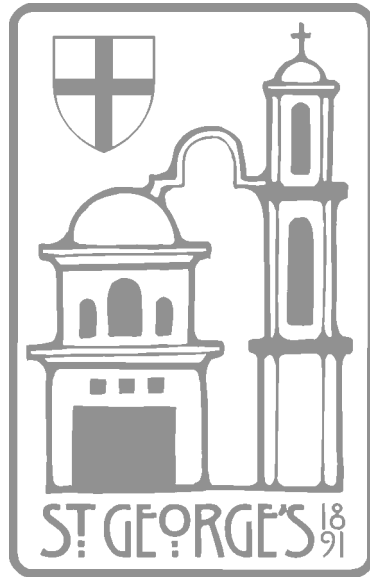


# PARENT HANDBOOK



## St. George's Academy

## **INTRODUCTION**

This Parent Handbook is a guide for parents and students of St. George's Academy. In making policies and decisions, we try to balance the best interests of the students with the needs of the Academy community. Parents can promote academic progress and character growth by supporting and reinforcing the values in this handbook. Enrollment at St. George's Academy will presuppose a general approval of and agreement with the Academy's educational philosophy and policies.

Misunderstandings and differences of opinion occur in any community. Parents are encouraged to visit with the faculty, Academy Director at any time to discuss the philosophy and policies of the Academy. We believe in the following:

- Safety and care of each child.
- Safe and secure environment.
- Unity of the administration, faculty, staff, students and parents.
- Academic challenge and extraordinary opportunities within a Christian atmosphere for each child.
- A comprehensive education for each child to develop lifelong skills and a love of learning.

## **THE PHILOSOPHY OF ST. GEORGE'S ACADEMY**

In 1990, the Board of Directors of St. George's Parish approached the parish's second-century of ministry with a bold vision: the establishment of a school where the children of the Saddleback Valley Community could experience academic excellence and develop character within a Christian setting. Through the generosity of St. George's parishioners and other benefactors, a school opened its doors one year later.

## **THE MISSION STATEMENT OF ST. GEORGE'S ACADEMY**

*St. George's Academy provides students a superior academic education that recognizes each child's self-worth and individual potential within a Christian environment in the Anglican tradition. We encourage love of family, country and God in a setting that is welcoming to all people and respectful of individual differences.*

St. George's Academy is a school that offers opportunities for:

- Educational excellence with special attention to the maximum development of each child's intellectual, social and creative capabilities.
- Spiritual, emotional and physical development in a Christian setting with particular focus on nurturing self-confidence, a sense of responsibility and the concern and consideration for others.
- Development of Christian faith with an understanding of responsibility to God and to others.
- Preparing children to be able to think critically, solve problems collaboratively and cultivate leadership qualities.
- Evaluating the ways of this world in an analytical, constructively critical and understanding way with particular emphasis on abstract thinking, systematic thinking and experimentation.

## **EXPECTATIONS**

Parents are asked to meet the following expectations:

- Maintain a positive attitude toward the Academy's position on a balance of traditional academic and developmental education.
- Bring your child to school on time. This is very important for the stability of the student, the class and the teacher.
- Make sure your child is present at school every day except when ill or when there is a family emergency. Notify the office as soon as possible when absent.
- Maintain the overall health of the child by providing nutritious meals, especially a healthy breakfast, a balanced lunch, healthy snack foods and early bedtime.
- Spend some time *every evening* reviewing schoolwork and reading aloud.
- Attend parent-teacher conferences. Communicate with all of your child's teachers by note, voicemail, or email whenever there is a question or concern.
- Participate in our Scrip Program.
- Support all fundraising activities and other special events of the school.
- Support the Discipline Program and all of the Academy policies including the Uniform, Toys, Water Bottle, Nutritious Snacks and Lunches, Healthy Snack Sales, Class Parties and Birthday Parties as elaborated on succeeding pages.

## **THE PRESCHOOL AND PRE-KINDERGARTEN PROGRAM**

The Preschool Program offers opportunities for students to grow emotionally, socially, physically, educationally, spiritually and morally. The two-year-old and three-year-old programs are developmental with exposure to fundamental academic principles limited to readiness activities. The children learn through interaction with others, through music, arts and crafts, block building, dramatic play, and the use of puzzles, toys, games, and climbing equipment.

