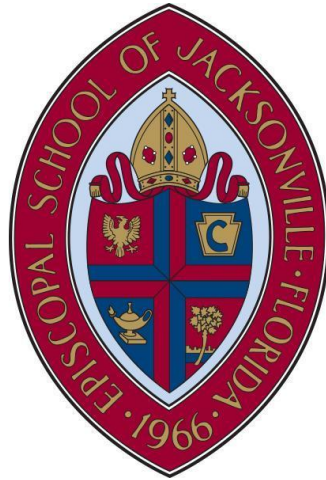




EPISCOPAL SCHOOL OF JACKSONVILLE

2025-2026

STUDENT-PARENT HANDBOOK

BEACHES CAMPUS

July 22, 2025

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I. Introduction

A. Mission Statement

The mission of Episcopal School of Jacksonville is to provide a superior college-preparatory education in an environment marked by high expectation, Christian nurture, and social diversity. Through a balanced program of academics, arts, and athletics, Episcopal's faculty seeks to instill in each student intellectual growth, character development, responsible leadership and a commitment to community service.

B. Episcopal Identity

Episcopal is a member of the National Association of Episcopal Schools (NAES). NAES defines an Episcopal school as the following, all of which ESJ strives daily to embody:

Episcopal schools are known for educational excellence. As embodiments of the Christian faith, they serve God in Christ in all persons, regardless of origin, background, ability, or religion and "strive for justice and peace among all people and [to] respect the dignity of every human being". This intentional pluralism is also a distinguishing hallmark of Episcopal schools.

In addition, Episcopal schools:

- Come together for regular chapel and worship services that are creative, age-appropriate, inclusive, and grounded in the traditions of the Episcopal Church.
- Value and emphasize a community life in which the physical, spiritual, and emotional health of all are supported and nurtured.
- Engage in a study of religion that is academically substantive, age-appropriate, and fosters dialogue with other faith traditions.
- Integrate the ideals and concepts of equity, justice, and a just society throughout the life of the school. Community service is an integral part of the life of the school.

C. Nondiscrimination Policy

Members of the Episcopal community are held to respect the dignity of each student, faculty, and staff member regardless of personal beliefs. Episcopal School of Jacksonville does not discriminate based on race, ethnicity, disability, gender identity, sexual orientation, creed, religion, national origin, or any other basis protected by applicable law.

D. Four Pillars

Academics, athletics, fine arts, and spiritual life are essential to the experience of our students. The School's traditional liberal arts curriculum focuses on effective communications, critical thinking, problem-solving and technical skills. The School's faculty affirms the ultimate worth of each student to form healthy self-esteem and relationships and respect for others in an environment that is achievement-oriented, supportive and positive.

The same quest for excellence that drives our academic program shapes our commitment to programs in athletics and the arts. Through the opportunities these programs provide, students may experience not only the self-discipline and exertion of a competitive sport but also the development and growth of their creative talents.

Through regular worship, probing theology classes, and an active community service program, the School instills in its students values and commitments that will equip them for useful, satisfying and unselfish lives.

E. Portrait of a Graduate

An Episcopal School of Jacksonville Graduate ...

Seeks Understanding

- Valuing curiosity, collaboration, and inclusion
- Engaging in the ever-evolving process of learning

Develops a Sense of Self

- Cultivating self-awareness through experience and reflection
- Possessing confidence earned through challenge, tempered with humility

Lives with Honor and Purpose

- Choosing to lead and do good
- Serving others as part of a larger community

Pursues a Life of Faith

- Seeking a relationship with God and others
- Respecting the dignity of every human being

F. Purpose of the Handbook

The purpose of this Handbook is to provide guidance to students and parents to support the overall educational experience of our students. While the Handbook is comprehensive, we recognize that unique situations will arise, and it is impossible to foresee all these issues. As such, the administration reserves the right to address and take appropriate action for any situation not specifically referenced in this Handbook.

School administration reserves the right to amend this Handbook as necessary. Parents and students will be given prompt notification if changes are made, and the most current version of the Handbook can be found on My ESJ or Episcopal's website. If the administration should elect not to act in a situation, this shall not be construed or interpreted as a waiver or preclude the administration from acting in a subsequent situation of the same or similar kind.

II. Parent Partnership and Responsibilities

Parents, faculty and administration of the School are partners in the education and the overall well-being of our students. The School believes that a positive and collaborative partnership between the School and the student's parent(s) or guardian(s) is essential to the fulfillment of the Mission Statement.

Partners in Community

The School values and respects the dignity of every human being. All members of the community should support all students in their endeavors across the Four Pillars, as well as treat all members of the community with respect. In making policy decisions, the School will always seek to ensure that the balance between the needs of the community as well as those of the individual are taken into consideration.

Partners in Communication

School policies and procedures are designed to provide clear guidelines and instill accountability in all students. It is important that parents contact the appropriate individuals to address a situation. In normal circumstances this would involve speaking to the classroom teacher. If the issue requires involvement with the administration, parents should contact them using the following chain of communication: Department Chair or Dean of Students, Division Heads, and Head of School.

Behavior by the student's parent(s) or guardian(s) that is not in compliance with the School's policies or culture will not be tolerated. Parents or guardians that demonstrate the following behaviors towards faculty or staff, any Episcopal student or family member, or the School are in opposition to the School's goal of providing a safe and supportive environment for everyone in the community.

- Written communication, including emails, social media posts, or texts, that is inappropriate, aggressive, threatening, disparaging, or harassing
- Verbally abusive or demeaning language during school-sponsored events which are on or off campus

Student attendance and engagement in the learning environment set up a student for success.

Partnership Responsibilities

Parents and/or guardians are responsible for supporting their students and their decision-making by following uniform guidelines, observing attendance policies, and abiding by School regulations and state laws regarding minors and nicotine, drugs, and alcohol.

Parents and/or guardians should not consume alcohol on campus or at school sponsored events unless specifically approved by the School for a special event.

Parents also partner with the School by meeting their financial obligations as outlined in the Enrollment Contract with the School and by upholding other school policies as outlined in this handbook.

The School reserves the right to separate the student and family from the School for the current academic year or not re-enroll the student if the School concludes that the actions of a parent or guardian make a positive and collaborative relationship impossible or seriously interfere with the School's educational and safety responsibilities.

All decisions regarding parent partnership will be at the sole discretion of the Head of School.

III. Communication

Parent/School communication is at the heart of a successful Episcopal experience. We value parental input and guidance as it ensures that we truly know your child. A parent's thorough understanding and knowledge of their child overall, combined with the school's thorough understanding of the child in the Beaches Campus learning environment, ensures a positive relationship and the success of your child.

Parents receive regular emails from the school regarding news, updates and upcoming events. Important information is always sent via email. Information and resources tailored to each parent is also available via the My ESJ online parent portal.

A. Classroom and Teacher Communication

Teachers will communicate important information with parents via school email.

A parent's primary contact will be with the child's homeroom teacher through school email or school phone. If you have questions, concerns, or need to talk with your child's teacher, please contact the teacher by email directly and they will respond by the end of the next school day. **Please do not call or text message teachers on their personal phones or communicate with them via their personal email accounts regarding school matters.**

Parent/Teacher conferences are offered during the fall and spring term for each student. Additional conferences may be scheduled at any time by the parent or teachers, as deemed necessary.

If you seek further understanding or input, you should contact the Dean of Students. If further support or advice is needed, you may contact the Beaches Campus Head of Lower School.

Parents and visitors must first come to the front office in McCormick Hall for a visitor tag when coming on campus.

B. My ESJ, Parent and Student Portals, and Episcopal's Website (ESJ.org)

My ESJ is Episcopal School of Jacksonville's secure, online community portal. It can be accessed at esj.org/myesj.

My ESJ contains both the parent portal and student portal, which provide access to important resources such as class information, grades, calendars and events, making payments, submitting required forms, and other essential tools.

