

# 2017-2018 PARENT & STUDENT HANDBOOK

## “Knowledge and Values for a Lifetime”



**Updated August of 2017**

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# OVERVIEW

## INTRODUCTION

In keeping with our Mission of St. Richard's Episcopal School, the following policies and procedures have been developed and adopted to ensure the highest possible quality of education and safety for our students while maintaining a loving and caring community. These remain in effect until amended or repealed. Please review the St. Richard's Episcopal Day School Handbook carefully. It is important that parents and students agree to and abide by the rules, regulations, and policies in the school Handbook. The section titled *Dragon Life* is especially helpful for students to review prior to the start of school.

## MISSION STATEMENT

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually.

Faith - St. Richard's embraces the tradition of intellectual exploration and discovery of faith found in the Episcopal Church. Faith serves as a primary support for the school community, providing the basis of moral character found in our students. We encourage all students—whatever their personal religious background—to search for answers to challenging questions through an investigation of all cultures and religions, past and present.

Classic Curriculum - At St. Richard's, we educate the whole student, promoting academic, emotional and physical development. Our curriculum reflects classic values—focusing on science, mathematics, languages, the arts and the humanities—but is executed with innovative tools and philosophy to prepare students for the modern world.

Civic Responsibility - At St. Richard's, our sense of community extends beyond the bounds of the school. Community service and neighborhood partnerships are deeply woven into the school curriculum. All students at St. Richard's learn not only to respect themselves and others, but also to embrace their responsibility to the surrounding community.

Global Readiness - Preparing students for global citizenship begins early at St. Richard's. The school community is immersed in diversity—of faith, nationality and ethnicity. An award winning language program begins in PK-3, preparing our students in Grade 5 for a two-week exchange trip to France. Beginning in Grade 6, the language program expands to include Latin for all students with an option to take French or Spanish. With a curriculum that emphasizes cultures and events beyond our borders, St. Richard's students are well equipped to experience the world.

Leadership - St. Richard's prides itself in preparing the leaders of the future. Students in all grades learn to be confident public speakers through school wide performances and classroom presentations. Older students are role models for the entire school and traditions such as the 8th grade buddy program help to ensure a tight-knit community throughout the school's hallways.

## **GOVERNANCE**

The Board of Trustees is comprised of no less than ten nor more than twenty-five members, including not more than nineteen elected members, two *ex officio* members, the Head of School, a representative of the faculty, a representative of the Parent Organization of the School, and a representative of the Vestry of Trinity Episcopal Church. Selections from the Articles of Incorporation are as follows:

*A. The purposes of the Corporation shall be to promote educational, religious or charitable purposes, or all of them, and more particularly to operate and maintain a school (the "School") under the name ST. RICHARD'S EPISCOPAL SCHOOL for the education of young people under the principles of the Episcopal Church in the United States of America, all in cooperation with The Rector, Wardens and Vestry-members of Trinity Episcopal Church of Indianapolis of the Episcopal Diocese of Indianapolis ("Trinity Episcopal Church").*

*B. The Corporation shall have power to perform all acts necessary, convenient or expedient to accomplish its purposes and to perform all acts incidental, reasonable or necessary to support the operation of the School.*

Autonomy is granted to the administration for the purpose of day-to-day operations and programmatic decisions, which are in the best interest of students, faculty, parents, and the community at large. The Board of Trustees meets monthly with additional committee meetings scheduled as needed. Click [here](#) to view members of the Board of Trustees.

## **HISTORY AND TRADITIONS**

In 1960, Trinity Episcopal Church responded to a growing need in the midtown community of Indianapolis for a school with high academic expectations that would serve students from diverse backgrounds by founding St. Richard's School. Today, St. Richard's is the only Independent Episcopal Day School in Indiana. From the original Kindergarten class of eighteen students, St. Richard's has grown to its current enrollment of approximately 330 students in grade levels Pre-Kindergarten through Grade Eight. The school's founder, The Reverend G. Ernest Lynch, in honor of St. Richard of Chichester, an English saint and scholar, chose St. Richard's name. The name "Richard" also honored the then retiring Episcopal Bishop of Indianapolis, the Right Reverend Richard A. Kirchhoffer, who was interested in education and the parish school concept. Patterned intentionally after the parish day school of Great Britain, St. Richard's incorporates the best aspects of that system. The first teachers were British and were brought to the United States specifically to teach at St. Richard's, bringing with them a cultural flavor, which remains today.

**School Colors:** Red, Green, and White

**School Mascot:** Dragon

**School Song:**

Day by Day, Dear Lord, of  
Thee three things I pray:  
To see thee more clearly,  
Love thee more dearly,  
Follow thee more nearly,  
Day by Day

--St. Richard of Chichester, 1253

**School Fight Song:**

Oh let us cheer for St. Richard's;  
Oh let us cheer loud and long;  
Oh let us cheer for St. Richard's;  
We're dragons and we're mighty strong;  
Oh let us cheer for St. Richard's;  
Success will be our key;  
Cheer, Cheer, Red white green;  
Our colors for victory!  
Dragons! Dragons! Go-Fight-Win!  
Cheer, Cheer, Red, White, Green,  
Our colors for Victory!

**School Prayer**

O God, the creator of light and fountain of all knowledge,  
bless this school, we pray;  
and illuminate those who teach and those who learn here,  
that your light of truth and love may  
shine with growing brightness within us;  
through Jesus Christ our Lord. Amen.

**Affirmation of Honour**

As a member of St. Richard's Episcopal School, I celebrate:  
My love for God;  
The acceptance of personal responsibility;  
The values of knowledge, honesty, integrity, and service; and  
Openness to the diverse world in which I live.

## **ACCREDITATION AND MEMBERSHIP**

St. Richard's Episcopal School is accredited by and a member of the Independent Schools Association of the Central States (ISACS). St. Richard's recently completed the accreditation process in the spring of 2016; this occurs every seven years for ISACS member schools. St. Richard's is also a member of the National Association of Independent Schools (NAIS), the National Association of Episcopal Schools (NAES), and the Indiana Association of Independent Schools (IAIS).

## **DRAGON LIFE**

### **ACADEMICS**

At St. Richard's, we educate the whole student, socially, emotionally, physically, spiritually and intellectually. Our Classic Curriculum reflects classic values—focusing on science, mathematics, languages, the arts and the humanities—but is executed with cutting edge tools and philosophy to prepare students for the modern world. Beyond the academic knowledge instilled in our classrooms, St. Richard's strives to instill discipline, respect and a deep-seated love of learning in all of our students.

#### **Grading Periods and Progress Reports**

St. Richard's has adopted a three-term grading schedule. The school calendar indicates specific dates for each term, and progress reports are published electronically at mid-term and the end of each term for Lower Division and at the end of each term for Early Childhood.

