

*BEACHES
EPISCOPAL
SCHOOL*



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

Student/Parent Handbook 2011 – 2012

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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



ADMINISTRATIVE STAFF

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

Jackie Busse – Head of School

Bill Stewart – Assistant Head of School

Michelle Leemis – Director of Development

Lisa Allen – Assistant Director of Development

Heather Galloway- 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

Peggy Davis – Business Manager

Ann Bauwens – Assistant to the Business Manager

Anne Wiggins – Facilities Coordinator

Mrs. Lisa Allen
B.S. University of South Carolina
Assistant Director of Development
(Voice Mail 112)

Mrs. Ann Bauwens
A.A. Florida Community College
Business Office Assistant and Chapel
(Voice Mail 182)

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B.A. University of Florida
1st Grade
(Voice Mail 158)

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
2nd Grade
(Voicemail 155)
Mrs. Cindy Corritore
School Receptionist – Gr. 2-6 McCormick Hall
(Voice Mail 128)

Mrs. Michelle Curtis
B.S. Jacksonville University
M.Ed. University of North Florida
Music
(Voice Mail 166)

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B.S. Florida State University
Business Manager
(Voice Mail 132)

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

Mrs. Melissa Devers
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Director of Technology, and Computer
(Voice Mail 134)

Mrs. Ansley Doughty
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1st Grade
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Director of Admissions
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3rd Grade
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M.Ed. University of Florida
3rd Grade
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Facilities Assistant
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Pre- kindergarten
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Physical Education and Safety Patrol
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Extended Day Director
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3rd Grade
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Movement/*Kines*, Morning Extended Day
and Safety Patrol
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Permanent Substitute and School Nurse
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Mrs. McCall Morgan
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(Voice Mail 164)

Mrs. Anne Wiggins
Maintenance Supervisor
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B.S. Jacksonville University
5th Grade
(Voice Mail 176)

Mrs. Lynn Workman
B.A. Oakland University
M.S. Lib. Florida State University
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 applicants in kindergarten through sixth grade, and a student evaluation for all applications pre-kindergarten through sixth grade.

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 pre-kindergarten through sixth grade are administered a grade level, age appropriate test. Students applying to kindergarten through sixth grade 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 who qualify in kindergarten through sixth grade. 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 after December 1 and the **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.

DEVELOPMENT

Beaches Episcopal School was established fifty-nine (59) years ago as a mission of St. Paul's Episcopal Church. The Rector and the Vestry had a vision of a Christian Day School that would inspire children to become life-long learners and discover their unique talents and gifts. The Development Office is devoted to keeping this vision alive by raising the additional funds needed to sustain the school that we all love and value. It is only through the immeasurable support of our parents, grandparents, alumni, and friends of the school that we are successful in our job. Every gift is significant and helps us reach our goal! It is our privilege to work with you and your family to support Beaches Episcopal School and your children.

Annual Giving

Beaches Episcopal School is proud of its long standing tradition of educating the whole child. It is a place where children discover the joy of learning, develop a strong sense of self with their own special gifts and talents and make friendships that will last a lifetime. By participating in the BES Annual Giving Fund, you become partners with us in the education of your child.

Philanthropy at Beaches Episcopal School is cultivated through our parents, grandparents, alumni and friends and we take pride in teaching our children that giving to others brings us as much joy as receiving. Gifts come to us in many ways; sharing of time and talents through countless volunteer hours, in-kind gifts and monetary contributions. The Board of Trustees tries very hard to keep the cost of tuition affordable, however the annual giving fund is essential in maintaining our excellent education as well as the faculty and staff that facilitate it. Please join us in this very important endeavor.

Join an organization whose mission you can be passionate about. Do your best to leave that organization in a better place than when you joined it. Leave a legacy; make a difference!