While the school's website (esj.org) is a wonderful resource for prospective families hoping to learn more about Episcopal, parents of students currently enrolled at Episcopal should visit My ESJ often to access daily resources.

C. Urgent Text Service

All parents with active cell phone numbers on file with the school will receive automated text messages in the event of a school closure due to weather, an emergency, or for communication during off-campus field trips. Messages will start with a prompt notifying you it is from ESJ and be followed by information and a link to more information on the My ESJ online parent portal if necessary. This is an automated text and replies are not received.

D. Emergency School Closing or Evacuation

In the event it is necessary to close school, parents or guardians will be contacted via our texting service. Social Media pages, local radio, and television stations may also be contacted to advise the community about school closings. Re-opening will be communicated through the texting/email service, the My ESJ portal, and social media sites (if available).

E. Student Use of the Telephone

Students are permitted to use the telephone in the front office during the day **with teacher permission only**. The use of cellphones at school by students is prohibited.

IV. Arrival/Dismissal

A. Student Hours

Pre-K 3 and Pre-K 4	8:05 a.m. – 12:00 p.m.
Kindergarten - Grade 5	8:05 a.m. – 3:10 p.m.

B. Arrival and Dismissal Procedures

The safety of every student at the Beaches Campus is of utmost importance. All family members and approved caregivers must be informed of arrival and departure procedures. Please abide by the following procedures:

- **Cell phone use is prohibited at all times.**
- Students may only be dropped off and picked up in designated areas.
- Do not exit or leave vehicle unattended in the carpool areas at any time.
- It is a state law that children must wear seat belts. Children are safest when sitting in the rear seat of the car.
- Car seats and booster seats must be securely installed.
- It is a state law for persons under the age of 16 to wear bicycle helmets.

- **If arriving early for dismissal, please do not run the car while waiting.**
- No child is permitted to cross the street on campus unescorted by an adult.
- Parents are to unload on the curbside of the car only.
- For safety reasons, all pedestrians are to use the crosswalks and not walk between cars in the carpool line.
- The carpool line allows cars on 11th Avenue going eastward into the carpool line. Cars going westward on 11th Avenue cannot break into the carpool line at McCormick Hall.

Morning Arrival:

Students with a homeroom in McCormick Hall - Pre-K, kindergarten, first, and second graders - are dropped off and picked up in the McCormick Hall carpool loop. The cars in this carpool line will need to begin lining up on 8th Ave N. and 5th St.. After drop off and pick up, the cars in this carpool line will make a *left onto 4th St.* and head away from the school. These cars are prohibited from turning right onto 4th St.

Students with a homeroom in Largura Hall - third, fourth, and fifth graders - are dropped off and picked up on 4th St., the west side of Largura Hall. This carpool line will begin lining up on 9th Ave. N. and 4th St. After drop off and pick up, the cars in this carpool line will *turn right onto 11th Ave. N.* and head away from the school. These cars are prohibited from turning left onto 11th Ave. N.

Families who have students with homerooms in both buildings follow the above directions for the McCormick Hall carpool line during morning arrival. The younger children will enter McCormick Hall directly from the carpool loop and the older students will walk to the corner of 11th Ave N. and 4th St., where they will cross the small intersection with the assistance of a crossing guard.

On Friday mornings, third, fourth, and fifth grade students meet their teachers in the gym in order to be ready for the Friday Flag ceremony. Each class has a designated spot for backpacks. After the Friday Flag ceremony, third, fourth, and fifth grade students go to Largura Hall with their homeroom teachers. In order to keep our carpool running smoothly and efficiently, these third, fourth, and fifth grade students are dropped off on 4th St., on the west side of Largura Hall, and cross the intersection with the assistance of a crossing guard, and go to the gym through the McCormick Hall entrance.

Students arriving prior to 7:50 a.m. are directed to the Extended Day Program in Hope Hall. The earliest arrival allowed is 7:15 a.m. with the early morning care supervisor. **DO NOT LEAVE UNTIL YOU SEE THE STUDENT ENTER THE HOPE HALL DOORS.** The students are not allowed in the corridors unattended.

Afternoon Dismissal:

Third, fourth, and fifth grade students with one or more younger siblings at McCormick Hall who are going home in carpool (not walk-up) will be accompanied by a teacher to the youngest sibling's classroom in McCormick Hall and wait to be called for carpool pick-up.

Walk-Ups:

All walk-ups are stationed at the corner of 5th St. and 11th Ave. N. Parents and children will meet at the patio area in front of the library near the Hope Hall gate. Walk-ups use the cross walk at this location. During afternoon dismissal, walk-ups are called before students going home in the carpool line, and the window for walk-ups dismissal will be 3:05-3:10. Anyone who would like to pick up a student as a walk-up must arrive at 3:05; once the cars in the carpool loop begin to move, walk-ups will need to wait until all cars are gone and the carpool is finished.

Third, fourth, and fifth grade students going home as a walk-up are accompanied by a teacher from Largura Hall to the walk-up area in front of Hope Hall.

Pre-K 3 and Pre-K 4 students are dismissed from the Hope Hall gate at 12:00 noon. Kindergarten through fifth grade students are dismissed through the front entrance of McCormick Hall at 3:10 p.m.

Dismissal staff members summon the children by number. Please make sure to pull all the way forward and the vehicle is completely stopped before children are loaded. Students must only enter vehicles from the curbside and safety patrol members will assist the students in opening and closing of doors.

At 12:15 p.m. Pre-Kindergarten students not picked up are taken to lunch and Pre-K Plus.

Students not picked up by 12:30 are assessed a fee (see Extended Day information in "Parent Tools" on the My ESJ online parent portal). **Please call the Extended Day Phone to pick up your child.**

At 3:25 p.m. all remaining Kindergarten through fifth grade students are taken to Extended Day in Hope Hall.

Students not picked up by 3:25 p.m. are assessed a fee (see Extended Day information in "Parent Tools" on the My ESJ online parent portal).

Extended Day/After School Activities Dismissal:

Anyone picking up a child from after school Extended Day or After School Activities will follow the McCormick Hall carpool instructions.

Parking is prohibited in the carpool lane 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.

Pick-up of students other than yours, requires a note of permission or a phone call from the student's parent. If a parent must pick-up the student in person instead of driving through in the carpool line, please wait for them near the dismissal area gate of McCormick Hall. These are highly congested areas, and safety is a priority. No adult is allowed into the courtyard area without signing in and wearing a nametag.

IF FOR ANY REASON PICK UP ARRANGEMENTS HAVE BEEN CHANGED AT THE LAST MINUTE, NOTIFY THE FRONT OFFICE MANAGER. DO NOT DEPEND ON AN EMAIL TO YOUR CHILD'S TEACHER. THEY MAY NOT HAVE A CHANCE TO CHECK EMAIL WHEN STUDENTS ARE PRESENT.

Safety Patrol

Fifth Grade students serving on patrol must be at school by 7:45 a.m. for arrival carpool. At dismissal carpool, they will complete carpool duties at approximately 3:25 p.m.

C. Biking/Walking Students

Children in third grade and above may ride bikes or walk (unaccompanied) with parental permission given on the Biker/Walker Form which is available in Magnus on the My ESJ portal.

Bike Information

- Students younger than third grade may receive a waiver and may walk or bike with an adult or older sibling. In these cases, parents must contact the Head of Lower School before submitting a signed parental permission form with informational details.
- **Parents of students who bike or walk are asked to call the front office before 7:55 a.m. to notify the school if your child will be late or absent.**
- Bike riders must follow bike regulations and safety procedures including use of helmets.
- Bike riders must follow all Safety Patrol instructions courteously.

V. Attendance

Episcopal believes that a vital part of the student experience is being in the classroom on a daily basis to learn from and engage with the teacher and their fellow classmates. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. Parents are strongly encouraged to schedule vacations and short trips to coincide with the school vacations. Whenever possible, regularly scheduled medical appointments should be made after school hours.