Students begin earning letter grades for select classes in grade 3 and earn letter grades for all classes beginning in grade 5. In Middle Division students grades will be updated a minimum of once in a two week period. Midterm reports are published for Middle and Lower Divisions in [MySRES](#) to allow parents to know when there are academics concerns so that the student has an opportunity to make the necessary improvements prior to the end of term. Parents can expect a comment for all core academic courses the first and second midterm and for any grade earned of below a C-.

#### **Grading Scale**

Reflecting the high expectations of the school, grades at St. Richard's are given to students in Grades Five - Eight according to the following scale: (Grade 3 and 4 students earn letter grades in core academic subjects)

A+ = 99-100

A = 96-98

A- = 94-95

B+ = 91-93

B = 87-90

B- = 85-86

F = 0-65

C+ = 81-84

C = 78-80

C- = 75-77

D+ = 72-74

D = 67-71

D- = 66

## **Academic Honors**

Academic Honors will be implemented the first week of school and shared with parents and all constituents at that time.

## **Graduation**

To graduate, Grade 8 students must have a passing grade for the third term in all academic core subjects: history, world language, English, mathematics, and science. Students must also have a passing average for the year in each of the other academic subjects. In computing the average of the core academic grades, the final examination is given consideration. A diploma will be awarded to students who have met the general requirements. If the general requirements have not been met, parents will be notified prior to graduation and a student may be awarded a certificate of attendance.

## **School Hours**

8:10 a.m. to 3:17 p.m.      Early Childhood and Lower Division

8:00 a.m. to 3:17 p.m.      Middle Division

## **ARRIVAL AND DISMISSAL**

For reasons of safety, security, and teacher planning students and parents are not permitted to go to classrooms and/or lockers prior to 7:50 or before 3:45. Students are expected to be in supervised areas before and after school including before care from 7:00 to 7:50 in the gym and dismissal in the gym from 3:17-3:30 when students are signed into after care. Legitimate reasons for being in the school before or after class hours include conferences, special lessons, and after-school study hall, and require permission from school personnel. We encourage students to develop autonomy and encourage parents to make use of the dismissal lines as developmentally appropriate.

## **Morning Arrival**

Before Care is offered for students in Pre-Kindergarten-Grade 8 from 7:00 a.m. until 8:00 a.m. The front doors are unlocked at 7:30 a.m. Parents may either walk them to the gymnasium through the front doors on 33<sup>rd</sup> Street or they may use the back alleyway entrance to the gym. This alley is accessible from 32<sup>nd</sup> Street and is the same one that is used for dismissal after school. Doors will be closed to this entrance at 8:0 a.m. and any late students will need to be escorted by an adult into the building through the front entrance to the school. Middle Division students arriving after 8:00 in the gym will be marked tardy.

## **Afternoon Dismissal**

All Early Childhood students NOT using carpool pickup will remain in their classrooms until a parent

or guardian picks them up. Parents picking up students in the gym should gather their older student(s) before picking up children from the Early Childhood classrooms. A classroom assistant will escort any Early Childhood student who participates in a carpool to the gym. By approximately 3:30 p.m., all Early Childhood students who have not been picked up in their classroom will be delivered to After Care.

Lower Division and Middle Division students will report to the gym by 3:20 p.m. for dismissal. Parents may either walk in to pick up their children or use the dismissal line located in the back alleyway entrance to the gym. This alleyway is accessible from 32nd Street. Dismissal line usually occurs from 3:20 p.m. to 3:35 p.m. Students not picked up by 3:30 p.m. will be delivered to After Care. Students are not permitted to wait in the front lobby for parent pick up. Any student in the front lobby without permission from school personnel will be signed in to After Care and sent to the gym. Please see the section on Extended Care for additional information.

### **Release of Student to a Non Custodial Adult**

The school will attempt to ensure a child is released only to a person designated by the parents. If there is a change, addition or deletion, of authorized persons, the school must be notified in writing. If a noncustodial parent is NOT to take the child, the school must receive a copy of the court order.

### ***Student Dismissal during School Hours***

If a child needs to leave during the school day, parents should inform the teacher by email within 24 hours notice. The child should stay in the room until the parent comes to the front desk, and the receptionist will call for the child once the parent arrives. This will ensure the child will not lose learning time. No child will be permitted to wait for his or her parents in the lobby or outside the school. Children who become ill during the day will wait in the health clinic until the parent arrives. Parents notified of an ill child needing to go home are asked to pick up their children within one hour of notification.

### **ATTENDANCE AND TARDIES**

Regular attendance is very important to all St. Richard's Episcopal School students. Students are expected to attend regularly and arrive promptly to ensure a consistent and quality education environment for all students.

If a student is to be absent or to miss a part of a day, parents should call the attendance number (921-3376 extension 420) by 8:00 a.m. on each day the student is absent. Absences are not automatically excused. An excused absence includes illness, doctor appointment, religious holidays, or family emergency. These absences are reported to the main office. All absences without appropriate parent contact with the school will be unexcused.

In the event of excessive absences or tardies (more than 4 in a term), the Division Head and/or Dean will contact parents. If there is a pattern of absence or tardiness beyond 7 per term, a meeting with parents/ guardians may be scheduled with the Division Head and the Head of School. Every effort should be made to make sure students arrive at school on time so their day begins promptly and other students and faculty are not interrupted by a late arrival. In the Early Childhood and Lower Divisions, a student is considered tardy if he or she arrives in the classroom after the 8:10 a.m. bell. In the Middle Division, a student is considered tardy if he or she is not present in the homeroom in his or her seat by the 8:00 a.m. bell.

Every student will be given two discretionary days. Discretionary days can be used for a variety of reasons and will automatically be considered excused if the parent/guardian submits an online form through [MySRES](#), to the appropriate Division Head at least five days before the absence. The days cannot be used immediately before or following winter or spring break. If a student has more than three unexcused absences, the Division Head and/or Dean may contact the parents.

### **Grade 8 High School Shadow Days**

Grade 8 students are encouraged to shadow at high schools and are given two additional days for the express purpose of learning about high school. The parent/ guardian is required to submit an online form through [MySRES](#) at least two days before the scheduled absence. Teachers may indicate several days in which students are strongly discouraged from using these days due to important tests, competitions or other reasons.

### **Missed Academic Work**

When an absence is excused, the student may make up all work missed without penalty. The teachers will announce policies for obtaining homework for students who are ill at Back-To-School-Night in the fall. In most cases, is the student's responsibility to find out what work was missed.

### **Tardiness Policy**

In the Early Childhood and Lower Divisions, a student is considered tardy if he or she arrives in the classroom after 8:10 a.m. In the Middle Division, a student is considered tardy if he or she is not present in the classroom by 8:00 a.m. The appropriate division head or dean of students will contact the parent for excessive tardiness or more than 4 tardies in one term. Every effort should be made to ensure that the students arrive in a timely manner. Extreme weather and serious accidents causing significant delays will be considered.

## **CODE OF CONDUCT**

The Code of Conduct will be implemented the first week of school and shared with parents and all constituents at that time.

