The December Conference will be a time to review the first trimester Report Card and for Gr. 2-6 students, to also review their OLSAT/CTP 4 testing results. The April Conference will be a Portfolio Conference that includes the K – Gr.6 students in an electronic review of their progress during the year. Information will be sent home prior to these days to help you schedule a time.

Additional Parent/Teacher conferences may be arranged by contacting the teacher(s) at school via voicemail or e-mail. These numbers are provided in the Handbook. Teachers are always interested in speaking with parents concerning their child, but please schedule ahead of time.

***Before and after school teacher responsibilities do not allow for unexpected "drop in" conferences.***

### **Standardized Testing**

Students in Gr. 3-6 take the CTP 4 Test obtained from the Educational Records Bureau during the last week of September, and Gr. 2 students will take the OLSAT. Students in Gr. 1 and 2 will also take the Gates MacGinitie Reading Test in the middle of May. Learning how to take a standardized test is very important and the results should be used as a comparable evaluation tool along with classroom observations. All efforts should be made for ample rest and nutrition during the week of testing. It is very important that no trips or appointments be scheduled that week as making up these tests is stressful for students. **Results will not only be kept at school, but a report will also be sent home so you will be aware of how your child tested.**

## **HEALTH AND SAFETY**

Beaches Episcopal School strives to provide a safe, secure, learning environment for all of its students. Exterior doors remain locked throughout the school day, and access is limited to the glass doors in the office lobbies of both Stormes and McCormick Hall. Anyone entering the building must sign in at the receptionist's desk and pickup a name tag before they will be allowed to proceed into the courtyard.

### **Accidents**

The school receptionists are equipped with first aid supplies necessary to treat minor cuts, scrapes, and bruises. The School Nurse is available as needed. In the case of an emergency, parents will be notified from the Emergency Contact numbers supplied to the school at the beginning of the academic year. **It is very important to notify the school of any changes as soon as possible.** If hospitalization is necessary, the Beaches Baptist Hospital is the first choice of referral. A registered nurse is on duty throughout the school day.

### **Cancellation of School**

In the event of severe storms, a loss of utilities, or other unforeseeable problems, cancellation of school may be necessary. FM 90.6 (WKYZ), AM 690, and TV channel 12 (WTLV- cable channel 11) are stations to listen to for BES openings and closings. The school answering machine will also provide you with important updates along with our Website.

### **Communicable Diseases**

Parents must notify the school when their child contracts a communicable illness. Written medical approval is needed prior to readmission. ***Children should not be sent to school with a fever or until the child has been free from fever for 24 hours.***

### **Emergency Plan**

Teachers will follow the procedures outlined in their Emergency Plan Manual.

### **Fire Drills**

The Jacksonville Beach Fire Department conducts monthly fire drills, and proper evacuation routes are posted in all classrooms and buildings.

### **Medications**

All prescription medication, as well as Tylenol, aspirin, cough drops, and other over the counter drugs must be dispensed from the receptionist's office. The medication must be accompanied by

the Medication Release Form. A written log is maintained for *all* medication dispensed. No medication will be allowed to be dispensed or taken without the Medication Release Form properly filled out. Prescription medications must be in the original container.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to enjoy the daily life here at Beaches Episcopal School, and are very much responsible for our overall success. **The Episcopal Diocese of Florida requires all volunteers participate in a three hour *Safeguarding God's Children Workshop* before they will be allowed to work in close proximity of our students.** The School Newsletter will provide information on any seminars being offered at the school or at other locations in the Jacksonville area.

### **Field Trip Chaperones**

Teachers will sometimes ask for parent volunteers to accompany their class on field trips. Consult with individual teachers concerning this matter. All chaperones must have taken the *Safeguarding God's Children Workshop* before they will be allowed to participate. Field Trip chaperones will be provided a statement of expectations and responsibilities. All students, chaperones and teachers attending the field trip must ride in the bus provided. Parents are not allowed to follow in their car or meet up with the group at the event for security and liability reasons.

### **Lunch Duty**

Parent volunteers hand out hot lunches to the children in the lunchroom. This is orchestrated by the PSO lunchroom coordinator. All volunteers must have taken the *Safeguarding God's Children Workshop* prior to helping in the lunchroom.

### **Parent Support Organization (PSO)**

The Parent Support Organization offers opportunities that allow parents to get more involved in the life of the school. From fund-raising to volunteer coordination, the PSO provides the school with help in whatever areas are needed. Please make sure you fill out the Volunteer Participation Form that is sent home in the July packet.

### **Volunteers**

Parents are encouraged to be as active as possible in whatever areas they feel they would like to contribute. Please volunteer your time and talents to your child's homebase parent or to the PSO so they can schedule a time and place where you can best be used. Volunteers must sign in at the front desk, and wear a name tag. All volunteers must have taken the *Safeguarding God's Children Workshop* before they will be allowed to interact with the students.