Communication in the form of a note or email from the parents to the teacher and the front office is required in the event of an absence, including those that occur due to illness or other unavoidable circumstances. If a student is out three consecutive days for illness, a doctor's note must be provided.

A. Excessive Absences

If a student is absent eight days or more in one class in a term, the family will be asked to come in for a conference and the student is eligible for up to a full grade reduction (i.e. A- to B-, E to M). Extended absences due to illness or medical procedures are considered on an individual basis.

B. Extended Medical Absences

When extended absences occur due to prolonged illness or medical procedures, documentation from a medical provider must be given to the School Nurse or the Head of Lower School. The documentation will then be reviewed by the appropriate personnel for approval. Online Access may be available in the case of documented, medically-related extended absences.

C. Make Up Work for Absences

It is the responsibility of the individual student to seek his/her teacher(s) to make up any graded work missed because of an absence. Make-up tests, quizzes, and other assessments, if applicable, will be scheduled at a time designated by the teacher. Work for which arrangements are not made or work that is not made up is subject to receive a zero grade.

D. Tardiness

All children are expected to arrive at school on time, prepared to learn and contribute positively to the learning environment. Students are to be in the classroom by 8:05 a.m. Anyone who arrives after 8:05 a.m. will be considered tardy.

If a student develops a pattern of excessive tardies (more than eight per term) and/or excessive absences, a meeting between the parents, student (if appropriate), and Head of Lower School may be arranged.

E. Early Dismissal Requests

Requests for early dismissal must be submitted in writing or by phone to the front office. The parent comes to the front office to sign-out the student, and the student will be paged at that time. Parents need to allow sufficient time for this process to occur. Students will not be paged prior to the arrival of the parent.

If a student in Kindergarten through fifth grade leaves school before 12 noon, this will be considered a half-day absence. If students are dismissed from school early (before 3:10 p.m.) an excessive number of times, a conference between the parents and the school may be held.

Early Student Check-Out Policy

To minimize disruptions during the final instructional minutes of the school day, all student early check-outs must be completed **no later than 2:30 PM**. Check-outs after this time will not be permitted, as calling students from class so close to dismissal interferes with classroom instruction and established dismissal procedures.

VI. Health Information

A. Wellness Policy

In an effort to help our students remain healthy and to prevent the spread of disease or infection to the student body, Students should remain home for the following reasons:

- **Temperature of 100.4 degrees or greater.** Students should be fever-free for at least 24 hours without the use of fever-reducing medicine to control symptoms before returning to school.
- **Heavy, moist, productive cough or chest congestion.** Students must have a non-productive cough for at least 24 hours before returning to school.
- **Vomiting or diarrhea.** Students must remain at home for 24 hours after the last episode of vomiting or diarrhea.
- **A diagnosis of strep infection.** Students will need to be on an antibiotic for at least 24 hours and be fever-free before returning to school.
- **Diagnosed pink eye.** Students must be on an antibiotic eye drop for at least 24 hours before returning to school.
- **Head lice.** Students may not return to school without being treated. We can recommend professionals in the area who specialize in the removal of head lice.
- **Positive contagious disease test.** Students should stay home, and a parent/guardian should contact the School Nurse for further instructions. Examples include, but are not limited to, flu, Covid-19, mono, MRSA, etc.

B. Illness or Injury at School

If your child must go home during the school day due to illness or serious injury, he/she must be picked up within one hour for the health and well-being of other students, faculty, and staff.

C. Required Documents

Before a student can attend school the following forms must be on file with the school's registrar:

Birth certificate, State of Florida School Entry Health Form, Florida Certification of Immunization and required permission forms. To submit these documents, visit My ESJ at www.esj.org/myesj and access the Magnus portal.

D. Allergic Conditions

Episcopal has students who have severe food allergies. We ask for your cooperation in addressing this concern. While ESJ is not a milk or peanut-free environment, we are trying to create a safe place for those children with specific food allergies. Parents of children in Pre-Kindergarten 3 through fifth grade are encouraged to ask their student's teacher about classroom allergy information when bringing snacks to share at school. Often, simply choosing snacks that all can enjoy or allowing the parent of a student with allergies the opportunity to bring in a special snack for that child on the day of a party can help all students celebrate safely. Seek peanut-free snacks and lunch alternatives to bring to school. We appreciate the families of Episcopal as they support this effort.

The school nurse will compile a comprehensive list of food allergies within each grade to be distributed to classroom teachers and homeroom parents to help ensure the safety and well-being of all students.

E. Anaphylaxis/Asthmatic Policy (Severe Allergic Reaction)

Students requiring a dose of auto-injectable epinephrine or inhaler will supply this prescribed medication. One (1) dose of auto-injectable epinephrine or one (1) inhaler prescribed by a physician should be supplied to the school. Families have the choice to (1) have the medicine stored in the front office or (2) be kept in a fanny pack on the child. In the event that the student is believed to be having an anaphylactic reaction on school premises, an employee of the school who is authorized and trained in the administration of epinephrine will administer the injection.

Parents must complete and sign the Prescription Medication form which can be found in Magnus on the My ESJ Portal.

F. Medication

Beaches Campus will supply some over-the-counter medication if necessary. Parents must complete the Over-the-Counter Medication form in Magnus.

G. Accidents at School

An accident report will be completed and sent to the parents when a child is hurt. If appropriate, parents will be contacted promptly. If a child sustains an injury to the head or groin, the parent will be contacted immediately.

H. Lice Control

The common problem of head lice infestations necessitates a school policy. The Beaches Campus will use the following procedures:

- Parents of affected students will be personally notified and children will be sent home for treatment.
- Before re-admission to the classroom, students who have been sent home with lice will be checked by staff members. If lice or eggs are present, students will not be re-admitted to class.
- Families in a class where head lice have been discovered will be notified, as this is a highly contagious condition.

PLEASE NOTE: Regular home checks are a valuable addition to any health routine.

I. Pre-Kindergarten 3 Potty Training Policy

Children must be in cloth underwear (not diapers, pull-ups, or training pants) and should be able to handle his or her clothing independently. S/he should also be able to wipe by her/himself after using the potty. We know occasionally special circumstances arise that require additional assistance, and we will certainly be there to help your child; however, we will encourage your child to do each step in the pottyting process by him/herself.

We understand the first few weeks at school can be overwhelming for any child. Even children who have been trained for a long time suffer occasional lapses when they are engrossed in activities, are overtired, excited, or in new surroundings. We realize an occasional accident may occur.

Please pack your child a complete set of seasonally appropriate extra clothes in a sealable bag (e.g., gallon-sized Ziploc) for the first day of school, including underwear, pants, a shirt, and socks. Also, be sure to label each article of clothing.

Accidents will, of course, happen. **However, if accidents are happening multiple times per week, and improvements are not seen after three weeks in a row, then we recommend you continue working with your child at home.** This is for the safety and concern of all the children, as helping a child who has had an accident takes one adult out of the classroom.

J. Lower School Head Injury Policy

We recognize the serious short and long-term implications of head injuries (concussions) and are committed to supporting our students should they be diagnosed with a concussion. The purpose of this policy is to inform our community of the processes associated with these types of injuries.

General Guidelines and Recommendations

- A. Any student sustaining a concussion should cease doing any activity that causes the symptoms of a concussion to increase (e.g. headaches, dizziness, nausea, light sensitivity, etc.). **This includes reading or doing any academic work.**
- B. Any student participating in an athletic event suspected of having a concussion will be removed from the playing field or practice and not allowed to return to participation for the remainder of the day, even if symptoms resolve. The student must stay home from school until he/she is seen by a physician.
- C. It is recommended that diagnosed students remain in a calm, quiet environment and minimize all screen time, including time watching television or time spent on cell phones, tablets, laptops, etc. Gradual return to screen time is permitted unless symptoms are present or recur.
- D. The student must be under the care of a physician trained in the evaluation and management of concussions for evaluation. We recommend that a neurologist or family physician be consulted if a concussion has been previously diagnosed. In some cases, medical attention must be immediate (i.e. vomiting, loss of consciousness) and then followed up with a trained physician or neurologist, as mentioned above.
- E. Students should refrain from doing any school work until cleared in writing by their physician. Communication will be provided by your student's teacher about schoolwork that was missed while the student is recovering. Necessary makeup work will be at the discretion of your child's teacher or the Head of Lower School.
- F. Students may not attend any extracurricular activities (i.e. sports competitions or fine arts performances) if still experiencing symptoms.