## **DAILY SCHEDULE**

### **Bell Schedule**

Three tones sound indicating the beginning and ending of each period with three minute passing periods for Middle Division students to gather their materials and move on to their next class. Each parent can access a daily schedule through My Backpack once school starts.

8:00 - 8:07	Homeroom
8:10 - 8:50	First Period
8:53 - 9:33	Second Period
9:36 - 10:16	Third Period
10:19 - 10:59	Fourth Period
11:02 - 11:42	Fifth Period
11:45 - 12:25	Sixth Period
12:28 - 1:08	Seventh Period
1:11 - 1:51	Eighth Period
1:54 - 2:34	Ninth Period
2:37 - 3:17	Tenth Period
3:17 - 3:30	Dismissal

Lunch periods are staggered between 11:00 a.m. and 12:55 p.m.

### **Scheduled Assemblies, Chapels, and Other Weekly Events**

8:15 Monday	Lower Division Chapel (Grades 1-4)
1:54 Monday	Middle Division Advisory
8:15 Tuesday	Lower Division Chapel (Grades 1-4)
8:15 Wednesday	All-School Chapel (Grades 1-8)
8:15 Friday	All-School Assembly
2:37 Mon-Fri	Study Hall

## **DRAGON CAFÉ & FOOD**

Lunch is included in the tuition for all students, and the school works with the food service to ensure that meals are nutritious and varied. The menu is posted on the website and usually includes a hot-line (with vegetarian option), a sandwich bar, salad bar and milk or water. If your child has food allergies or other nutrition concerns, please discuss this with your child's teacher. St. Richard's Episcopal School is "peanut free" and does not serve or allow any peanuts or peanut oil in the

school. Based on research indicating the impact of sugar on our students, St. Richard's is moving to limit sugar in our offerings. Parents are welcome to join their students for lunch in the Dragon Cafe.

The lunch hour is staggered between 11:00 and 12:55 p.m. To ensure a pleasant and orderly lunch period, students are asked to abide to all St. Richard's Episcopal School's rules and the following specific Dragon Café rules:

- Food must be eaten in the lunchroom or in areas designated by the teachers.
- If a child chooses to bring his/her lunch, they may not share with other students.
- Students may not bring candy or sodas to the Dragon Café.
- Quiet conversation with students at the same table is encouraged.
- Students must carry their trash to tray lines when so directed or when they have finished eating.
- Tables are to be cleared, wiped down, and floor picked up of litter before students are dismissed.
- Students may only leave the lunchroom with adult permission or at dismissal.
  - Respect is to be shown to all in the cafeteria including lunchroom staff, peers, teachers and guests.
  - Gum is prohibited at all times.

## **Parties**

During special events and celebrations like Halloween or Valentine's Day, faculty may allow food and drinks outside the lunchroom. in a designated areas. If a party or special treat is planned, permission must be obtained from the teachers so he or she can arrange for the best time, involving the least disruption to the learning process and the treats should include at least one healthy option. For birthday parties, please consider including healthy options. In an effort to limit high sugar intake, our PK teachers and every incoming class thereafter will coordinate birthday parties/offerings on a monthly basis. No open containers of food and/or, drinks, or candy of any kind may be stored in the lockers.

## **DRESS CODE**

St. Richard's Episcopal School believes that being neatly attired contributes to each student's positive self-image and success in the classroom, as well as giving visitors a positive image of the school. The dress code is designed to support this belief, and we ask parents for their assistance in maintaining the dress code. [Uniforms 101](#) contains the most up to date description of the school uniform and appropriate vendors. Students are expected to arrive at school properly attired, with shirts tucked in, and tie, if required, properly tied. Students are also expected to exhibit positive hygiene and maintain haircuts, hairstyles, and hair color that do not distract from learning or the learning environment. In addition, hair must be maintained to allow for eye contact at all times. Students are required to wear the approved uniform from their arrival until their departure unless given express direction from school personnel. Uniforms must be in good condition; torn

seams, shredded elbows and knees, missing buttons and crests do not represent St. Richard's and are not allowed. A student is considered out of uniform if clothing is in disrepair or unclean. If a student is not in uniform, school personnel will contact parents and may ask the parent to provide alternative clothing from home.

### **Accessories and Makeup**

Accessories such as earrings and hair clips should be discreet and subtle, in keeping with the style and tone of the uniform. The following are NOT permitted:

- Large, dangling, or multiple earrings
- Visible body piercing other than in ears
- Large, long, or multiple necklaces and bracelets.
- Large or multiple hair accessories or accessories that are not the school colors (green, white, red)
- Appropriate non-school pins, related to travel or extra-curricular and/or academic activities/accomplishments, must be approved by a child's teacher and limited so they do not distract from the uniform.
- Visible tattoos
- Inappropriate makeup and fingernail polish; makeup and fingernail polish should always be discreet.

### **Free Dress Days**

There are two types of free dress days, School Spirit Days and Free Dress Days. School Spirit Days follow the same expectations as Free Dress Days; however, students must wear SRES spirit wear.

#### Free-Dress Days

Students' attire should be appropriate for a school and classroom setting, where the focus is on learning. The following clothing is NOT acceptable:

- Clothing with inappropriate/suggestive writing or pictures
- Bare midriffs or shirts that expose the stomach or back when the arms are lifted
- Sleeveless, tank, tube, or backless tops; shoulders must be covered, as well as all undergarments
- Short skirts or short-shorts; length must be no shorter than 3" above the knee
- Yoga pants, athletic shorts, leggings
- Clothing that is torn, ripped, frayed, or with holes
- Hats
- Sandals, open-toed shoes, clogs, boots, or other heavy outdoor footwear; heels higher than 1"

- Jewelry not in accord with regular dress code

### **Lost and Found**

The lost and found is located in the locker room hallway below the gym. Unclaimed items are donated to charity on a regular basis. Students are encouraged to have labels/names in all clothing.

### **Used School Uniform Purchases**

Used uniforms may be purchased at the Uniform Exchange, a fundraiser held by the PO at the beginning of each school year, or by making arrangements with the front office during the school year or during summer hours. If you wish to donate items, please have the garments clean and pressed; label the size of garments, remove any student's name label and drop them off in the receptacle near the elevator just off the main lobby..

### **ELECTRONICS & SOCIAL NETWORKING**

Electronic devices (iPads, iPhones, phones, tablets, etc.) can be brought to school and stored in students' unlocked lockers during the school day. Please know there is always a risk for these items to be damaged or misplaced.

These devices will only be used to communicate with parents after school hours via text/phone. We also kindly ask that smartwatches (devices that record, and/or photograph, and/or text) are to be left at home. Fitbits and related Garmin fitness watches without these capabilities are allowed.