Parent Support Organization (PSO)

Parents are encouraged to enjoy the daily life here at Beaches Episcopal School. We have the very best Parent Support Organization (PSO) in all of Jacksonville. Our PSO is an exceptional group of volunteers that spend countless hours giving generously of their time and talents through participating in many different committees that without, BES could not run as smoothly as it does.

Every parent is a member of the PSO and we hope that you take this opportunity to become involved and familiar with your child's school, meet their friends and other parents. The Episcopal Diocese of Florida mandates that all volunteers must have taken "Safeguarding God's Children" before they will be allowed to interact with the students. Please take the time to look over the many ways that you can volunteer. There is a volunteer opportunity for everyone.

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. Please note that accumulated time from tardies can add up to a day or days absent with our attendance program.

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. Pre-kindergarten through second grade have a grade appropriate Chapel on Mondays, third through sixth grade 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 each 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.

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, and 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 a 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 third through sixth grade students and parents must sign the above stated agreement to be eligible to use any BES computer.

DRESS CODE



All Beaches Episcopal School students must be dressed in a school uniform. ***All uniform items are exclusively sold through RC Uniforms.*** Purchases may be made on-line at www.rcuniforms.com or at the store at St. John's Square II Shopping Center, 11160 Beach Blvd. #126 in Jacksonville, just West of 9A. Their phone number is 646-0493.

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 (Pre-kindergarten through second grade only)
- 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, stockings, and socks 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

All:

- **Each student is asked to purchase a red BES logo polo shirt or red BES logo shirt dress for their Class Picture that is taken in the Spring, and for grade level field trips.**
- 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, large beaded necklaces, or *Silly Bandz*), 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, distracting, exceed collar length, or touch the eye brows 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 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.

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 pre-kindergarten through first grade children at the red doors on the west side of 5th Street between 11th and 12th Avenue, and second through sixth grade via the circular driveway on the south side of 11th 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. **For safety reasons, all 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 DO NOT LEAVE UNTIL YOU SEE STUDENTS ENTER THE GRAY MCCORMICK DOORS VIA THE MONITORING SYSTEM. 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

Sixth Grade 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).

Pre-kindergarten through first grade students will be dismissed at Stormes Hall, and second through sixth grade students 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. Pre-kindergarten 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 11th Avenue where you can make a U-turn and get in line at 5th Street. The McCormick Hall car pool line is to allow alternate cars coming from 11th Avenue going east into the car pool line. Cars coming westward on 11th 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. pre-kindergarten 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 as the school communications begin going green. BES has an up-to-date website at www.beacheseπισcopalschool.org, where you can find complete information about the school, current events, curriculum updates, important special events, the weekly newsletter, and much more. The weekly newsletter is mailed by the Director of Communications to parents and other constituents every Thursday. E-mail blasts are sent out throughout the school year reminding parents and friends about upcoming events and significant issues. A summer publication titled "Starfish News" is distributed to all 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

Pre-kindergarten through sixth grade all receive grade appropriate report cards three times a year, or once every 12 weeks. Interim Reports are sent home to all pre-kindergarten through third grade students at the midway mark of the first marking period, and can be sent home at anytime after that to indicate the progress of pre-kindergarten through third grade students. All fourth through sixth grade students and parents will receive information how to access all student grades all year long via our Parent Portal. 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 fourth through sixth grade, but third grade begin receiving letter grades during the 3rd Trimester.*

2011-2012 BES Grading Scale	
A	= 93-100
A-	= 90-92
B+	= 87-89
B	= 83-86
B-	= 80-82
C+	= 77-79
C	= 73-76
C-	= 70-72
D+	= 67-69
D	= 63-66
D-	= 60-62
F	= 59 or below

Homework

Homework is regularly assigned Monday through Thursday nights, although fourth through sixth grade 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. All tests and quizzes will be sent home in your child's Thursday folder. Please help us and your child by checking each Thursday, and returning the test signed when requested.