Primary Responsibilities

The Lower School Nurse acts as the primary case manager for all concussions. The Nurse determines the period of time from the concussion to a full return to the classroom based on the physician's recommendations. The Nurse has the primary responsibility of informing of a student's status and will communicate via email to include the student's teachers and Head of School. The Nurse is responsible for supporting students when they return to the classroom.

Identification and Initial Notification

- A. **If the injury occurs on-campus or at a school-sponsored event and is reported while the student is at school**
The student will be removed from class and evaluated by the Nurse for severity of symptoms. If a concussion/head injury is suspected, the student will be referred to a family physician or neurologist for evaluation. The nurse can provide recommendations if needed.
- B. **If the injury occurs off-campus or not at a school-sponsored event and is not identified or reported immediately**
Please notify the school nurse if a head injury happens outside of school hours. If the student is at school after we learn about the injury, the student will be removed from class and evaluated by the Nurse. If a concussion/head injury is suspected, the student will be referred to a family physician or neurologist for evaluation, and the student will have to be picked up immediately by a parent or guardian.

VII. Safety & Security

Episcopal considers your child's safety of the utmost importance. Our campus is fenced. Gates are opened at arrival and dismissal times only, and are closely supervised. During school hours, all entrances to our campus are through the front office. All visitors are registered and must wear a visitor badge. Please comply with our requirement for identification.

All school personnel are required to have a background check through the Department of Children and Families or the Florida Department of Law Enforcement's VECHS. All school personnel are required to take *Safeguarding God's Children*, a course in the prevention of child sexual abuse. In addition, all school personnel must keep their CPR and first aid certification up to date.

Please contact the front office if you have any questions about the safety and protection of your child.

A. Visitors

Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call or email to make an appointment in advance.
2. **Check-in at the Front Office:** When you arrive on campus, please report directly to the front office for authorization. If you need to proceed from there to any other part of the campus, then you will be issued a visitor badge.
3. **I.D. Check:** If you are asking to see your son or daughter, you may be required to show identification. This is a safety measure intended to protect your children.

B. Safeguarding God's Children

This program is a training class for the prevention of child sexual abuse and is required by the Episcopal diocese of all faculty and staff, substitutes, clergy, parents chaperoning field trips, volunteers, and anyone else working with children. **If you want to help volunteer at school, you must take this class.** If you would like to take this required course online or for more information, please email Nicole Limbaugh (limbaughn@esj.org) with your request.

C. Crisis Management & Safety Drills

ESJ has a crisis management plan in place to address a crisis or emergency situation. All faculty and staff are fully informed and will activate the appropriate procedures should it become necessary. We also regularly practice Safety Drills including Fire, Lockdown, and Shelter in Place.

D. Child Abuse and Cooperation with Governmental Authorities

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. Please be aware the school is required by law to report any suspected incidents of child abuse, neglect, or abandonment to Department of Children and Family Services. If you have any questions regarding the school's mandatory reporting obligations, please consult with the Beaches Campus Head of Lower School.

E. Inspection Policy

Episcopal reserves the right to inspect and conduct a search of a student's book bag, backpack, computer, and any other possessions or property on the school premises or at a school sanctioned event. Inspections and searches

may be conducted on a routine or random basis or as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school's rules, community standards, and/or local and state law.

F. Substance Abuse Policy

The use or possession of illegal drugs or tobacco/nicotine, alcoholic beverages, drug related or vaping paraphernalia, or abuse of prescription or over the counter drugs by any student on school property or at school events is strictly prohibited. A violation of this policy may include immediate dismissal from the school. A student selling drugs on school property or school functions will be expelled.

If a student exhibits symptoms or is suspected of substance abuse, the school may require the student undergo substance abuse testing. Refusal to participate in the testing may result in dismissal from the school.

VIII. Academics

Academic achievement, good study skills, and positive character development are incorporated into all we do at the Beaches Campus. We want our students to achieve success and we set our expectations for them accordingly. Our goal is for students to be self motivated, creative, responsible problem solvers. In partnership with our families, we provide support to enable our students to meet these expectations.

A. Homework

Homework is regularly assigned Monday through Thursday nights, although fourth and fifth grade students can expect some 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 is important that students do their own homework and projects so teachers can recognize and meet individual student needs. All tests and quizzes are sent home in the students' Thursday folders. Please check the folder each Thursday and return the signed tests when requested. Please note that parents are financially responsible for any textbooks and technology devices that are lost or badly damaged.

B. Weekly Thursday Folders for Grades Pre-K through Grade 5

One of the communication links in the school/parent partnership is demonstrated through the exchange of folders containing student work sent home with the student each Thursday afternoon. Families are to review folders, sign if asked, then return the folder on Monday.

C. Grading Scale

The evaluation of students' achievement is an important function of the classroom teacher. The following grading scale is appropriate for the Pre-K through Grade 5 curriculum:

<u>Scale for Grades 3-6:</u>			<u>Scale for PreK3 - Grade 2 and Enrichments:</u>
97-100	A+	E = Exceeds Grade Level Expectations	Pre-Kindergarten through Grade 3 and Enrichment Classes E = Exceeds Grade Level Expectations M = Meets Grade Level Expectations P = Progressing Towards Grade Level Expectations N = Does Not Meet Grade Level Expectations
93-96	A		
90-92	A-		
87-89	B+	M = Meets Grade Level Expectations	
83-86	B		
80-82	B-		
77-79	C+	P = Progressing Towards Grade Level Expectations	
73-76	C		
70-72	C-		
67-69	D+	N = Does Not Meet Grade Level	
63-66	D		
60-62	D-		
0-59	F	Failing	

Low Grade Notification

The teacher will notify parents by phone if a student will receive a grade of C- or below midway through the term and three weeks prior to the end of term.

D. Term Report Cards

Report Cards may be viewed online in Pre-K 3 through fifth grade at the end of every grading period. Parents will receive an email with a direct link and instructions when the reports are posted.

E. Head of School List

The Head of School List is given each term. It is limited to fifth grade only, and requires all A's, with no grade lower than an A-, and no resource grade below M.

F. Conferences

Parent/Teacher conferences are offered during the school year for each student. Fall and spring conferences are considered mandatory. Additional conferences may be scheduled at any time by the parent or teachers, as deemed necessary. Parents may request a conference with their child's teacher by note, phone, or email through out the school year as needed.

G. Promotion Policy

In third through fifth grades, acceptance to the next grade level is contingent upon successful completion of the required course work. Students in third through sixth grades must attain a final average of C- and above for promotion. Any grade averages below C- in **reading, writing, or math** will require tutoring or summer work before consideration for promotion.

In the Pre-K through second grade program, **the school may administer developmental assessments to inform appropriate grade-level placement.**

H. Fifth Grade Celebration Awards

ESJ recognizes the unique talents and achievements of all of its students. At the Fifth Grade Celebration, the ceremony in which the fifth grade students are recognized for completing their elementary years at the Beaches Campus, students receive certificates of achievement. Additionally, there are five specific honors that are given at this time. Recipients of these honors are carefully selected from calculated input given by any faculty member who has taught the students while at the Beaches Campus.

I. Standardized Testing

Students in second through fifth grade participate in the Comprehensive Testing Program (CTP 5 Test) obtained from the Educational Records Bureau (ERB). 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 are kept at school and a report is also sent home for parent information.

J. 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. Records are not released to other schools if there is a delinquent account. At the time of account reconciliation records can be released.