Social networking can be a positive and a negative influence in a student's life. All students in Grades 4-8 will sign and abide to the *St. Richard's School Acceptable Use Policy* distributed at the beginning of the school year. The goal of social networking is to connect with friends and family in a constructive manner. Unfortunately, misuse can occur. As a member of St. Richard's Episcopal School, one is expected to live by the Affirmation of Honour. We can promote a healthful social networking community by instituting the following strategies:

- Add only friends whom you trust
- Tell a trusted adult if bullying occurs; if you feel comfortable in doing so, address the bully
- Think before you text or post
- Do not post photos of others without their permission
- Limit time spent on social networking websites
- Do not forward inappropriate email, photos and chain letters
- Send only those things you would feel comfortable saying face to face

Copying another person's work, allowing others to copy your work, plagiarism, and failure to cite all sources (including internet sites) all constitute unacceptable academic practices. All students in

Grades 4-8 will be required to sign and abide to a plagiarism contract at the beginning of the school year.

## **EXTRACURRICULARS, ACTIVITIES, AND ATHLETICS**

### **Clubs**

A wide variety of clubs are available for Middle Division students. Clubs meet before and after school and/or during lunch/recess. The Dean coordinates clubs and students who have an interest in creating a new club at St. Richard's should speak with the Dean.

### **Middle School Musical**

Most independent schools have a culminating event requiring a significant time commitment to solidify a sense of class unity and to reinforce the values learned at school before students leave the institution. St. Richard's has used the tradition of producing a musical as a way to reinforce service to the community, public speaking, musical training, artistic ability, physical coordination, poise, and cooperation. This production requires strong commitment by students and staff and dedication to do one's best work. Middle Division faculty and administrators have made a tremendous effort to arrange the schedule so that the musical can be prepared during school hours. It is expected that each student will come to class each day with all necessary materials and be ready to work as in any other class. There are a few exceptions due to missed Fridays or Mondays, and for the last two weeks before the show when rehearsals will be on a weekend day and after school to put the entire show together with lights, sound, sets, costumes and props.

### **Student Government**

Members elected (in August) to Student Government play a significant leadership role within the Middle Division community. Each homeroom has two representatives. These individuals work with the

officers and report information discussed at meetings to their homeroom. Students elected to Student Government hold positions of responsibility and are expected to be role models. Should students fall short in fulfilling their duties, they may be asked to resign.

Officers (president, vice president, secretary, and treasurer) work together to do the following:

1. Identify and address student issues and concern
2. Plan community service activities
3. Organize dances and other social activities
4. Assist in outreach to other divisions of the school
5. Provide input for improving the Middle Division
6. Mentor new students

### **Athletics Mission**

The sports program strives to provide a positive atmosphere in which a child has the opportunity to develop physically, socially, emotionally, and intellectually.. The values of responsibility, commitment, consistency, and teamwork are stressed as the individual learns to balance his/her needs with the needs of the greater whole. Throughout the program, the quest for quality is valued along with personal and team growth. Reflection on personal performance contributes to self-evaluation and better understanding of self and others.

St. Richard's Episcopal School has a no-cut policy for interscholastic teams at all levels of play. We believe that it is important for all children who desire to play sports to have a chance to learn and develop skills by participating in the sports program. At the same time, we recognize that athletes' abilities differ widely at these ages.

To balance opportunities for participation for athletes with varying abilities along with the desire to maintain highly competitive teams for interscholastic competition, the sports program has established a variety of team levels, each with somewhat different goals and policies. Team sizes may also differ for different levels of play; older, more competitive teams may have fewer team members, while younger or less competitive teams may include larger numbers of participants on their rosters. Coaches are encouraged to attempt to provide playing time for all athletes in competitions, but this goal may not be fully realized in every competition at every level. Coaches of more competitive teams for older athletes are given more discretion in allotting playing time for team members. These policies have been established in lieu of employing a cut policy for sports teams.

### **Expectations**

Membership on athletic teams is considered a privilege and is offered to students who show interest, desire, responsibility, and acceptable academic performance (maintaining a 3.0 GPA and minimal behavior infractions). St. Richard's athletes are expected to exemplify attitudes of the highest sportsmanship and strong performance, which will enhance the team and reflect positively on the school. Parents are also expected to exemplify the highest levels of sportsmanship and respect for coaches, athletes, and officials at all times. Athletes are expected to attend all practices and competitions unless the child is sick or permission to be absent has been granted by the head coach prior to the absence. Absences from practices, for any reason, may affect the amount of playing time afforded an athlete in competition.

### **Parent/Guardian Code of Conduct**

The purpose of the Parent or Guardian Code of Conduct is to develop parental support and positive role models for our athletic and extracurricular programs. In the tradition of excellence, one purpose of St. Richard's athletic and extracurricular programs is to promote the physical, moral and spiritual, mental, social, and emotional well being of each student. Parents and guardians are an integral part of this process. The success of our intramural and interscholastic programs relies in part on

assistance from parents and other volunteers. Parents who wish to volunteer to assist teams with scorekeeping or other tasks should contact either the coaches or the Athletic Directors. Questions regarding team policies or scheduling issues should be addressed first to coaches at times other than during practice or at competitions. If needed, additional contact may be made with the Athletic Directors.

### *The Parent or Guardian Pledges*

1. To provide positive support and encouragement to the visiting team, their coaches, and school.
2. To maintain positive behavior and attitude at all athletic contests or extracurricular programs.
3. To respect the position and professionalism of the game official or any guests.
4. To refrain from the use of foul language.
5. To refrain from yelling negative criticism at my child and his or her coach, advisor or team.
6. To refrain from making derogatory comments to players, other parents, game officials or school administrators.
7. To refrain from interfering with the coach or advisor.
8. To allow the coach or advisor to be responsible for my child during practice, games, events, and team related activities.
9. To assist in providing for student safety and welfare.
10. To sign and submit, with accurate information, all required student-athlete forms to the Athletic Department.
11. To comply with all rules, policies, and guidelines of St. Richard's Episcopal School.

### **Intramurals**

Information regarding intramural programs, including the cost of each sport, is disseminated throughout the year in the Enrichment program through After Care. The following sports are offered:

- |             |                              |
|-------------|------------------------------|
| Basketball: | K - Grade 2<br>Grades 3 - 5  |
| Soccer:     | JK - Grade 1<br>Grades 2 – 5 |

### **Interscholastic Activities**

Boys and girls in Grades 5 through 8 are encouraged to participate in the following interscholastic team sports: soccer, volleyball, basketball, cross country, and track and field. Practice and competitions take place after school. A \$150 fee will be charged per participant in each sport or activity to cover the expense of officials and uniforms.

## **Transportation to Events**

Team members will travel to athletic events by whatever means of transportation the school has provided for these athletics event. Means of transportation may include St. Richard's Episcopal School bus, private autos (seat belts enforced), commercial bus, and/or walking. Parents may pick students up from the event; however, the child must notify the coach or one of the athletic directors that he/she is leaving. Any child who has not been picked up at the end of the event returns to St. Richard's via the original mode of transportation unless a coach is notified otherwise.