## **SPECIAL ACTIVITIES & EVENTS**

### **Annual Social**

Every spring we celebrate an adults' night out with an off-campus social for BES parents, faculty and staff. The night includes good music, wonderful food, great atmosphere and a wide variety of great auction items. Make sure you mark your calendars and get a sitter early so you don't miss this gala event! (See page 11)

### **Awards Assembly**

During the last week of the academic year, the school awards certificates of achievement to students in Grades 4-6. Areas recognized include the Rector's Award, the Head of School's Scholarship Award, the Board of Regents Award, Head of School's List, Honor Roll, the Mr. Munroe Griffin Award, the Delaney Leadership Award, and the President's Educational Excellence Award.

### **Birthdays**

**Birthday parties are not permitted at school.** Birthday invitations may not be distributed at school unless all members of the class are invited. Cupcakes, cookies or goodies for your child's birthday may be sent in with your child in the morning for distribution at the homebase teacher's discretion during the day.

### **Birthday Book Chapel**

To enhance our library, students pre-select a book to help celebrate their birthday. The cost of this book is paid for through Book and Activity Fees. They have their name entered on a book plate on the inside of the cover of the book that they have selected and are presented the book during a special part of the Birthday Book Chapel for that month. Families are invited to join their child as they receive their book. The student will be the first to take the book home and enjoy it and when it is returned the book will become a part of the general inventory of the BES library. Birthday Book Chapel is traditionally the last Wednesday of the month unless otherwise announced.

### **Blessing of the Pets**

On or near the celebration of St. Francis' Day, students are invited to bring their pets to school to have them blessed in a special outdoor chapel ceremony. A stuffed animal representative or picture of the family pet can also be blessed. Parents may bring the pets to school in the morning, attend the ceremony, and then need to escort the pets home immediately upon the conclusion of the blessing. Animals are not allowed to visit for the entire academic day. Pets must be on a leash or caged.

### **Challenge Day**

This is a special afternoon field day of activities and friendly competition in the spring. Grades K-6 kick off the event with a pizza lunch and then are off to enjoy an afternoon of games and fun. Parents often help coordinate the activities, while others just come and watch the fun. PK, due to their early dismissal schedule, enjoys a junior version of age appropriate fun and games before they are dismissed at noon.

### **Character Ed Chapel/Spirit Day**

This is traditionally the third Wednesday of the month. Each month a selected grade level introduces us to a Character Education theme. It is then a time to show school unity with the help of our BES cheerleaders, and show school pride by wearing a BES Spirit Day T-Shirt (or the attire of a selected theme). The Dress Code, other than the T-shirt or special attire of the day, remains in force.

### **Class Parties**

Class parties will be held on Christmas, Valentine's Day, and at the end of the year. All parties will to be similar across the grade level and will take place one hour prior to dismissal on that day.

### **Episcopal School Sunday/Barbecue**

The school participates in an annual Sunday church service celebration in October at St. Paul's by-the-Sea Episcopal Church. BES students take a leadership role in the service, and then enjoy a barbecue lunch with their families and members of the church.

### **Family Arts Festival/Fall Festival**

BES holds a Family Arts Festival that alternates years with the carnival-style Fall Festival. The Family Arts Festival is not a fund-raiser, but is coordinated for the enjoyment of all the school families. It is fun, with interactive opportunities for children of our school and church families to be exposed to a variety of arts. Along with traditional games, it will feature a full schedule of performers, demonstrations, and hands-on art activities led by local artists. The event runs from 10 a.m. until 3 p.m. The format is like an Open House, so stay as long as you like or come when you can.

### **Field Trips**

Field Trips are scheduled to complement and enhance the curriculum. All transportation is provided by school bus and neither students nor parents may drive behind or meet up with the bus. All chaperones must have taken the *Safeguarding God's Children Workshop* before they will be allowed to participate, and are responsible to pay for their admission, etc...Siblings are not allowed to participate in trips.

### **FUNd RUN**

During the spring trimester, BES will be participating in a FUNd RUN fundraiser. Our students will learn valuable lessons in character education as well as ways to maintain a healthy lifestyle. Students will be running, hopping and skipping their way into a great afternoon! Parents and friends are encouraged to come out and root the students on.

### **Graduation**

Gr. 6 Graduation is the last day of school and all students are expected to be in attendance. All BES friends and family are invited to celebrate the end of the academic year and the moving on of our graduating class. School starts at the regular time, Graduation begins at 10:30 a.m, and there is a reception for the graduates, their families and their guests in the Stormes Hall immediately following. School will be dismissed for the summer at noon.

### **Grandparents' & Special Friends' Day**

This very special event takes place in October. Grandparents and special friends are invited to school to worship, and enjoy a morning at BES and lunch. A special program, Chapel, and visits to the classrooms highlight the day. Special library books can be purchased in honor of the grandparents and special friends, and are dedicated during the Chapel service.

### **Lessons and Carols**

This is a school/church service held the day leading into Christmas break. The service is led by the Gr. 6 students, and parents, alumni, and guests are invited to celebrate the beginning of the holidays with special readings and seasonal songs.

### **Red Ribbon Week**

Red Ribbon Week is the nationwide awareness week in the fall to remind the children to “*Say No To Drugs!*” Red ribbons are put up in hallways, students receive daily gift reminders, and special guest speakers and programs, all help us provide the children with information needed to help them to “SAY NO!”