K. The Learning Specialists

The Learning Specialists are faculty members dedicated to enhancing the ESJ educational experience. The Learning Specialist works closely with students, families, and teachers across all aspects of the curriculum in Kindergarten through fifth grade. Learning Specialists work in concert with teachers and families to maximize student growth and achievement, preparing students to reach their full potential. The Learning Specialists support professional development for all teachers regarding learning styles and classroom instruction. One of the most important functions of the Learning Specialists is to help teachers provide differentiated instruction within the classroom.

L. Accommodations for Students with Disabilities

Students with a diagnosed physical, social-emotional, or learning disability may qualify for classroom and/or assessment-related accommodations. Families seeking accommodations for their child must submit a current psychoeducational evaluation. To be considered for accommodations, families must submit formal documentation indicating a diagnosis and recommended support.

The student accommodations review and consideration process includes the following:

- Gathering student, parent, and teacher feedback while collecting school-based data, such as test scores and homework grades.
- Trial period for accommodations in order to collect data on the impact accommodations have towards academic concerns.
- Reviewing collected data and submitted documentation to determine the need for appropriate accommodations and/or support for the student to adequately access the curriculum.
- Establishing a plan of action and communicating with the student and family.

- A school-based team reviews documentation and determines which, if any, accommodations will be extended to a student, addressing the impact of the diagnosis without fundamentally altering the educational program.
- Communicating the plan to current teachers as appropriate.

M. Tutoring

After-school tutoring requests should be made through the Director of Extended Day and in conjunction with the classroom teacher and Head of School. Your child will be matched with a tutor who has expertise in the area of need. The parent and the tutor can schedule sessions as convenient and as space is available. **Teachers at ESJ will not be able to tutor their current students.**

N. Policy on Collaboration with Private Specialists

Private specialists may not push into classrooms to work one-on-one with students during the school day. This reflects our broader intention to foster an inclusive and balanced behavioral support model schoolwide.

Private specialists are welcome in the following ways:

- **Classroom Observation:** Conducting an initial observation of the student within the classroom setting to gain insight into behavioral strengths and areas for growth.
- **Strategy Development:** Providing teachers with actionable, realistic strategies that can be implemented; always with the goal of creating “win-win-win” outcomes for the student, the teacher(s), and the broader learning community. The school team will assess the feasibility of proposed strategies to ensure alignment with classroom dynamics and schoolwide expectations.
- **Support Plan Rollout:** During the initial rollout of a support plan, observing how strategies are implemented in the classroom (without offering real-time feedback), followed by debriefing with teachers to offer targeted, constructive input that supports consistency and fidelity.
- **Ongoing Collaboration:** Following up with families and teachers to adjust plans as needed; again, with an emphasis on mutual benefit and classroom harmony.

This policy comes from a place of intentionality and care. ESJ deeply values partnership and is committed to continuing strong collaboration between families, outside providers, and our school team.

IX. Student Accountability

“Do unto others as you would have them do unto you.” - Luke 6:31

Episcopal is committed to help and support our students to develop good character. We believe that students learn best in an environment where each person is valued and respected. The honor and discipline guidelines are designed to teach each student to act responsibly, be trustworthy and honest, and be accountable for their actions. At Episcopal we believe that all children have the ability to manage themselves behaviorally with respect and consideration of the adults as well as the peers in their lives. We approach discipline in two ways: academically and behaviorally.

Academically, all children are expected to arrive at school on time, be prepared to learn, and contribute positively to the learning environment. Students understand that homework and classwork are expected to be completed in a neat and timely manner. Developmentally appropriate academic expectations grow with each grade level. In grades 3-5 honor expectations expand. (see below)

A. Plagiarism

In an authentic learner-centered environment, students are submitting their original work and understand that it is not acceptable to copy another's work or borrow someone else's original ideas without giving credit.

B. Unauthorized Aid

Unauthorized aid is using any non-approved resource without the knowledge or consent of the teacher, including but not limited to the internet; artificial intelligence for any subject; generative text; websites that change the tone or content of your writing or using applications that provide instant results; and parent, tutor, or peer support; among other resources that have not been expressly permitted by your teacher in the text of the assignment. Students must refer to the course syllabus or each individual assignment for specific guidelines and instructions.

Understanding that technology is ever evolving, the following questions will help students determine if they have used unauthorized aid on an assignment. Students should answer these questions before submitting assignments to ensure they have created authentic work and have met the expectations of the teacher and our Honor Code.

- Is your work authentic? Was it created by you only and your own creativity?
- Did you follow the guidelines for the assignment as determined by your teacher?
- Did you use the application to check your solution or to understand the concept (ex. math or science)?
- Did you cite all of your used and unused sources?
- Have you documented all collaborative sources on the assignment? (ex. tutor, parent, peer, online source)
- Did you have an unfair advantage over your peers?
- Did you seek help from your teacher or another ESJ resource (ex. The Media Specialist) if you are unsure of the expectations?

Behaviorally, children are expected to interact in a positive, constructive manner so that the process of learning is not negatively impacted. The student will demonstrate self-control, proper language, and respect for peers and adults. Knowing that the educational process is a partnership between parents and teachers, parents are asked to communicate to the school any challenges at home that might impact the child's behavior and/or learning at school.

All minor discipline issues are handled by the teacher within the classroom setting. For major or repetitive incidents, a Conduct Notice will be sent home for parents to sign and return. Parents will also be notified by email that a notice will be going home.

Faculty attempt to intervene, divert, and keep infractions to a minimum. The basic principle is no student, because of his or her behavior, has the right to prohibit a teacher from teaching or another student from learning. Our goal is for the offense to be dealt with quickly and to not be repeated.

C. Artificial Intelligence Philosophy

Our graduates' achievements over time may be based in part on how well they work with technology-generated content, or artificial intelligence. Our approach and philosophy regarding this type of content is authentic to the future our students will live and work in, but more importantly is rooted in our mission and our learner-centered approach to education. Episcopal will teach students to work efficiently and ethically with machine intelligence while ensuring that our programs and pedagogy continue to emphasize the irreplaceable value of that which makes us human.

X. Beaches Campus School Conduct Code

1. I will respect myself and others.

Examples of Expected Behaviors:

- Behaving in an appropriate manner that promotes the safety of all
- Showing courtesy in an appropriate manner to all members of the faculty, staff, and all fellow students in and out of the classroom
- Recognizing inappropriate and hurtful behaviors in others; seeking appropriate ways to remedy these situations when they occur in an appropriate manner

2. I will respect my school.

Examples of Expected Behaviors:

- Taking care of school property
- Taking care of and respecting personal property and the property of others
- Conducting oneself in an appropriate manner that reflects favorably on Episcopal when on school trips or when representing the school

3. I will be honorable

Examples of Expected Behaviors:

- Acting honorably
- Telling the Truth
- Not presenting someone else's work as my own
- Asking permission from a classmate or teacher to use items that don't belong to me

4. I will move quietly and safely on campus.

Examples of Expected Behaviors:

- Walking quietly on the sidewalk in safe traffic patterns, from one place to another respecting/ not disturbing classes with open doors
- Walking so as to respect others' rights to use the sidewalk

5. I will follow directions.

Examples of Expected Behaviors:

- Following the rules of the classroom in an appropriate manner
- Following directions when they are given in an appropriate manner
- Responding to directions with respect in an appropriate manner
- Following dress code requirements; when asked to come in alignment to dress code policies, responding promptly
- I will arrive at school on time and be prepared to learn

A. Unacceptable Behavior

The following offenses are some examples, which are considered the most serious and could result in suspension or dismissal from Episcopal School of Jacksonville:

- On-going disrespect to a teacher or staff member
- Fighting

- Honor violations (lying, cheating, and stealing)
- Intentionally injuring another student
- Repeated disobedience or refusal to obey school regulations
- Threats of harm, verbally or electronically
- 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, verbal, electronic intimidation)
- Inappropriate computer use or misuse of the Internet (i.e. violating Student Acceptable Use Policy)
- An irreconcilable or ongoing contentious relationship between parent, faculty, and administration

B. Bullying & Harrassment

Episcopal is dedicated to fostering an environment that promotes kindness and acceptance, and embraces differences among individuals. This policy supports the school's mission statement and the mission of Episcopal schools. Bullying is not tolerated. Episcopal also prohibits cyber-bullying.