The children learn about colors and shapes, community helpers, sea life, plants and animals, nutrition, food groups, the senses, and insects, as well as improving small and large muscle development and learning such things as how to share and follow directions. They also learn the meanings of various holidays and are able to celebrate them in many different ways.

The Pre-Kindergarten Program for four year olds exposes children to the traditional preschool curriculum of daily singing and music, art projects, the use of toys, games and outdoor equipment. They are also given various types of cognitive stimulation depending on their maturity and level of understanding. The children are exposed to many varied math experiences using songs, games, felt board activities, and other math manipulatives as well as paper and pencil exercises. Readiness activities for reading and language arts such as learning the letters and sounds through the introduction of phonics and how to put the letters together to make words and stories are a part of the preparation for Kindergarten. They will experience such subjects as animals, plants, the solar system, the senses, transportation, nutrition, dinosaurs, seasons and holidays.

Although we believe that children should be exposed to various types of cognitive stimulation during their early years, we endeavor to do this without putting any undo pressure on the child and without detracting from the warm, relaxed Preschool and Pre-Kindergarten atmosphere. Our goal is to provide a program offering a good balance of academic and developmental stimuli for a well-rounded education.

Qualified teachers are engaged on the basis of appropriate credentials, proven dedication to teaching, genuine love of children, and the ability to interest and motivate students imaginatively and creatively.

## **KINDERGARTEN**

The Kindergarten Program offers the students an opportunity to transcend beyond grade level. The Kindergarten Program begins with the study of basic skills in phonics, spelling, language, reading, creative writing, handwriting and math. The students with sufficient maturity and self-motivation have the opportunity to work beyond grade level. Christian Education, Science, Social Studies, History, Computers, Music, and Physical Education are subjects which are taught. Students in Kindergarten work toward high goals, always striving to improve and excel.

## **NON-DISCRIMINATION**

St. George's Academy is a parochial day school governed by the Vestry of St. George's Church. The Vestry serves as a council of advice and supports the goals and mission of the Academy. No one is excluded because of gender, race, color, culture or religion.

## **SPIRITUAL OPPORTUNITIES**

St. George's Academy believes that its students are persons of both faith and reason. Therefore, it is our goal to present a whole, all-embracing picture of the world in which they live. Our Academy is dedicated to helping students integrate knowledge and faith into a meaningful pattern for daily living.

## **WORSHIP**

Chapel is an essential part of the Academy's tradition and curriculum. Worship services provide the structure whereby the Academy community explores the values of our religious heritage and discovers the loving presence of God in our lives. Students of all denominations worship together to discover common bonds, become aware of the needs of others and cultivate a relationship with God. The format of the service includes hymns, Bible lessons and prayers (including the Lord's Prayer). St. George's Clergy leads the short chapel services twice each week.

## **ST. GEORGE'S EPISCOPAL CHURCH**

In addition to spiritual opportunities through the Academy, St. George's Episcopal Church offers Sunday worship services, which are available to our Academy students and families.

8:00 a.m.	Early Eucharist
10:30 a.m.	Family Eucharist, Sunday School and Nursery Care

Special classes for youth and adult Confirmation preparation are held during the year as well as First Communion Classes for children of five years and older. For further information, please call the Church Office at (949) 837-4530.

## **ADMISSION POLICY**

Student admission to St. George's Academy is based on the following:

- Preschool students entering the three-year-old program must be toilet trained. Students entering the Pre-Kindergarten Program should be four years old by December 1<sup>st</sup>. Kindergarten students should be five years of age by December 1<sup>st</sup>.
- Parents agree to actively support the spiritual, academic and financial standards of the Academy.
- A physical examination report is mandatory for all children entering the Academy and immunization records must be complete and up-to-date. All forms received at registration must be completed and signed.
- Approval of the Academy Director is required for admission.

## **TUITION POLICY**

Tuition and other fees are established each year and vary depending on grade level. Contact the Admissions Office for information on tuition and fees.

## **REGISTRATION**

Registration fees are established each year. **All fees are non-refundable.**

## **EXTENDED DAY CARE**

The Morning Program is in operation from 7:00 a.m. until 8:00 a.m. in Room 110 or outside on the playground, weather permitting. The Afternoon Program is in operation from 3:00 p.m. until 6:00 p.m. Those children who are left in Extended Day Care after 6:00 p.m. will be charged a \$1.00 per minute late fee. A fee schedule for Extended Day Care can be found at the reception desk, or you may contact the school office for details. In case of an emergency, please notify the office at (949) 837-4530.