## **RECESS**

Recess is a valuable time for students to interact with their peers, enjoy fresh air, and burn off excess energy. All students are expected to follow playground rules and the Affirmation of Honour and obey teachers on duty. Early Childhood and Lower Division students are escorted to recess by teachers, and Middle Division students are expected to go directly to the playground from the Dragon Cafe. Teachers will signal when recess ends, at which time students are to line up, straighten their uniforms, and return to their classrooms.

## **Cold Weather and Snow Conditions**

If recess is affected by wind chill of extremely cold conditions, the teachers on duty will determine whether recess will be outdoors, indoors, or they will spend a portion of the time doing both. Students are encouraged to bring the following proper winter clothing to school: winter coat, hat, gloves, and black pants for girls to wear under their skirts. Only those students wearing boots and snow pants will be allowed on the field and playground. Children who are not dressed properly will be expected to remain outside (within reason), and students are not allowed to borrow items from the Lost and Found. For safety reasons, students are not allowed to play on snow piles or make or throw snowballs, and they should stay away from the building during icy and/or snowy weather to avoid falling icicles.

### **Safety Precautions for Playground Equipment:**

*Green Play Structures:* No standing on the highest tubes.

*Slides:* No climbing up any of the slides or sliding backward or head first.

*Swings:* No jumping out, pushing someone and running under, standing, or twisting.

*Teeter Totter:* No standing on the seats or bars or pushing with great force.

*Spider Web:* Kindergarten and Lower Division. Students in K-Grade 4 may climb to the top. PK and JK students will have designated restrictions as needed.

### **Other Playground Rules:**

Students should remain on SRES property at all times, and the gates will be locked to ensure this.

No pretend shooting or war games.

No tackling of any kind.

Sticks and rocks should remain untouched.

If an item goes into the neighbor's yard, students should report it to the teacher on duty.

No talking to strangers through the fence.

Students are discouraged from bringing items from home to the playground

The Middle Division playground is solely designated for students in Grades 5-8.

## **RELIGIOUS LIFE**

### **Chapel**

In the Episcopal Church, the life of faith is centered in worship. The liturgy, or pattern of worship, is the unifying force in Episcopal life. While individual beliefs may vary, we find common ground in worship. Chapel, therefore, is a key part of the life of faith at an Episcopal school. Junior Kindergarten and Kindergarten students attend Lower Division chapel once a week. Early Childhood classes also participate in informal chapel services facilitated by classroom teachers and the school's chaplain. Students in Lower Division attend chapel services in Trinity Church using the hymns and prayers of the Episcopal tradition. Middle Division students join the younger students for chapel on Wednesdays. Chapel attendance is mandatory, but students are encouraged to participate in chapel in ways that are appropriate for their faith tradition. Students often share in chapel leadership by leading prayers or readings, serving as acolytes, or assisting with chapel lessons.

### **Divinity**

In addition to attending chapel, students in Grades 5-8 attend one Divinity class each week. These classes, taught by the school chaplain and a divinity instructor, cover Hebrew and Christian scriptures, world religions, ethics, and models of faith.

### **Eucharist**

About six times a year, during Wednesday All-School Chapel, we celebrate Eucharist, or Holy Communion. The Episcopal Church welcomes all Christians to share in the Eucharist regardless of denominational background, but students and families are encouraged to choose a method of participation that is appropriate for their faith tradition. Students may receive a blessing rather than bread or wine (indicated by crossing their arms across their chests.) They may also choose to remain seated in their pew during this part of the service. At the start of each school year, information about school Eucharist is distributed to families of students in Grades 1-8, including dates for school Eucharist and suggestions for conversation at home about how the parents want the student to participate.

## **STUDENT STORAGE**

Each student will have an assigned place (a locker for LD and MD students) to store personal belongings, including backpacks and book bags, at school. SRES reserves the right to make random and specific searches of students' lockers and backpacks. Students may not carry backpacks to class. Backpacks with rollers are discouraged as they may not fit in any of the lockers. Backpacks should be stored appropriately. Locker dimensions are 12" X 18" X 60." Teachers will place names on lockers in the Lower Division. Lockers may not be locked. Food, including drinks should not be kept in lockers. Students are not to move the belongings of other students or tamper with items that are not theirs. Students are discouraged from bringing electronic devices and other items of value from home.

## **DRAGON DETAILS & NEED TO KNOW**

### **ADMISSION**

In keeping with the school's mission, St. Richard's admits and welcomes students of all racial, religious, national, and socioeconomic backgrounds. A diverse school community is part of the St. Richard's tradition. Students are selected for admission to the school on the basis of academic potential, developmental and social maturity, past school achievement if applicable, behavior, and readiness for our school's program. Due to the high expectations of the academic program, all applicants are assessed to ensure their needs will be appropriately met. St. Richard's Episcopal School expects students and their parents to participate fully in the life of the school, adhere to the Affirmation of Honour, and to cooperate with and support the mission and policies of the school, the Board of Trustees, administration, faculty, and staff.

### **Re-enrollment Guidelines**

The Office of Admission will issue re-enrollment contracts in February. If there is a concern about a student's academic performance or behavior during the year, those situations will be addressed on a case-by-case basis prior to re-enrollment, and parents will be made aware of re-enrollment concerns. Also, a family that has an outstanding balance of more than 10% of the tuition for longer than 60 days will not be offered a re-enrollment contract until their financial obligation has been met.

### **Withdrawal**

Any family wishing to withdraw its student from St. Richard's Episcopal School must do so in writing to the Head of School, Associate Head of School and Business Office. It is the policy of St. Richard's that student records will be withheld following departure from the school until all financial obligations have been fulfilled. Unless families have purchased tuition insurance, they are financially responsible for tuition for the remainder of the school year, regardless of whether their child is in attendance. If written notification of a student's withdrawal is not received by the school before May 1, the parent will be responsible for tuition payments according to the below schedule.

### *Date of Withdrawal and Penalty*

*Prior to May 1, no penalty; May 1-May 31, 25% penalty; June 1-June 30, 50% penalty; After July 1, 100% penalty*

## **COMMUNICATIONS**

### **Conferences**

Teachers schedule a fall and spring conference with parents. If needed, other conferences may be scheduled throughout the course of the year. When issues arise that require a conference outside of the regularly scheduled conference, the parent/guardian and teacher are empowered to set up a time to meet that is conducive to positive outcomes for the student. The appropriate Learning Support Specialist, Dean or Division Head may attend when necessary. While it is possible for parents to stop in the classroom for a few words with the teacher at the beginning of the school day, this must not become a full conference or last beyond the time the bell rings signaling the start of the school day.

### **Electronic Friday Folder**

In an attempt to consolidate the many papers students are asked to bring home during the week, announcements, and other non-emergency communications will be collected and sent home via E-mail every Friday afternoon. Division specific notes may also be included for viewing timely announcements.

### **Friday Folder**

Students in the Early Childhood and Lower Divisions will take home a Friday Folder for the purpose of sharing work completed during the week with parents, homework and announcements.