** 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 second through sixth grade students to also review their OLSAT/CTP 4 testing results. The April Conference will be a Portfolio Conference

that includes the pre- kindergarten through sixth grade 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. *These two scheduled conferences dates are very important so please plan to attend them, and not use them as a day off.*

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 third through sixth grade participate in the Comprehensive Testing Program (CTP 4 Test) obtained from the Educational Records Bureau(ERB) during the last week of September, and second grade students will take the Otis–Lennon School Ability Test (OLSAT). Students in first and second grade 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 contact information 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, and are responsible to pay their own way. 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 Parent Social

Each year, the PSO and the Development Office work closely on the Annual Social and Silent Auction. This is an amazing evening created especially for our adult friends (parents, faculty, staff, friends) to socialize off campus and it always promises to be night you will not want to miss!

Awards Assembly

During the last week of the academic year, the school awards certificates of achievement to students in fourth through sixth grade.

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 or cookies 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. The student has their name entered on a book plate on the inside of the cover of the book that they selected and is 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 be blessed instead of bringing them to the service. Parents are asked to bring the pets to school in the morning, attend the ceremony, and then 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. Kindergarten through sixth grade 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. Pre-kindergarten students, due to their early dismissal schedule, enjoy 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 wear 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 be similar across the grade level and will take place one hour prior to dismissal that day.

Community Outreach

Community Outreach is a time for each student to give to others less fortunate. You see the spark in the children's eyes when they donate items for our annual Pet Food Drive, Thanksgiving baskets for families that otherwise would not have a dinner, Christmas Stockings for The Salvation Army and Easter Baskets for the Foster children. BES is proud of the difference we make for others around us.

Episcopal School Sunday/Barbecue

BES 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 followed by a catered barbecue lunch that is shared with BES families and church members.

Fall Fundraiser

Each year the PSO participates in a Fall Fundraiser to help raise money for the school. It also allows the children the opportunity to work towards a goal and feel good about contributing to their school.

Fall Festival

The carnival-style Fall Festival is held every other year on the school campus, and takes place after lunch during school hours. Fun games are set up in both the Parish Hall and outside for everyone to enjoy. Every child must be supervised by a parent or guardian.

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

The FUNd RUN is the last PSO fundraiser for the school year. We started the FUNd RUN in 2009 and it seems to be a favorite among the children. Students are encouraged to run, skip and/or hop laps around Hixon field to raise money for BES. Money is raised by either a flat donation or pledges. Parents and friends are encouraged to come and enjoy the fresh air while cheering the children on.

Golf Classic

Whether you are a golfer or just like to have a good time, you won't want to miss our Annual Golf Classic. This Golf Classic is held in the fall at a local Country Club and BES children play golf with their parent(s) or guardian. This event is held on a Monday and play starts at noon and ends in the early evening.

Graduation

Sixth grade 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 is a special day that takes place in October when students get to share their school experience with Grandparents and/or Special Friends. Our guests are treated to a special Chapel program and visits to the classrooms highlight the day. Special library books can be purchased in honor of the grandparents and special friends.

Holiday Shoppe

The PSO makes it easy for you to start your holiday shopping. A wide variety of vendors are set up in the Parish Hall for you to come and start checking off your Christmas list. This is a wonderful time for parents to relax and enjoy themselves.

Lessons and Carols

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

Pajama Day/Story Time

This is a special morning each year that takes place on the Thursday before Christmas break in the Parish Hall. Students come to school wearing their pajamas, enjoy hot chocolate and listen to Mr. Stewart read a surprise Christmas story. What a nice way to get into the Christmas spirit!

Red Ribbon Week

Red Ribbon Week is a nationwide awareness week in the fall to remind children to “*Say No To Drugs!*” Red ribbons are hung in the hallways and students receive reminders throughout the week that help us provide the children with information needed to help them “*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 Appreciation Luncheon

Volunteers help make BES the great school it is! In their honor, a luncheon is held in the spring every year to express our thanks. We encourage all volunteers to attend so we can show how much we truly appreciate the countless hours they donate making BES a better place!