## **DELINQUENCIES**

Students for whom the tuition payments are not current by the end of the first quarter, or any quarter thereafter, may be asked to withdraw from classes until the tuition which is due has been received by the Business Office.

## **APPOINTMENTS WITH FACULTY MEMBERS**

Teachers and parents meet regularly through scheduled conferences. In addition, arrangements for personal discussions with a particular teacher may be made by sending a written note to the teacher, calling the teacher's voice mail or sending an e-mail. *Teachers are not to be distracted from their classroom responsibilities to answer telephone calls during class time.* Communicating with the teachers by note, voice mail or email is appropriate. Teachers will respond at their earliest convenience. Written messages may be left with the receptionist. She will take care of delivering messages to the teachers and staff members.

Teachers are not available for conferences when they are on supervision duty or teaching. *Parents are asked not to disturb a teacher before or after school unless prior arrangements have been made.* The teachers need preparation time before school and often have appointments scheduled after school. Parents are expected to refrain from disturbing teachers during class. Entering a classroom during class time is very disruptive and time consuming and parents are asked not to do this. Teachers are glad to meet with the parents, but consideration in making arrangements ahead of time is expected. If there are any questions or messages for a teacher, please follow the procedure outlined.

The Director is available by telephone on a regular basis. Call the Academy Office at (949) 837-4530; ext. 225 to schedule a personal meeting with her.

## **GRIEVANCE PROCEDURES**

Sincere and effective communication between parents and the Academy is critical. Teachers and administrators are open to receiving suggestions from parents. Questions, complaints and grievances can be most satisfactorily handled when they are processed through the proper channels.

The teacher and parent should communicate directly regarding student performance, the classroom program and other matters pertinent to classroom instruction. *The teacher should be contacted first.* The teacher usually understands the situation and can best explain. Together, the parent and teacher can analyze the situation. When resolution is difficult, the Academy Director may be consulted. The Academy Director should be consulted in matters pertaining to the organization and general direction of the Preschool, to the organization and general direction of the kindergarten program, as well as the administration of the school and effectiveness of all personnel.

## **STUDENT RECORDS**

In accordance with state regulations, the following items are maintained as part of each student's records:

- Personal statistics of students and parents. These are necessary for emergency contact. Please keep these records up to date. Any change in work numbers or other emergency information should be communicated to the Academy office. Change Forms are available at the front desk.
- Health records including Immunization Record and a Physical Examination Form.
- Attendance records.
- Academic achievement including:
  - Report Cards
  - Standardized Testing Scores
  - Psychological Testing (with parental consent)
- Preschool records will also contain a Parent's Rights Form, a Personal Rights Form and a Child's Pre-Admission Health History Report.

## **RECORD INSPECTION**

The parent or legal guardian has the right to inspect and review any and all official records, files and data directly related to their children. This includes material that is incorporated into each student's cumulative folder and material that is available to parties outside the school. These materials may be reviewed in the school office.

## **REQUIRED APPEARANCES**

On occasion, due to domestic or child custody disputes, faculty and administrators have been required to attend court hearings and other legal proceedings. These required appearances disrupt the smooth operation of the school and incur expenses for substitutes that the school must pay. Therefore, the school will assess a fee to the party responsible for the child's tuition for any such required appearances, computed at \$40 per hour, including travel and waiting time.

## **ARRIVAL PROCEDURES**

Parents are asked to park in a designated parking place of the Academy or park in the back parking lot when walking your child to school or picking up after school. The police have been known to give \$260 tickets for people parking in our handicapped parking without the official automobile identification. Red curbs indicate a "No Parking Zone." Please honor this request.

All students must be signed in to Extended Care by a parent between 7:00 a.m. and 8:00 a.m. Students who are not in the Extended Care Program may arrive at school anytime after 8:00 a.m. Students in Kindergarten will put their backpacks and lunches on the hooks upstairs next to their classroom.

Preschool parents must go right into the building, place their child's belongings in cubbies and *sign in at all times.*

## **ACADEMY HOURS**

Morning Extended Care begins at 7:00 a.m. The Academy is not responsible for students prior to this time. Parents are responsible for contracting for this care in advance of use.

The school day begins in the schoolyard at 8:15 a.m. for all children in Kindergarten. One bell rings at 8:15 a.m. and the students line up for class. The Pre-K classes begin at 8:30 a.m. and Preschool (2 and 3 Year Olds) begin at 9:00 a.m.