### **Grievances**

Concerns of any kind should be addressed first with the individual most closely related to the situation (e.g. teachers for classroom matters, coaches for athletics, etc.). If the concern is not adequately addressed at that level, then the issue should be taken to the supervisor of that individual (i.e. Division Head), and subsequently to the Head of School, if warranted.

### **Middle Division Mailboxes**

Each Middle Division student is assigned a mailbox. Grade 5-8 mailboxes are located in the Middle Division hallway. The mailboxes are an efficient way for teachers to disseminate information. Homework for an absent student is placed in his/her mailbox.

### **Website & Electronic Media**

Parents may visit the St. Richard's [website](#) for a broad range of school-related information: admission information and applications, athletic schedules, lunch menus, calendar updates and much more. [MySRES](#) is the school's information center. Documents like course syllabus for Middle Division as well as a calendar and important forms like absence requests are found in [MySRES](#). Teachers of students in PK-Grade 4 send weekly electronic newsletters. Both inform parents of important and timely class specific information.

### **E-Mail and Communications Policy**

In addition to conferences and phone calls, email is often a preferred means of communication between parents and the faculty and staff. All members of St. Richard's Episcopal School strive to employ a 24-hour response guideline to the best of their abilities with few exceptions including the following: illness, school breaks, and planned time away from school.

St. Richard's Episcopal School must ensure that the use of its information technology resources is appropriate, professional, and related to the business of the school. St. Richard's Episcopal School will safeguard its constituents', faculty members', and parents' e-mail addresses and protects their privacy. Parent e-mail addresses may be used only for school-related communications. Broadcast or general distribution e-mail and regular mail must be approved by the Assistant Head for Enrollment Management and Communications and may not be used for any purpose unrelated to school business, nor may such information be sold, transmitted, conveyed, or communicated in any way to anyone outside the school without the express authorization of the administration. The creation or transmission of any data or messages that may be construed to violate the school's mission is strictly prohibited. The school's faculty, staff, and parents may not willfully introduce virus-infected files or media into the school's information technology resources. St. Richard's Episcopal School faculty, staff, and parents must make all reasonable efforts to ensure that all messages and files accessed or collected are virus-free.

### **DEVELOPMENT**

The St. Richard's Episcopal School Development program is committed to finding and providing the resources to support and advance the school's mission. Parental support along with support from alumni, past parents, and the greater Indianapolis community and foundations, is vital to the success of St. Richard's. The job of the Development Office is to locate time, talent and financial resources to further the school's goals. The office raises funds through many fundraising vehicles including, but not limited to, the Annual Fund, grant proposal requests, major gifts, special events, and planned giving.

### **Alumni Relations**

Alumni are a tremendous resource and continue to support the school and its mission. The successes of our graduates expand the uniqueness already associated with St. Richard's Episcopal School. The goal in Alumni Relations is to foster good relationships and keep alumni connected with

the school. The Development office coordinates and facilitates, with the Alumni Association, several events throughout the year.

### **Annual Fund**

Each year, the St. Richard's community is solicited to help the school by raising money for the Annual Fund. Tuition does not cover the expenses of operating the school, and the Annual Fund is a vital component of the operating budget. Parents chair the campaign itself, and information about the fund is disseminated throughout the year.

### **Regalia**

Since its inception in the 1990s, the Regalia has become an important fundraiser for St. Richard's Episcopal School. Regalia usually hosted in the spring, includes dinner, wine, and a live and silent auction. The event requires the talents and hard work of many individuals, as well as donations from parents and supporters, to create a spectacular event. Funds raised at the general event are used for financial aid.

### **St. Richard's Episcopal School Foundation Board**

A Foundation has been created to establish and oversee the endowment for St. Richard's Episcopal School. Contributions, including planned and estate gifts are sought and gratefully received. A list of Foundation Board members can be found [here](#).

## **EXTENDED CARE**

Extended Care provides age-appropriate, safe, and convenient care for families who need child care beyond the regular school day and includes Before Care and Aftercare.

### **Before Care**

Before Care is a supervised gathering with no programmed activities from 7:00-8:00 a.m. There is no charge for students arriving after 7:45 a.m. Early Childhood students report to the science lab or convenient location and enjoy coloring, puzzles, and quiet activities. Students in Grades 1-8 report to the gymnasium for less-structured free time.

### **Aftercare**

Aftercare includes a snack, activities, indoor and outdoor games, time for homework, and craft or art activities from the hours of 3:20-6:00 p.m. Checkout is from the front desk after 3:45 p.m. Any child not picked up from the gym before the pickup line is closed, is subject to being charged. The setting provides more inter-age activities for students in grades 1-8 and less formal structure than during the academic day. The Early Childhood Aftercare program is housed in the Early Childhood classrooms and includes developmentally appropriate enrichment activities, snack, and quiet time at the end of the day.

## **Conference Care**

Care during conferences is also available during parent-teacher conferences.

## **Holiday Care**

Holiday Care is provided at an additional charge for the Christmas holiday and spring break as well as other holidays throughout the academic year. Holiday Care hours are 7:30 a.m. until 6:00 p.m. Holiday Care drop off and pick up takes place in the gym lobby. The medical release forms that have been submitted to the school will be used for this portion of the Childcare program. Parents are asked to provide a lunch for their children.

## **Costs and Late Fees**

Before Care\*

\$5.00 per child from 7:00 a.m.- 8:00 a.m.

- No charge for children arriving after 7:45 a.m

\$10.00 per day. This covers the entire time frame between 3:17 p.m. and 6:00 p.m.

*\*Early Childhood Before Care and Aftercare fees are included in the regular tuition.*

Conference Care

\$5.00 per child/per hour for the length of the conference, up to two hours. After two hours, the day rate of \$40.00 will apply.

Holiday Care

\$40.00/day

Late Fees

Late fees apply to all childcare programs and are charged to student accounts when children are not picked up promptly. Late fees are as follows: 6:01 p.m.- until child is picked up: \$1.00/minute. The Business Office will bill charges for extended care monthly. For tax purposes, the St. Richard's Episcopal School Federal ID number is 35-6007169.

## **Extended Care Behavior Expectations**

In order to uphold the safety and quality of the Extended Care Programs, students are expected to behave according to school behavior expectations at all times. All students not under the direct supervision of a parent or faculty/staff member must be checked into the Extended Care Program. Extended Care Programs employ the same behavior guidelines of the school and work with the Dean to ensure students behave in accordance with St. Richard's expectations. .

All students are expected to check in to aftercare by 3:30 pm or when they are not under the direct supervision of an adult. All students in after care must be under the supervision of a counselor and

are not permitted to go to their locker without supervision. Students engaged in after-school activities (athletics, clubs, etc) will be escorted by their coach/teacher to aftercare for sign-in.

### **Summer Camp**

During the summer, St. Richard's Episcopal School offers a variety of fun and educational opportunities for students. Day Camp is offered each week of the summer, for the duration of the St. Richard's break. This camp provides children with enriching experiences and gives the parents peace of mind that the students' summer is spent in a nurturing, safe, educational environment.