All concerns relating to bullying should be reported immediately to the faculty or staff member in charge. When the school becomes aware of bullying, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good-faith report concerning bullying. The school will do all in its power to assess the problem, deal with the initial infractions, and be fair in its consequences involving bullying. The school's counselor works closely with the students, staff, and parents on the topic of bullying and education concerning this subject.

An effort will be made to ensure fair treatment of all parties. Our goal is for the offense to be dealt with quickly, and not be repeated.

Harassment is an act that can include bullying but generally results in more serious harm physically or emotionally. The offense often includes threatening, demeaning, and harassing speech and/or behavior that relates to very sensitive aspects of one's personality or identity. This behavior not only affects the targeted person or group, but it can negatively impact the entire Episcopal community.

- **Hurtful and Demeaning Behaviors-** Any act of physical harm, threat of harm, or continuous unwelcome behavior or physical contact on or off campus is strictly prohibited. Students or groups who do not respect the personal space of others with unwelcomed touching particularly of a sexual nature; insensitive gestures of any kind; threatening or intimidating words or actions in person or online; or other unwanted physical contact should expect consequences.
- **Derogatory and Insensitive Language-** The use of derogatory or insensitive language, no matter the intent, is strictly prohibited at all times on or off campus, including school-sponsored events, on social media or group chats. Derogatory language includes, but is not limited to, slurs or insults targeting race, ethnicity, gender, sexual orientation, religion, disability, or national origin. This includes impersonating others using accents, gestures, or dress/appearance; written words, pictures, or memes; singing or saying song lyrics; excluding people from groups based on their identity; and other in-person or digital communications that are deemed divisive by the school.

C. Consequences

- **Redirection:** The teacher will alter the situation or otherwise encourage the child to engage in a different activity.

- **Time Out:** The teacher may have the student take a short time-out and, if necessary, lengthen time-outs with each additional warning. Repeated time-outs throughout any given day will be communicated to the family so that a consistent follow-up is provided both at school and home.

When a student's behavior is not aligning with school expectations, a conversation may take place between the student and a member of the faculty or school leadership team. These initial conversations are meant to gather information, help the student reflect, and determine whether further steps are needed. Parents may be notified and invited to join a follow-up conversation if the situation requires additional support or resolution.

- **Conversation:** during this process, students are encouraged to be truthful and take responsibility for their actions; focus on their own choices rather than those of others and refrain from discussing the situation with classmates to avoid confusion or hurt feelings.
- **Withholding Privileges:** Students may lose privileges, including after school activities, field trips and attendance at special events.
- **Detention:** Detention will be served under the supervision of a teacher or administrator, and may take place during lunch, recess, or after school
- **In-School Suspension:** If a behavior warrants a more serious response, a student may spend the school day or part of the day away from their usual classroom environment. Students may not participate in before- or after-school activities on that day.
- **Out-of-School Suspension:** In some cases, a student may be asked to stay home from school for a day or more. During this time, the student is not allowed on campus or to participate in any school-related activities.
- **Warning Status:** A student is placed on warning status as a result of multiple violations or an isolated violation. Additional violations made while on warning can result in being placed on Probationary Status or may lead to dismissal.
- **Probationary Status:** A student is placed on probationary status as a result of an action or actions that negatively impact a person, a group of people, or the entire community. The action could be an isolated incident or the result of multiple incidents. A student can be placed on probation without being on warning first due to the severity of the infraction or the impact to the school community. Additional violations made by students while on probationary status normally result in immediate dismissal from the school.
- **Dismissal:** In certain cases, a single egregious action or a pattern of offenses may result in a student being dismissed for the remainder of the school year with the possibility to re-apply in the future. In certain cases, the student will be expelled with no opportunity to reapply.
 - Conferencing will be with the involved faculty, administrator, student, and family
 - Expulsion from school means that a student is discharged and not permitted to finish the school year at ESJ
 - Expulsion may be given if the administrative team deems the infraction serious enough, without the accrual of Conduct Notices
 - ESJ reserves the right to expel students of any age in the event of serious infractions

We recognize that students are still learning how to make good choices, and we are committed to helping them grow into responsible, respectful members of our community. Teachers and staff model expected behaviors, provide clear guidance, and offer regular opportunities for students to reflect on their actions. When missteps occur, our goal is to respond with care, consistency, and a focus on restoration and learning. Families are essential partners in this

process, and we work together to help every student develop the self-awareness, empathy, and responsibility that will serve them well throughout life.

Behavior Modification Plan: A behavior modification plan may be instituted, wherein the school will send daily communication about the child's behavior for the family to review. We will work together to create a plan and agree on rewards and consequences for behaviors.

Administrative Intervention: If misbehavior continues, then intervention by administration is appropriate. Removal from class for the repeated behaviors will occur. A new behavior plan may be designed, if deemed necessary. If the child's behavior does not improve, the parents will be asked to seek appropriate professional counseling for the child along with the continued behavior modification at school.

D. What Families May Expect from the School

Families may expect the school to act according to its mission and within the alignment of its disciplinary code. The goal of the school is to provide consistency of conduct.

All academic classes, resources classes, Extended Day Program, and after school activities will follow the disciplinary process described here. It is important to remember that after school activities are an extension of the school day with the same expectations and consequences consistently administered throughout.

Episcopal School of Jacksonville reserves the right to suspend, dismiss, or deny re-enrollment to any student who repeatedly deviates from the honor and discipline codes or who commits a single act that would merit dismissal in the judgment of the administration.

E. On the Issue of Privacy

ESJ respects the right to privacy for all families involved with any infraction issues. The school will communicate and discuss with the families all that is pertinent to their child. Discipline for children of other families will be held in confidence. Requests for information about other children will not be granted, as required by The Family Educational Rights and Privacy Act. Do not assume this means no action is taking place. The school takes seriously its responsibility to be consistent and discrete in the handling of discipline policies.

Episcopal School of Jacksonville reserves the right to suspend, dismiss, or deny re-enrollment to any student who repeatedly deviates from the honor and discipline codes or who commits a single act, which would merit dismissal in the judgment of the administration.

XI. Uniform & Dress Code for Pre-Kindergarten to Grade 5

Episcopal students must be dressed in a school uniform. Families are encouraged to contact the receptionist to try on sample uniforms for sizing purposes. The following uniform items are available.

Girls

- Polos (white, maroon, gray, black) with the Episcopal logo
- Uniform shirts are to be worn at all times and neatly tucked
- **Chapel attire:** Maroon polo with the Episcopal logo and khaki bottoms or maroon tennis dress
- Solid plain khaki, gray, or black slacks, shorts, skort, jumper or skirt
- **Grade 3 through Grade 5:** Students must wear a belt if the bottoms are designated with loops (not just on Chapel days)
- Maroon, gray or black tennis dress with courtesy shorts underneath
- The hemline for uniform skirts and dresses must be longer than mid-thigh
- Rolling the waistband is not permitted
- Solid plain brown or black belt
- An Episcopal Spirit Day t-shirt that can be worn on Spirit Days
- **Solid** colored white, gray, khaki, black or maroon tights/stockings, knee socks or athletic socks (an athletic logo on the socks is permissible)
- Maroon, gray, white, or black cardigan sweaters or fleece jackets with the Episcopal logo

Boys

- Polos (white, maroon, gray, black) with the Episcopal logo
- Uniform shirts are to be worn at all times and neatly tucked
- **Chapel attire:** Maroon polo with the Episcopal logo and khaki bottoms
- Solid plain khaki, gray, or black slacks or shorts
- **Grade 3 through Grade 5:** Students must wear a belt if the bottoms are designated with loops (not just on Chapel days)
- Solid plain brown or black belt
- An Episcopal Spirit Day t-shirt that can be worn on Spirit Days
- **Solid** colored white, gray, khaki, black or maroon athletic socks (an athletic logo on the socks is permissible)
- Maroon, gray, white, or black fleece jackets with the Episcopal logo

Students are to wear Chapel attire for individual and class picture days.