## **TARDINESS**

We are very concerned about the habits being instilled in our Kindergarten students. Late arrival greatly reduces the chances of success. Self-confidence is threatened by the embarrassment caused by walking into activities that are underway. Inconveniencing the teacher and class with the interruption of having arrived in the middle of a lesson is not productive for anyone. Please make a concerted effort to arrive on the school grounds by 8:10 a.m., allowing acclimation for a minute or two before the bell rings at 8:15 a.m. Students that are not in line at 8:15 are marked absent. **Kindergarten students arriving**

**tardy must be escorted to the front desk and signed in by their parent. If a student is tardy and has not been signed in by 9:00 am, the Academy considers them absent and a parent will be called.**

## **PRESCHOOL AND PRE-KINDERGARTEN ARRIVAL AND DISMISSAL**

State law requires that preschool children be “signed in” when arriving at school and “signed out” at the end of the day by a parent or other adult who has been authorized by a parent in writing. We reserve the right to request some form of picture identification.

Children react differently to separation from their parents, depending on age, emotional maturity and past experience. As children begin to feel a sense of belonging to the group, develop an interest in the activities and learn to feel secure in the knowledge that parents will always come back to pick them up, they will begin to adjust to the new situation. Many times children seem to adjust well until they realize this is going to happen daily and they may have a delayed reaction.

If your child has a separation problem, please ask the teacher for help as it often makes the situation worse if the parent shows an uncertainty or reluctance to leave. It is advisable for the parent to say “goodbye” and leave quickly. The child learns to accept this routine and soon gets involved in activity and no longer feels lonesome.

## **DISMISSAL PROCEDURES**

School dismisses at 3:00 p.m. for students in Kindergarten. Students in Extended Care will sign in at that time. All Kindergarten students going home, are escorted to the back parking lot gate by their teacher. Parents will pull up to the gate in the back parking lot for their child. If your child is not out yet, please pull around or park while waiting for your child. Do not park and wait for your child in the pick up lane.

Students are signed into Extended Care when they are not picked up by 3:15 p.m. Parents must then come into the preschool play yard to sign out their children.

## **APPOINTMENTS DURING THE SCHOOL DAY**

Please avoid appointments during the school day if possible. When it is unavoidable, please contact the front desk or the classroom teacher first thing in the morning if a student is being picked up before dismissal time. Those parents requesting the release of their child during regular school hours must go to the reception desk and sign a release ledger, giving the reason for the early dismissal before leaving the school. The receptionist will then call the child to the front desk. Parents are asked not to go to the classroom or playground when picking up a student for an early release.

## **VISITORS AT THE ACADEMY DURING THE SCHOOL DAY**

Visitors at the Academy include the following: all parents, volunteers, relatives, guests, repair workers, etc. **Every visitor at the Academy is expected to check in at the reception desk, sign in and receive a nametag for quick identification and security purposes.** If you are in the building without a nametag, you will be asked to follow the above procedure. All parents, relatives, guests, repair workers, etc. must also sign out when leaving.

## **EXCUSED/UNEXCUSED ABSENCE: Kindergarten**

Excused absences include illnesses, medical and dental appointments (only when absolutely necessary during school hours) and family emergencies. A doctor's note or parent's note will be due to the teacher when the student returns. We request that you schedule appointments, family trips and other outings after school hours, during school holidays and vacations. Absence and tardiness usually affect school progress and should be avoided. Absences for day trips and vacations during school time will result in the student having to make up the missed work at home after returning to school. Teachers are not required to give work before a student leaves. All work will be made up after the student returns. Some class work may not be able to be made up, and a student may receive a substitute assignment or have fewer grades for the grading period. This is at the discretion of the teacher.

## **LUNCH/SNACK**

A morning snack is provided for children in the Preschool and Pre-Kindergarten Program. Parents with children in Kindergarten should provide a morning snack for each student. These should be of a nutritious nature. Sugar-based treats are highly discouraged. Afternoon snacks will be provided to those children enrolled in the Extended Care Program. Lunches may be purchased for your student from a school lunch caterer who serves the Academy. Parents may select as many or as few days as they wish to purchase hot lunch on a *monthly basis*, or children may bring their own lunch. The Academy is not equipped to accommodate food that needs to be heated or cooled. All students must have a lunch. Parents bringing students their lunch each day is discouraged, as it is disruptive; *however, at times it is necessary to send a lunch to school before lunchtime. In that case, it must be left at the Academy Office.* Milk, juice and water are acceptable drinks for lunch. Sodas are not! Please *do not send candy, sweets, canned carbonated drinks, other sugar drinks, or glass containers* with your children. Do send spoons and napkins in lunches. The Academy does not provide these items for lunches from home.