## **FINANCIAL INFORMATION**

### **Payment Plans**

Click [here](#) for tuition amounts. On the re-enrollment contract for each child, there is a place to choose a payment plan (one payment, two payments, or monthly payments). Your choice of payment plan is important to us and affects our billing system. Please be sure to choose the payment plan that you intend to use for the school year in question. If you must change your payment-plan selection, please notify the Business Office as soon as possible. Annual tuition bills are available in your [MySRES](#) account on July 15. Payments are due by July 31. Semester tuition bills are available in your [MySRES](#) July 15 for the first semester and November 15 for the second semester. Payments are due July 31 and November 30th respectively. Monthly plans require ten payments at 10% of the tuition for each payment. The semester payment plan requires 60% of the tuition by July 31 and 40% by November 30. An annual plan requires 100% due July 31.

If a family chooses the monthly payment plan, they will pay a \$250 service charge to cover the costs of administering the plan. The service charge will be assessed when the first monthly payment is generated. Their fee will be waived if the family enrolls in the automatic payment plan. The following table shows the date and frequency of the monthly payment plan. If you have any questions about this information, please contact the Business Office.

<b>Pmt #</b>	<b>Statement Date</b>	<b>Monthly Payment Due Date</b>
1	July 15	July 31
2	August 15	August 31
3	September 15	September 30
4	October 15	October 31
5	November 15	November 30
6	December 15	December 31
7	January 15	January 31
8	February 15	February 28
9	March 15	March 31
10	April 15	April 30

## **Delinquent Account Policy**

No student will be allowed to start or continue at St. Richard's with an unpaid balance greater than or equal to 10% of the annual tuition amount over 60 days old, whether the past due amount is from tuition, childcare fees or interest on the unpaid amount. Penalties for carrying an unpaid balance may include holding of report cards, no parent-teacher conferences, and exclusion from extracurricular activities. Mitigating factors include a written payment plan approved by the Business Office and consistent, timely payments (without reminders) according to the approved plan. Interest will accrue (at 18% per annum) on the unpaid balance. End-of-the-year report cards and diplomas will be held for students whose accounts are not current. Also, St. Richard's Episcopal School will not provide to the student, or the student's parents, or to another institution, report cards, transcripts, recommendations, or any other school records unless the student's account is current.

## **Financial Aid**

St. Richard's offers a program of need-based financial assistance each year. To apply for the program, families must do the following things:

1. Complete the online financial aid form to the school's specified third party provider ([sss.nais.org](http://sss.nais.org)) by January 31. The data provided is processed according to an objective formula. A financial-need assessment will be forwarded to St. Richard's Episcopal School from the provider. Financial aid applicants may be required to complete other forms if necessary.
2. Once a tentative award has been offered, provide the Business Office with a photocopy of the previous year's 1040 tax form, from all legal guardians/financially responsible individuals, along with any attachments.

## **Tax Information**

Child care summaries for tax purposes and flexible-spending reimbursement are available upon request by contacting the Business Office. St. Richard's Federal Tax ID: #35-6007169.

## **HEALTH AND WELLNESS**

### **In-School Accident or Illness**

If a child reports feeling ill while at St. Richard's, the teacher will first try to assess the situation and determine if the child should report to the health care clinic. If the child has a fever of 100°F, vomits or the sickness continues, parents will be called to pick up their child from school. Children should be picked up from school within one hour of parent notification. Students who are absent for a full day or for more than 5 periods in a day will not be allowed to participate in any afternoon, evening, or weekend extra-curricular event. When there is a serious injury or acute illness, the school will attempt to contact parents or the emergency contact number(s) listed by the parent. Otherwise, paramedics will be summoned to stabilize and transport the child to an emergency room. Continued efforts will be made to contact the parents or the designated contact in the event they are not immediately available.

## **Return to School after Illness**

Before a child returns to school following an illness, he or she should no longer be infectious to other children as determined by the child's physician. Please do not send children to school until they have been fever-free (below 100°) for 24 hours without medication. In addition, children must not have had diarrhea or vomiting for 24 hours before returning to school. If a child returns to school and continues to visit the health care provider for a particular illness, we will ask that the child return home until the illness subsides.

## **Other Conditions**

Occasionally, a child is able to participate in all aspects of the school's activities, yet unable to participate physically in recess and physical education. To be excused from these activities, the child needs to bring an explanatory note from a physician. The child will report to the Health Clinic during recess and/or Physical Education. If a student is diagnosed with a concussion, parents need to provide the clinic with a physician's note that explains in detail what the student is permitted to do and for how long. The Health Clinic staff will share the note with the appropriate Division Head and School Counselor who will notify teachers and develop a learning plan if necessary..

## **Public Health Records and School Medical Records**

The Indiana Division of Public Health requires that all students have immunization records on file. Student Health Forms can be found in [My SRES](#) and must be submitted prior the start of school. This online form allows immunization records to be uploaded, or parents may choose to provide them to the Health Care Provider Allergies and special health conditions are also requested on the Student Health Forms. New, updated forms are requested for each student every year.

## **Communicable Disease Policy**

As a matter of policy, St. Richard's Episcopal School requires that any person in the school community, faculty, staff, and students, report immediately to the healthcare provider, the presence of any communicable disease or parasite infestation that is transmissible through normal school contacts and poses a threat to the health and safety of the school community. This may include but is not limited to hepatitis, measles, chickenpox, influenza, viral or bacterial infections, or head lice that may call for special measures to protect the health of other persons.

## **Head Lice**

Parents have the primary responsibility of assisting in the prevention and management of head lice cases through regular checks of their child's hair and starting immediate treatment when head lice are detected. While head lice are a nuisance, they do not spread disease and are not a health risk. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify presence of an active infestation, and bring it to the child's parents' attention with treatment guidelines. If at all possible, students should not be excluded from school

for having nits or lice eggs as the management of nits should not disrupt the educational process of the child. A student must be picked up from school and treated at home when live lice are found before returning to school. If a parent finds head lice, they are required to administer treatment prior to sending their child to school. The school nurse will confidentially check the child for active head lice upon return to the school and weekly for up to one month. If a parent suspects head lice, the school nurse may be asked to confirm an active case and advise accordingly.

### **Medication**

Any student who needs to take medication during the school day must have parent bring the medication in original container, along with Medication Request, to the Health Clinic. No child is permitted to keep and take medication on his/her own; appropriate health forms must be completed on [MySRES](#) to indicate the need for the medication. Whenever possible, the school would prefer all medication be taken at home. In all cases, it is necessary for the first dose of any medication be given at home to check for complications before being administered at school.

### **PARENT PARTICIPATION**

St. Richard's Episcopal School welcomes parents and values their many contributions.

#### **Classroom Observation/ Participation**

Parents are welcome to observe in their child's classroom. It is necessary for the parent to arrange a time with the teacher. Please wait until the first of October to schedule a visit; this will give the students and teachers an opportunity to get acquainted with each other and the daily schedule. Parents should not remain in classrooms or hallways after dropping off children for classes unless a visit has been arranged in advance.