General Appearance Policy

We believe students learn best in an environment where personal appearance is respectful and professional. We recognize that clothing is an individual reflection and a personal choice, however clothing or appearances that are distracting to others are not appropriate for campus. **Inappropriate insignias or offensive embellishments; political and social wording, phrasing, or pictures are not acceptable for our community.** No student should wear clothing, shoes, outerwear, hair styles, or accessories on personal belongings or on your person that fail to respect our community norms. When representing the School, students are expected to be neat and clean at all times on campus and at all off-campus activities.

Hair

- Hair must be brushed, neatly cut and cleaned, and kept out of the face
- Extreme styles or colors are not appropriate

- Boys' hair must not touch their shoulders

Headgear

- Headgear, including hooded jackets or sweatshirts, is permitted only during inclement weather while outside of school buildings
- Barrettes, bows, or headbands that are deemed distracting (animal style ears, bright, distracting colors) are not permitted
- Hair accessories should match the uniform colors
- Hats and sunglasses are not permitted

Jewelry

- Visible tattoos and body art are strictly prohibited
- Students may not have any visible piercings except for earrings for girls

Tops

- Uniform shirts are to be worn at all times and tucked in all the way around the waist
- Tops must fit naturally, must not be baggy or too tight
- Cropped tops are not permitted
- Tops must not be ripped or torn

Bottoms

- Pants must be hemmed at an appropriate length, must fit naturally, must not be baggy or too tight
- The hemline for uniform skirts and dresses must be longer than mid-thigh
- Rolling the waistband is not permitted
- Belts must fit properly with no inappropriate insignias or wording or offensive embellishments
- **Grade 3 to Grade 5** students must wear a belt if the bottoms are designed with belt loops (not just on Chapel days)
- Bottoms must not be ripped or torn

Footwear

- Only casual closed-toe and closed-heel shoes or athletic shoes cut at or below the calf are permitted
- Shoes, tights, and socks must be predominantly one of the following colors: white, gray, khaki, black or maroon
- **K - 5th grade students:** No sparkly, neon, glow in the dark, flashy styles, inappropriate insignias or offensive embellishments are permitted
- Sandals, boots (including cowboy), clogs, flip-flops, light-up shoes, platforms, Crocs, or other novelty fashions are not acceptable
- Soles of shoes should be no more than one inch in the front and two inches in the heel
- Boots – only allowed on cold weather days 50° or below, with accompanying change of shoes appropriate for PE

Outerwear (please label with child's name)

- Episcopal sweatshirts and jackets are the primary items that can be worn as outerwear. These items can be purchased from the Campus Store or through an Episcopal School of Jacksonville sponsored activity.
- Outerwear must fit properly and may not be longer than the uniform skirt or dress

- All non-Episcopal outerwear must be predominantly one of the following colors: white, gray, khaki, brown, black, dark blue, gold or maroon
- Only one small emblem is allowed
- Tucked in uniform tops must be worn under outerwear
- Denim jackets are not allowed on uniform days
- In the event of rain, umbrellas and rain gear are permitted
- Outerwear should be removed in the classroom and church (properly fitted uniform crewneck sweatshirts, fleece, or cardigans are permitted)

Spirit Dress Days

- Approved Episcopal t-shirts or sweatshirts are allowed
- No tank tops
- Denim (pants/jeans/skirts/dresses) or long casual pants must not be ripped, torn, or have excessive decoration
- Students may wear shorts and athletic shorts (butterfly shorts are not permitted)
- The hemline for shorts must be longer than mid-thigh
- Rolling the waistband is not permitted
- Students can wear capris and leggings with an Episcopal shirt that extends past their bottom

Free Dress/Birthday Dress Days

- Free dress days are designated on occasion throughout the year and may be themed. Birthday free dress day occurs once each month for those with a birthday during that month.
- Denim (pants/jeans/skirts/dresses) or long casual pants must not be ripped, torn, or have excessive decoration
- Students may wear shorts and athletic shorts (butterfly shorts are not permitted)
- The hemline for shorts must be longer than mid-thigh
- Rolling the waistband is not permitted
- Students can wear capris and leggings with an Episcopal shirt that extends past their bottom
- Tank tops are not permitted

Winter Wear

- All students should have uniforms that will accommodate cold weather conditions (at least one pair of dress code slacks)
- Solid sweaters, turtlenecks, and sweatshirts in uniform colors
- **Girls Grades K-5th:** leggings only on cold weather days 50° or below
- Outerwear – No objectionable logos or designs, no denim; jackets, sweatshirts, fleece and sweaters may not be worn around the waist
- Outerwear should be removed in the classroom and church (properly fitted uniform crewneck sweatshirts, fleece, or cardigans are permitted)

Students not dressed within the Dress Code the first time may receive a verbal notice. A second violation may require a call to their parent to bring the appropriate apparel or clothing.

Lost and Found

Lost/Found articles will be placed in the “Lost and Found,” located in the hallway between McCormick and Hope Hall. To help identify lost items, please label all clothing, lunch boxes, and water bottles (on the outside). Attempts will be

made to return all **labeled** items. Articles remaining before Christmas, spring break, and summer vacation periods will be donated to a charity.

Purchasing Uniforms

- New uniforms can be ordered from **Lands' End** in the following ways:
 - **Online:** [landsend.com](https://www.landsend.com) – School Number: **900058975**
 - **By Phone:** 1-800-469-2222 (Customer Service available 7 AM - 9 PM CST)
- Families are encouraged to attend the **Lands' End Fit Event** during the summer.
- In addition to Land's End, khaki bottoms - **skirts/skorts, shorts, and pants** - may also be purchased from other vendors.
- **The Parents Association sponsors a Uniform Recycle Program** for gently used uniforms.
- Contact the Assistant Head of Lower School via email (defillippok@esj.org) with any questions

XII. Additional Program Information

A. Chapel

Chapel is an integral part of life at Episcopal School of Jacksonville. Chapel, morning devotions, lunchtime prayer, and Christian Education are not meant to proselytize or convert students to the Episcopal Church. Religion and related topics serve as recognition of our heritage and honor the traditions that bring strength to programs. Grade 1 through Grade 5 come together to worship on Wednesday mornings, 8:15, at St. Paul's-by-the-Sea Church; Pre-K 3 through Kindergarten come together to worship on Tuesday morning, 8:15, at St. Paul's-by-the-Sea Church..

Special Chapel programs that take place during the academic year include monthly Eucharist, monthly Birthday Book Chapels, Grandparents and Special Friends Day, Lessons and Carols during Advent, Ash Wednesday, and the Blessing of the Pets (St. Francis of Assisi Day). Parents are always invited to attend chapels and special programs. Be sure to check the school calendar and weekly newsletters for dates and times.

B. Lunch

Episcopal asks that all students be provided with a nutritious lunch. Student lunches may be brought from home or ordered through the school's lunch program a month in advance. Lunch periods, which are supervised by faculty and staff, encourage courtesy, responsibility, and cleanliness on the part of the student. Students may bring their lunch from home or participate in our lunch vendor program. The lunch vendor program is offered daily. The meals from the lunch vendor program do not include beverages.

If a student brings their lunch from home, parents are asked to follow several guidelines when packing them:

1. Lunches should be healthy and nutritious, must be self-contained, and should include eating utensils, etc.
2. **Please send your child to school with a reusable beverage container each day; please refrain from single-use plastic beverage containers.**
3. Water is always available from a cooler.
4. Sodas, caffeinated drinks, and drinks high in sugar content are not allowed.