Parents may eat lunch with their children during the lunch hour on campus at the white tables in the courtyard. Parents may also take their children off campus during the lunchtime by signing out at the Academy Office.

## **LOST AND FOUND**

The Academy will not be responsible for lost articles or clothing. Valuable or fragile articles and money should not be brought to school unless there is a particular purpose or a special sale. The Lost and Found Container is located on the ground floor, The school is not responsible for damage, loss, or theft of articles brought to school. Lost articles will be kept for *one week*. Unclaimed articles will be given to charity.

## **INDIVIDUAL FILE FOLDERS**

Teachers will send home important notices from the Academy, daily reports, the teacher's weekly letter, the monthly *Calendar*, and samples of work by the student from the preceding week in your child's individual file folders. This is the primary means of regular written communication between the school and the parents. Please take time to review the notices and class work in your child's envelope. Please return the Friday Family Envelopes to the teachers on each Monday or the next school day.

## **BIRTHDAY PARTIES**

Invitations for birthday parties must be mailed from home unless everyone in the class is invited; in that case, they may be passed out at school. Parents may arrange with the teachers ahead to bring simple treats. We ask that you provide napkins, plan a drink and a treat such large decorated cookies, other types of cookies or cupcakes.

## **CURRICULUM AND ACADEMIC POLICIES**

St. George's Academy is recognized as an Episcopal School by the Episcopal Diocese of Los Angeles and a member of the National Association of Episcopal Schools. All full-time teachers are credentialed by the State of California, in the process of obtaining California credentials or have been credentialed out of state.

The following areas of instruction are included in the Academy curriculum:

- ❖ English, Literature, Creative Writing
- ❖ Reading, Phonics, Spelling
- ❖ Mathematics
- ❖ Science
- ❖ Social Studies
- ❖ Christian Education
- ❖ Computer Science
- ❖ Art
- ❖ Music
- ❖ Physical Education

## **FIELD TRIPS**

Field trips enhance the educational program by taking students to those resources of the community which cannot be brought into the classroom. We encourage field trips for Kindergarten as a part of our instructional program, as long as they have some clear educational and/or cultural value.

All students participating in field trips away from St. George's Academy must have a completed Field Trip Permission Form prior to the day of the field trip. Only students whose parents have turned in the required permission slip will be permitted to participate in the field trip. The standards of behavior for field trips are the same as for school.

Field trip drivers are in demand. Parents are needed to help in this way. A *Driver's Information Form* and a *copy of the driver's insurance certificate* are required to be filed in the office. The copies on file must be updated with the insurance renewal dates. The *Driver's Information Forms* are available at the front desk. There must be a seat belt for every child riding in the vehicle. Safety seats or boosters are required for children under six or 60 pounds. There is *NO SMOKING* on campus, field trips or at Academy sponsored events (on or off campus) where Academy students are present.

## **PHYSICAL EDUCATION POLICIES**

To provide a well-rounded curriculum, all Kindergarten students are required to participate in physical education classes. These classes are designed to promote an awareness of fitness for life and healthy recreational activities. P. E. uniforms are required on P. E. days. (See uniform dress code below.)

## **HOMEWORK**

Homework is assigned to reinforce material already taught and to foster habits of independent study and discipline. We ask that parents be mindful that homework assignments are not always written assignments. Each student should be provided with a quiet study area including a desk or table with adequate lighting and privacy. Homework should be completed neatly and thoroughly. Please monitor the time your child spends on homework.

Research and reading assignments should be done with as much care as written assignments. Many long-term projects are assigned and are considered part of homework. Parents' careful supervision of homework will provide invaluable insight into the child's academic progress.

If a student is absent due to illness for an extended period of time, please call the office before 10:00 a.m. to request makeup work to be picked up at the front desk at the end of the school day.

## **REPORT CARDS**

Kindergarteners will receive a Progress Report at the end of the first quarter. Their first report card will be given at the end of the second quarter.