### **Teacher Appreciation Week**

This is a special week in the spring sponsored by the PSO to honor the BES faculty and staff. It is highlighted by a luncheon in their honor one day that week.

### Volunteer Luncheon

All of our volunteers are invited to a special luncheon in the spring, to thank them for the countless hours that were donated to making BES a better place.

## **STUDENT SERVICES**

### Extended Day

Beaches Episcopal School offers Extended Day services to help our parents. Students can be dropped off as early as 7:00 a.m. at the McCormick Hall Computer Room, and quiet morning activities are available while preparing for the upcoming academic day. STUDENTS DROPPED OFF PRIOR TO 7:45 A.M. AT EITHER BUILDING MUST BE SIGNED IN AT EXTENDED DAY IN THE COMPUTER ROOM.

PK Extended Day in the afternoon begins at 12:00 noon, and the rest of the school begins at 3:00 p.m. Students may stay as late as 6:00 p.m.

### ALL FEES ARE PAYABLE IN ADVANCE

There is a \$30.00 registration fee for the first child and \$20.00 each for additional child.

Before school care.....PK-6th Grade - \$4.00 per day/or \$20.00 per week

After school care.....PK-Noon until 3:00 p.m. - \$10.00 per day/or \$45.00 per week

                                  Noon until 6:00 p.m.-- \$20.00 per day/or \$85.00 per week

                                  K-6th Grade-3:00 until 6:00 p.m. - \$10.00 per day/or \$45.00 per week

\*Starting at 6:03 p.m., parents will be charged a \$2.00 per minute late fee.

\*Note music, band, piano, and other lessons are paid directly to the provider.

\*Students using Extended Day in conjunction with other after school activities will be charged.

\*Students not picked up after school will be sent to Extended Day and parents will be billed by the school.

\*If delinquent in payment for 45 days, you will lose the ability to use Extended Day.

### Good Touch, Bad Touch

This program is aimed at helping children to understand that it is not okay for anyone to inappropriately touch them or abuse them in any way. The program is not a sex education class, but a child friendly approach to help prevent abuse. The program will be taught to Grades K, 1, 3 and 5 by a specially trained instructor. A parent information letter will be sent prior to the initiation of the Good Touch/Bad Touch Program, along with a permission slip.

### Lost and Found

Lost items can be inquired about at the reception desk in both McCormick and Stormes Hall. **Parents are required to have their student's last name embroidered on BES sweaters, sweatshirts and fleece jackets and need to put their child's name on all of their belongings.** Unclaimed items will be disposed of at the end of each trimester.

### Lunch Program

Students at BES have the option to participate in our Hot Lunch Program. **Lunch forms are filled out on-line at [www.orgsonline.com](http://www.orgsonline.com).** Parents who choose not to participate in our vendor-based program, are asked to follow several guidelines when packing lunches for them.

1. Lunches should be self-contained, and should include plastic eating utensils, straws, etc.
2. No metal pop-top style cans please.
3. **No student lunches will be heated by parents, faculty or staff.**

4. Milk and juice can be purchased through the school on a monthly basis.
5. **NO SODA IS ALLOWED AT ANYTIME!**
6. Our hot lunch program is vendor based, and is offered daily. *Menus and orders are to be done on-line and checks only are sent in to the school.. **Lunch order deadlines are firm, so if you miss a turn-in deadline, you will need to provide your child with a lunch until you can order again.***

### **Newsletters**

A weekly school newsletter will be sent home on Thursday. Grade level newsletters will be sent generally the second and fourth Thursday of each month. Please check with your child and read the newsletters in their entirety every week. The weekly school newsletter is also posted on the school's website [www.beacheseπισcopalschool.org](http://www.beacheseπισcopalschool.org) for your convenience.

### **School Store**

The Gr. 6 students manage a School Store with the supervision of an advisor. Items in the School Store include pencils, paper, and BES novelty items. It is open in Stormes Hall and McCormick Halls every Thursday from 7:45 a.m. to 8:00 a.m. on a cash only basis.

### **Student Records**

Student records are the property of the school. Copies of medical forms, past report cards, and standardized testing results are available upon request by the parent.

### **Telephones**

A parent may contact a teacher at school by phone. If the teacher is unavailable, the parent will be put through to the teacher's voice mail. The call will be returned as soon as possible. Teachers may also be accessed through our website at [www.beacheseπισcopalschool.org](http://www.beacheseπισcopalschool.org). It is the individual teacher's prerogative whether or not to take calls at home. Please consult with the individual teacher concerning this.

Telephones are not for student use during school hours except in emergency situations. Setting up playtime with friends after school, forgotten lunches, books, and papers are **not** considered emergencies. Special arrangements should be made in advance.

***\*STUDENTS ARE NOT ALLOWED TO CARRY A CELL PHONE TO SCHOOL WITHOUT PRIOR PERMISSION FROM THE HEAD OF SCHOOL.***

### **Toys**

Please do not allow the children to bring toys to school. They tend to distract the children both in and out of class.