STUDENT SERVICES

After-school Activities

Beaches Episcopal School has a wide variety of after-school activities available for our students, and they will be offered in the four 6 week blocks listed below:

- Session #1 will run from September 12, 2011 through October 21, 2011
- Session#2 will run from October 31, 2011 through January 13, 2012
(no programs will be offered the weeks of Nov.14-18 or Jan.4-6)
- Session#3 will run from January 23, 2012 through March 2, 2012
- Session#4 will run from March 19, 2012 through April 27, 2012

**Note no Enrichment Clubs or paid activities will meet during the weeks between sessions, and no after-school activities including Help Sessions, are scheduled to take place during May as the year winds down.*

Academic Help sessions are offered every week in first through sixth grade. Individual teachers will contact a parent when a student is in need of help, and will request that they attend a particular session(s). If a parent feels their child may need extra help, they will need to contact the teacher well in advance of the session to make arrangements, and to see if help is needed. Note, space is limited in order to insure maximum effectiveness, and all sessions are from 3:15-4:00 p.m. **This is not a Study Hall, and no drop-ins please.**

Enrichment Clubs are free fun after-school opportunities for BES students! Space is limited. Some of these Clubs are offered by specific grade level, while others are open to BES students in Grades 1-6. All Enrichment Clubs are from 3:15-4:00 p.m. Due to popularity of these Clubs, once your child has attended a session, they will be put on a Wait List for the opportunity to participate again. If the session is not full, then those children, who have already participated once in that program, will be added to the allotted space(s). If they have participated in this program twice, then they will be added to the end of the Wait List, which will rotate each session. You will be notified on the Friday morning prior to the beginning of the next session if your child will be moved from the Wait List into the session. **ALL SIGN-UPS MUST BE MADE WITH CYNDI YOUNG. For safety and supervision reasons, any student dropped off or not signed up with Mrs. Young, will not be allowed to participate in the Club and the parent will be contacted to arrange for their pick-up.**

Students at Beaches Episcopal School can also choose from a wide variety of *paid after-school activities*. The fees for these programs are determined, paid to, and collected by individual program coordinators. Space is limited, so parents will want to register early to secure their child's spot. A list of paid after-school activities along with contact information for coordinators and fliers can be found at <http://www.beacheseπισcopalschool.org/academics/after-school.cfm>.

Electronic Devices

Students are not allowed to bring *I-pods*, video games, or personal electronic devices to school. *Kindles or Nooks* may be brought with advanced written permission by the student's parents, and with the understanding that it will only be used under the direct supervision of their teacher.

Extended Day

Beaches Episcopal School offers Extended Day as a service to 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.**

Pre-kindergarten 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. - \$11.00 per day/or \$50.00 per week

 Noon until 6:00 p.m.- \$21.00 per day/or \$90.00 per week

 K-6th Grade-3:00 until 6:00 p.m.- \$11.00 per day/or \$50.00 per week

*Starting at 6:05 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.

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



Beaches Episcopal School uses *WHOLESOME TUMMIES* for its lunch program.

All ordering and payment can be done on-line at <http://www.wholesometummies.com/SouthJax>
 Parents who choose not to participate in our lunch 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 on-line through *Wholesome Tummies*. Water is always available from a cooler in the lunchroom during each lunch.
5. **NO SODA IS ALLOWED AT ANYTIME!**

Newsletters

A weekly school newsletter will be e-mailed home and placed on our website, www.beacheseπισcopschool.org, every Thursday. Grade level newsletters will be e-mailed by the classroom teachers generally the second and fourth Thursday of each month, along with being posted on their blogs. **Please read the newsletters in their entirety every week.**

School Store

The sixth grade 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.beacheseπισcopschool.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, AND WILL BE KEPT IN THE SCHOOL OFFICE UNTIL DISMISSAL.***

Toys

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