If a lunch is forgotten, we will provide a sandwich or other lunch food for your child. We are not able to accommodate deliveries from restaurants or take-out vendors.

XIII. Associations, Activities, and Special Events

A. Parents Association

All ESJ, Beaches Campus parents are members of the ESJ, Beaches Campus Parents Association. The purpose of the Parents Association is to foster school spirit and provide volunteer support for the school.

B. Alumni Association

The ESJ Beaches Campus Alumni Association exists to help the alumni stay connected to the Beaches Campus, and to one another. This organization seeks to reach, serve, and engage all Beaches Campus alumni, while fostering a lifelong connection between the school and its graduates.

C. Beach Bash

The Director of Development works hand-in-hand with parent volunteers to plan the annual social and silent auction. This exciting event is an evening created especially for parents and special friends of the Beaches Campus and the larger Beaches community to socialize and enjoy fellowship with each other. It is one of two important campus fundraisers.

D. Teacher Appreciation Week

The PA leads this special week when parents very generously honor the faculty and staff at ESJ's Beaches Campus. The highlight of the week is a delightful luncheon that is planned completely by our parents from the decorating to the delicious food.

E. Class Parties

There will be scheduled class parties during the school year. Parties are generally held during the last hour of the school day and are one hour in duration. Please ask about allergy-sensitive situations within the classes. **Excessive sugar snacks are discouraged.**

F. Grandparents' and Special Friends' Day

Each year, ESJ, Beaches Campus and the Parents Association host grandparents and special friends of students. Events include a Chapel service, photo opportunities, and tours of the campus.

G. Lessons and Carols

This is a school/church service held the week prior to Christmas break. Fifth grade students lead the service. Parents, alumni, and guests are invited to join our students to celebrate the beginning of the holidays with special readings and seasonal songs.

H. 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 Supply and Activity Fees. The students have their names entered on a book plate on the inside of the cover of the book that they selected and are presented the book during a special part of the Birthday Book Chapel for that month. Families are invited to join their child as they receive their book. The student is the first to take the book home to enjoy it. When it is returned, the book becomes a part of the general inventory of the library. Grade 1 through Grade 5 Birthday Book Chapel is traditionally the fourth Wednesday of the month unless otherwise announced. Pre-K through Kindergarten Birthday Book Chapel is traditionally the fourth Tuesday of the month unless otherwise announced.

I. Challenge Day

This is a special afternoon field day of activities and friendly competition in the spring. Kindergarten through fifth 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.

J. Field Trips

Field trips are scheduled each year to supplement the classroom experiences of the Pre-K through fifth grade students.

Field Trips are scheduled to complement and enhance the curriculum. All chaperones must have taken the Safeguarding God's Children Workshop before they are allowed to participate and are responsible to pay for their admission.

Fifth grade students participate in extended field trips that require overnight stays. These field trips are designed to supplement the curriculum and also to encourage students to develop friendships and bond with one another. Overnight field trips are not included in the tuition and fee schedule. Students are expected to participate in field trips as the trips are an integral part of the curriculum. In situations of medical exemption or financial hardship, permission may be obtained from an administrator and an alternate activity is assigned either on or off campus.

Students must have signed permission slips in order to participate. Students without a permission slip are not allowed to participate. All students must report to school before attending field trips and must be marked present before participating in school activities unless other arrangements have been approved by the administration.

Students may not purchase souvenirs, use video games, or buy snacks while on field trips. On overnight trips, a dollar amount is suggested, and students may not have or spend more than that reasonable amount.

Field Trip Chaperones

Chaperone Guidelines are as follows:

- In some cases, there are limited slots available for adults. The homeroom teacher tries to accommodate those adults who would like to attend, but sometimes this is impossible. Please be understanding of the situation.
- Chaperones should never be alone with a student.
- Please do not buy or give candy/snacks/drinks to the students.
- Each parent should continuously check the attendance of the students in their group.
- The designated chaperone is in charge of and responsible for the students for the ENTIRE trip.
- Make sure the students behave properly and obey all school rules and regulations.
- Any student who does not behave properly should be reported to the teacher.
- Younger siblings are not permitted to attend field trips. The teachers are depending on the chaperone's ability to supervise their group without distraction. Young siblings can also be disruptive to the group if the field trip is not developmentally appropriate for their age.

K. After-School Activities

Students at ESJ's Beaches Campus may choose from a wide variety of after-school activities for additional fees. The fees for these programs are determined, payable to, and collected by the school. Space is limited, so parents should plan to register early to secure their student's spot. After-school activities are a privilege; school rules and appropriate behavior are expected to be followed during these activities. A list of paid after-school activities along with contact information for coordinators and fliers can be found in the "Parent Tools" section on the My ESJ online parent portal.

XIV. General Information

A. Birthdays

Birthday party invitations for parties outside of school may not be distributed at school unless all members of the class are invited.

In-school birthday parties will take place once each month for all students who have a birthday during that month. The day of the birthday party each month is determined by the homeroom teacher and coordinated with a homeroom parent. Healthy snacks and treats that include items such as fruit and vegetable trays are encouraged. Please refrain from sending in nut-based products.

B. Class Requests Policy

In compliance with the Florida Council of Independent Schools (FCIS), we ask that you do not request teachers for your student. Class assignments are done with a great deal of thought. We develop appropriate class groupings with the goal of seeking what is in the best interest of each child.

XV. School and/or Personal Device Use

With our focus on the pursuit of knowledge, all use of devices and network access on ESJ, Beaches Campus are restricted to educational purposes only. Our expectation is that students will operate in a responsible manner, whether in the classroom or outlying areas. Students will refrain from personal use on campus during school hours, which include extended day hours, unless they have gained specific permission from school staff. Regardless, the student is responsible for their use and will refrain from viewing objectionable material at all times. This is not limited to websites, applying to social media and other recreational resources as well. Misuse or violations of the guidelines of ESJ, Beaches Campus Acceptable Use Policy is found in Magnus, may result in the cancellation of access privileges and possible disciplinary responses. Each student in second through fifth grades will complete the Student Acceptable Use Policy sign and return form. Families may be held financially responsible for the repair or replacement of damaged devices.

Students are discouraged from bringing cell phones and/or Apple or smart watches to school. **These devices must remain in the students' backpacks and silenced or with the teacher during the day.** Students are not allowed to bring video games to school. *Kindles*, iPads, or iPad minis. The school is not responsible for loss or damage to students' personal devices.

XVI. Publications

Episcopal School of Jacksonville maintains a website on the Internet. From time to time the school may wish to publish examples of projects and other work on the school's website or the sanctioned social media pages. Episcopal makes every attempt not to publish the names of students where individuals can be identified. The school makes every effort to honor the request of parents who do not wish a student's work or photograph to be shown.

From time to time parents publish pictures of school events on their personal social media pages. Episcopal is not responsible for pictures published by parents, family members, or friends of the school. We ask that you be respectful of the privacy of others. As a school, parental requests not to photograph or release information about specific children are honored.

As a school with young children, many factors are considered prior to digitally releasing student information and/or photographs online. Episcopal asks that you not copy and redistribute to other sites or services any photographs or information posted on the school website or on any of our classroom web pages.

- Episcopal only posts student information behind secure login gateways
- Episcopal has selected software/and or service providers that can assure passwords and information; information like email addresses should be protected from harvesting by sniffing software.
- Prior to posting, Episcopal makes every effort to honor the request of parents who do not wish a student's photograph to be shown and checks each photo to ensure that it is consistent with the information filed at school related to permission for digital distribution.
- Prior to posting any class, group, or individual photograph showing students, Episcopal carefully examines it to ensure that there is no "tagging" of the photo that would divulge personal information.
- The information and images shared by Episcopal are designed to be informational to the current parent community as well as used for promotional purposes. Every effort is made to examine the collection of images and information to ensure the broadest possible representation of the event.