Progress Reports will be sent home at mid-quarter in order to inform parents of the possibility of low or failing grades. Telephone calls and or notes will be sent home occasionally to alert parents of below-standard work. The parents must sign notes and progress reports, and return them to the teacher immediately. If poor reports are received, parents should work with the child and the Homeroom or Specialty teacher to remedy the situation. If the child is doing average or outstanding work, teachers will encourage continued good effort through methods other than a mid-term progress report.

Kindergarten students will be graded using the designations "O" (Outstanding), "S" (Satisfactory) and "N" (Needs Improvement). These designations are used to communicate a general degree of achievement progress in a specific area of study.

## **RETENTION**

Retention of a student in a grade for a second year requires careful consideration. The teacher must demonstrate that repetition of the grade by a particular student will be profitable to that child because of particular circumstances. Often, students will benefit from an opportunity to "take more time" to mature, develop, and become more self-confident by finally being ready to understand basic concepts. Then, achievement comes more naturally, learning occurs and the ability to retain knowledge and recall facts takes place more easily.

The Academy policy on promotion is not automatic by any means. It is felt that careful assessment to determine appropriate grade level placement based on a child's ability is the most important factor regardless of age. Parents and teachers should confront the necessity of arranging special assistance (e.g. tutoring, summer school, etc.) for the student or directing the student toward some alternative program when needed.

## **DISCIPLINE**

The Academy believes that students should be praised for good behavior and that positive affirmation should be emphasized at all times. Students should be helped to realize their own self-worth and importance in our Christian school family.

Appropriate and inappropriate behavior must be identified and a loving atmosphere created. The consequences for inappropriate behavior must be clearly defined, making sure that all students recognize their own inappropriate behavior when it does occur.

The faculty and staff follow through on the consequences that have been set forth while responding sensitively to the student's needs. Setting specific guidelines for acceptable classroom behavior is each teacher's responsibility. *Physical punishment will not be used to enforce discipline.* At the beginning of the year, written guidelines will be distributed to the students and parents so they will be aware of what is expected. Continued disregard of the rules by any student will result in the child being sent to the Director for further action.

## **ST. GEORGE'S ACADEMY RULES**

- ❖ Be on time and be prepared.
- ❖ Complete all assignments, including homework, on time.
- ❖ Listen carefully and follow all directions.
- ❖ Keep hands, feet and objects to yourself.
- ❖ Always be courteous and kind to everyone.

## **BEHAVIORAL EXPECTATIONS**

A Christian attitude, exemplified in the student's behavior, is expected at St. George's Academy by showing respect for adults, fellow students, self, and property. While teachers will be more specific about behavioral expectations, each student is expected to:

- ❖ Respect adults by greeting adults in the halls and anywhere on campus; answering appropriately when spoken to; using polite and proper language; helping direct visitors on campus; offering to help adults carry packages, opening doors, etc.; not opening mail addressed to the parents; communicating with the receptionist at the front desk when entering and exiting the school through the front door; and using the telephone in the school office only with permission of the teacher or the receptionist.
- ❖ Respect fellow students by avoiding inappropriate behavior; being caring and helpful when needed; wearing the complete school uniform; refraining from fighting or provoking a fight; refraining from activities which might incur physical harm to another person; and refrain from using abusive words.
- ❖ Respect one's self by following the school rules; using bathroom facilities in a clean manner; keeping an orderly desk and hall cubby; keeping track of personal belongings; walking instead of running when inside the buildings; using bicycles, roller skates, and roller blades only when supervised by a teacher; and always being honest.

Respect school property by keeping classrooms, desks, restrooms, and eating areas neat and clean; refraining from defacing school property (e.g., writing on or scratching desks, walls or furniture); eating all food at recess or after school and not between classes or in the classroom; being in a classroom only when an adult is present; and being responsible for textbooks library books, and any material checked out from the classroom. In the case of severe or repeated incidents of disrespect, faculty, student, parents and administrators will follow the four-step procedure outlined in the section on Disciplinary Procedure.

## **DISCIPLINARY PROCEDURE**

- Step 1 – Initial notation of problem  
Teacher/Student conference
- Step 2 – Problem continues without improvement  
Teacher/Parent communication
- Step 3 - Problem continues without improvement  
Administration/Parent communication
- Step 4 - Problem continues without improvement  
Administration/Parent/Teacher conference

If no progress toward improvement is shown, the parents may be requested to withdraw the child from the Academy.