St. Richard's parents have a wealth of knowledge and experiences to share and the school supports active participation as guest speakers in class. Parents interested in participating as a guest speaker or volunteer are encouraged to contact their child's teacher.

#### **Parent Organization**

##### *Mission*

The [St. Richard's Episcopal School Parent's Organization](#) is a nonprofit, unincorporated association that has the following purposes:

- To engage in activities intended to support faculty, staff, and parents in their efforts to provide an excellent school experience that fosters the intellectual, moral, and personal development of all St. Richard's students.
- To sponsor events that bring together members of the St. Richard's community for social and informative purposes.
- To facilitate communication between all members of the greater St. Richard's community.

- To conduct and assist in fundraising activities to the exclusive benefit of St. Richard's Episcopal School.

### *Membership*

Each parent or guardian of a student enrolled in the school is automatically a member of the Parent Organization. While the organization does not use the PTO name commonly used by other schools, teachers on the St. Richard's faculty are an integral part of the PO's success and decision-making. A faculty representative sits on the PO Executive Board in an ex-officio capacity. The Parent Organization has at least two general meetings in a typical school year.

### **Room Parents/New Family Ambassadors**

The Division Heads secure room parents/ new family ambassadors for each homeroom. A meeting is held in the summer to discuss roles and responsibilities. The room parent is the coordinator of all classroom parent volunteer opportunities (assisting with parties, field trips, etc.), new family welcome and acclimation, PO and parent liaison and at least one all grade level gathering. Teachers may invite additional volunteers throughout the year.

### **Volunteer Opportunities**

Parents are encouraged to volunteer at school as much as their time allows. There are a wide variety of volunteer opportunities for parents. The following is intended only as an indicator of the range of options and is not exhaustive. If you have a desire to volunteer, check with the classroom teacher, the Athletic Directors, or the Parent Organization volunteer coordinator. Volunteer options include the following: classroom parent, field-trip chaperone, lunchroom monitor, library worker, Book Fair worker, office helper, mass-mailings assistant, intramural coach, median garden coordinator, Regalia worker, technology assistant, used uniform store staff, and lost-and-found overseer.

## **SECURITY & SAFETY**

### **Crisis Management Team**

Physical safety for our students is of the utmost importance. The Crisis Management Team (CMT) serves as the decision making body for all safety issues. The crisis safety plans and drills are continually reviewed and practiced throughout the year. Fire drills occur once each month, tornado and earthquake drills are practiced up to 2 times per year and an evacuation and relocation drill occurs once a year. Each classroom has an emergency preparedness bag, informational flip chart and set of plans with detailed directions to be followed in the event of an emergency. Teachers and administrators also participate in Safeguarding God's Children, CPR Certification, and AED training as required by state law..

### **Facility**

St. Richard's is located in an urban community and surrounded by the Mapleton Fall Creek and historic Meridian Park neighborhoods. Please remain aware of your surroundings at all times and report any unusual activity to school office staff or off-duty police officer on our security detail.

### **Panhandlers**

Occasionally, there have been panhandlers present in the parking lot asking for assistance. Parents and guests of the school should not give money to panhandlers. Parents should report all such encounters to the front desk as soon as possible.

### **Parking and Visiting School**

All visitors and guests entering the building are required to sign in at the front desk. Parents and visitors who are visiting during the hours of 8:00 a.m. to 3:17 p.m. must park in the main parking lot (located on the north side of 33rd Street across from the main entrance to the school). Parents and guests should not park in the IPS 60 parking lot or on 33rd Street. This causes traffic flow and safety problems and/or makes it difficult for other drivers to see children in the crosswalk.

### **Safe Driving**

Drivers should exercise caution and safe driving while driving near the school and give right-of-way to pedestrians using the crosswalk. Drivers should also refrain from speaking or texting on cell phones while in the presence of children.

### **Unexpected Closing**

Announcements about unscheduled closings are disseminated the following ways: e-mail, emergency texting/call program, website, and television stations (Wish TV(8), WRTV (6), WTHR (13), FOX 59, WTTV 9 (4).) If there is no announcement, parents are to assume school is in session. If bad weather or other emergencies cause concerns, parents may pick up their children before the regular end of the school day. Personnel will stay at the school until the last child has been picked up. Should the school need to temporarily relocate and dismiss from an alternative site, parents will be notified.

### **STANDARDIZED TESTING**

The majority of independent schools around the country, as well as all of the Indianapolis independent schools, utilize ERB (Educational Records Bureau) tests for primary standardized testing. St. Richard's currently uses the Comprehensive Testing Program Version 4 (CTP4). The CTP4 provides comparisons of results against national norms and independent school norms, other quality independent schools around the United States and the world. These tests are designed to differentiate performance at the higher end of academic skills, thereby providing independent schools with a better instrument to evaluate their students' performance.

St. Richard's uses these test results to help determine how our students are doing compared to their peers across the country and to meet the curricular needs of our students. ERB tests at St. Richard's are given to Grade 3-8 students during the third term.

Students in Kindergarten through Grade 2 take the online CPA (Children's Progress Assessment). Students are assessed multiple times throughout the year. Parents typically receive results from the CTP4 with the end of the year grades. Reports in grades 1 and 2 are primarily used for internal purposes.

## **STUDENT SUPPORT**

### **Student Support Services**

Students may be referred to Student Support Services to obtain support in one or more of the following areas: academic skills, organizational skills, study skills, social-emotional, behavioral. Student Support Services is comprised of the Learning Support Specialist (see below), school counselor, Dean and appropriate administrators. It is the goal of Student Support Services to assist students in reaching their potential. Student Support Services provides a nurturing environment and teaches students to become independent, self-aware learners as well as to understand their learning difference and appreciate their talents. Student Support Services also provides resources for parents whose students are having social and/or emotional challenges.

### **Learning Support Specialists**

The school employs two Learning Support Specialists to do the following

- Provide academic support and/or instruction to students who have been referred by their classroom teacher(s)
- Help students and parents better understand the child's learning differences/strengths
- Provide teachers with additional knowledge regarding learning differences
- Consult and collaborate with teachers and parents
- Observe students in the classroom setting
- Provide instructional guidance to the teacher(s) for these students
- Conduct additional academic informal assessments when appropriate
- Provide referrals to professionals in the community
- Help parents better understand their child's learning profile

### **Evaluations**

If a child receives a psychological/educational evaluation from a professional, the school should receive a copy so encourages parents to release a copy to the appropriate Learning Support Specialist. If a teacher is asked to provide input for an outside professional, all paperwork and feedback is submitted through the appropriate Learning Support Specialist. An Individual Learning Plan will be created to identify accommodations needed in the classroom.

**Tutoring**

If it is determined that a student needs individual tutoring in a subject beyond what the school offers, recommendations are made to parents to seek this level of instruction from private sources apart from the student's normal classroom and learning resources teacher. Parents may contact the appropriate Learning Support Specialist for recommended tutors.