## **ACADEMY DRESS AND UNIFORM POLICY**

The dress code of a specific uniform is outlined to assist the parents in their responsibility to see that their child wears the appropriate clothes to school while appearing neat, clean and well groomed. Parents will be sent a note describing the infraction if a child is inappropriately dressed. It is expected that the problem will be corrected the next school day, the note signed and returned to the teacher.

### **UNIFORM DRESS CODE**

For uniformity of style and color, you are requested to purchase Academy uniforms for Preschool through Eighth Grade at *True Grits, 931 Calle Negocio, San Clemente, CA 92672*.  
*Their phone number is (949) 498-3516.*

Polo shirts, PE shirts and shorts are available from the Academy office.

#### **Boys, Preschool**

- Khaki pants (short or long)
  - Full elastic waist twill—Preschool
  - Elastic back twill with web belt—Kindergarten
- Polo Shirt
  - Navy, Dark Green or White with emblem
- Physical Education Uniform
  - Navy short and t-shirt with logo—Kindergarten
  - Sweatshirt and sweatpants with logo—Kindergarten
- Shoes
  - “Non-tie” mid-cut sport shoes with rubber soles
- Socks
  - Plain white or navy socks or high-cut ankle socks
- Sweater
  - Navy blue cardigan sweater with emblem

#### **Girls, Preschool**

Jumper

Plaid # 111, 4-pleat, drop waist with emblem—Preschool through Third Grade

Skirt

Plaid #111, 4-pleat—Fourth Grade through Eighth Grade

Blouse

White Peter Pan collar with piping—Preschool through Third Grade

Polo Shirt

Navy, Dark Green or White with emblem

Hosiery

Navy, Dark Green or White

Shorts

Khaki, full elastic waist twill—Preschool

Khaki, elastic back twill with web belt—Kindergarten

Physical Education Uniform

Navy short and t-shirt with logo—Kindergarten

Sweatshirt and sweatpants with logo—Kindergarten

Shoes

“Non-tie” mid-cut sport shoes with rubber soles

Socks

Plain white or navy socks or high-cut ankle socks

Sweater

Navy blue cardigan sweater with emblem

## General

- ❖ Boys’ hair should be cut so that it is off the collar, out of the eyes and no longer than mid-ear. No spiked hair or fad styles.
- ❖ No severe styles.
- ❖ Girls’ hair must be neat and well groomed. Hair clips or bands must match the uniform.
- ❖ No makeup.
- ❖ Boy's jewelry will be limited to a watch and one (1) small cross or religious medal on a short light chain. Pierced earrings are not allowed as well as other pierced body parts.
- ❖ Girl's jewelry will be limited to a watch, small ring, one stud pierced earring per ear, and a small cross or religious medal on a short light chain. Jewelry in other pierced body parts is not allowed.
- ❖ Tattoos are strongly discouraged. A tattoo must be covered at ALL times.
- ❖ All items must be marked with the students’ names in permanent ink. Lost or unclaimed items will be put in the Lost and Found Container, held for one week, and then given to charity.
- ❖ On rainy days, raincoats or umbrellas are acceptable. Names should be printed on the inside of all outerwear.
- ❖ Caps (baseball) or sun visors may be worn for protection in the yard. They should be navy blue and be worn with the visor facing forward.

## NON-UNIFORM DRESS POLICY

This policy is for special designated Spirit Days or Free Dress days when attending school.

- ❖ Clothing should be modest in style. No fad styles.
- ❖ Jeans, pants, slacks, shorts, dresses and skirts must be in good condition with no tears or holes.
- ❖ No halter tops, tank tops, or bare midriffs
- ❖ No sandals, jelly shoes, open toed shoes, or bare feet.
- ❖ No makeup, no dangling earrings, or hoops.
- ❖ No shirts with unacceptable words or logos.
- ❖ Current or past Spirit Day T-shirt

## **POLICY GUIDELINES FOR PRESCHOOL AND KINDERGARTEN**

### **Toys**

Students should not bring toys to school on a routine basis. Grade level teachers will notify students and parents when acceptable toy items can be brought to school for specific circumstances. Under no conditions may students bring card collections, trading cards, or anything that promotes aggressive behavior or violence, such as action figures of any kind, guns, knives, tanks, rockets, etc.

### **Water Bottles**

In the interest of good health, students may bring water bottles to school to have in the classroom, as well as, in the yard. Teachers will establish use within each classroom

### **Snacks and Lunches**

In the interest of good health, parents are asked to send “healthy” snacks and lunches. The following are some guidelines for this policy:

Acceptable – juice, milk, water

Not Acceptable – carbonated (sodas) or sugar drinks

### **All Parties, Including Birthday Parties at School**

Birthdays and other celebrations are to be discussed with the teacher prior to the day, and are typically held at the end of the school day under the supervision of the teacher. A box drink and large decorated cookie or cup cakes are the norm. Lunchtime parties may not take place on the playground where other classes are present.

## **HEALTH AND SAFETY**

### **Medicine**

When it is necessary for a child to take medicine during school hours, the following directives are required by the State of California:

Any pupil who is required to take medication during the school day, prescribed by a physician, may be assisted by designated personnel, if the school receives a written statement from the physician detailing the method, amount and schedules by which such medication is to be taken,

and a clearly stated desire that the school assist the pupil in the manner set forth in the physician's statement.

A member of the office staff or a teacher will dispense medicine. Medication is to be sent to school in the original container and placed in a clear plastic bag. Please send a spoon to be used for dispensing the correct dosage. All medicines, as well as, the *Medication Release Form* (available at the front desk) should be brought to the office. **Do not leave medication in student's cubbies, backpacks or lunches.**

### **Health Forms**

Health Forms should be returned to the school office as soon as possible after registration or at other specified times during the school year. This will ensure accurate records of each child's health during the school year. Please be sure and note any allergies your child may have on the Health Form.

### **Information and Authorization Forms**

The office should be notified immediately of any change in parents' and students' addresses or phone numbers, and of any change in the emergency numbers on file. This will ensure prompt action and notification in the event your child becomes ill or has an accident while at school. Authorization Forms must be updated by adding names of those who have your permission to pick up your child. We cannot let your child go with anyone whose name is not on the Authorization Form at the front desk.

### **Lice Infestation/Ringworm**

Any child believed to have head lice will be sent home and may return to school after application of prescribed shampoo and no trace of the infestation. Any child who appears to have ringworm will be sent home and re-admitted only with a note from a physician regarding treatment.

### **Illness**

Children will be sent home from school when one of the following conditions is present:

- ❖ A temperature of 100 degrees or higher. (A 24-hour period without an elevated temperature is required for re-admittance to school.)
- ❖ Vomiting
- ❖ A major injury (i.e., broken bone or head injury)
- ❖ Experiencing respiratory distress
- ❖ Nasal discharge that is not clear
- ❖ Chronic cough

Please remember that children in the Preschool and Pre-Kindergarten Program do not perform well if they are over-tired, fussy or cranky. This is sometimes an indication of an oncoming illness or infection.

### **Re-admission of Pupils After Illness or Any Absence**

State law for ordinary short-term illness or any other absence requires a written note signed by the parent and given to the teacher. Absence due to medical or dental appointments requires a signed card from the doctor or dentist's office to be given to the teacher upon returning to school. Long term illness, any serious disorders or contagious diseases require an explanation and signed permission note from the Public Health Department, a physician or nurse for re-admittance, to be given to the teacher upon

returning to school. The Director may re-admit a student who has been absent because of non-reportable communicable disease such as chicken pox, German measles or influenza.

### **Emergency Procedures**

The school will have a practice fire drill and “drop” drill each month to familiarize the students with emergency procedures. In the event of an actual emergency during school hours, the students will be kept under the school’s supervision until called for by their parent or other parent-designated adult.

### **Emergency Dismissals**

The Academy Director may make emergency dismissals at any time when an emergency may warrant. Parents or those authorized by parents would be contacted personally.

### **Earthquake Preparedness Plan**

St. George's Academy has developed a comprehensive Earthquake Preparedness Plan. Your assistance in its successful implementation is crucial.

- ❖ In the event of a major disaster, school will not be dismissed and students will remain under the supervision of school personnel. The Academy is prepared to take care of the students.
- ❖ Students will be released to parents, or adults previously authorized by parents on the Disaster/Emergency Release Form. No children will be allowed to leave with any other person. Please consider carefully whom you will authorize to pick up your children.
- ❖ Any authorized adults calling for children at school will be required to show identification before the children will be released, and will sign a form indicating that the children have been released into their care.

### **Child Abuse Reporting Obligations**

In accordance with Diocesan policy and California law, school staff and faculty members are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, and exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities, which would be the procedure to follow in most legal manners. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.

**Revised 8/2007**

