

# 2022-2023 FAMILY HANDBOOK

“Knowledge and Values for a Lifetime”



St. Richard's  
Episcopal School

*Spring 2023 Edition*

# TABLE OF CONTENTS

## About St. Richard's Episcopal School

- Letter from Head of School
- Mission Statement and Five Pillars
- Diversity Mission Statement
- Community Norms and Expectations
- Governance
- History and Traditions
- Accreditation and Memberships

## Dragon Life

- Academics
- Academic Honesty
- Student Support
- Health and Wellness
- Dragon Cafe and Food
- Attendance
- Security and Safety
- Extended Day and Before Care
- Parent Comportment
- Code of Conduct
- Dress Code
- Behavior Expectations
- Potential Consequences
- Bullying Statement
- Hate Speech Policy
- Anti-Harassment Policy
- Drug Alcohol, and Tobacco Policy
- Weapon Policy
- Technology
- Religious Life
- Student Storage
- Extracurriculars, Activities, and Athletics
- Admissions
- Financial Information
- Communications
- Parent Participation
- Development

Guided by the Mission of St. Richard's Episcopal School, the following policies and procedures have been adopted to ensure the highest possible quality of education and safety for our students while maintaining a loving and caring community. These policies remain in effect until amended or repealed. Please review the St. Richard's Episcopal School Parent and Student Handbook carefully. It is important that families and students commit to and abide by the rules, regulations, and policies in the school handbook.

# About St. Richard's Episcopal School

## LETTER FROM HEAD OF SCHOOL

Dear Families,

St. Richard's is a thriving community based on the care we demonstrate to each other and ourselves. David Madison, National Association of Episcopal Schools recently offered a reflection on "What are Schools For?", in response to often loud public debate. Paraphrasing Rev. Madison, we see that St. Richard's Episcopal School is similar to other Episcopal schools in that our program is designed to joyfully foster a love of lifelong learning, help students thrive by building confidence in religious inquiry and a love of the spiritual quest, develop moral fortitude with God's love and grace at its foundation, and support our students toward a life of service based on respect and love for the inherent dignity and worth of every human being.

The Family Handbook is designed to make more explicit and transparent our goals and expectations for every community member, in the service of more fully living into our mission and values. You will see that this Handbook is designed to honor our core values and traditions, as we evolve to meet the realities of a changing world around us. My sincere thanks to the many contributors to this edition of the Family Handbook. I look forward to our partnership throughout the year!

With love and gratitude,

Leslie Anita Hosey, Ph.D.  
Head of School

## MISSION STATEMENT AND FIVE PILLARS

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 - St. Richard's begins preparing students early for global citizenship. The wide range of students' faiths, cultures, races, and ethnicities creates a rich, diverse community. An award winning language program begins in PK, preparing our students in Grade 5 for an exchange trip to France. The language program expands to include Latin for all students with an option of French or Spanish. St. Richard's students are well-equipped to confidently explore the wider 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.

## DIVERSITY MISSION STATEMENT

St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

We recognize that diversity is best reflected through acknowledgement of and respect for the various ways in which ability, citizenship status, culture, faith, family structure, gender, politics, race, sexual orientation, size, and social class shape our perspectives and worldviews. Inclusion in our community is best understood through our belief that although we each represent unique and complex identities, we are all perfectly crafted in God's image and have a responsibility in contributing to the local, national and global communities to which we belong.

As a community, we aspire to foster equitable learning environments designed to meet the needs of our students. We diligently work to provide resources, support and opportunities for students to have an integrative experience that nurtures their holistic development and results in their contributions to create not only a school, but a world where all people are valued and treated equitably.

In order to achieve diversity, equity and inclusion in our community, we commit to engaging in consistent efforts to:

- Enact strategic hiring practices that result in a teaching and administrative staff that mirrors the student body diversity
- Provide professional development and training opportunities to learn best practices for serving students and families from a range of diverse backgrounds
- Regularly evaluate and revise traditions, policies, curriculum and processes as needed to promote inclusivity
- Foster an educational space where all students feel safe and welcome
- Seek feedback from students, families, and the Indianapolis community

Ultimately, diversity, equity and inclusion are central to our institutional mission at St. Richard's Episcopal School. At St. Richard's everyone is welcome and expected to contribute to our shared responsibility of upholding diversity, equity, and inclusion in alignment with our Five Pillars for Success: Faith, Classic Curriculum, Leadership, Civic Responsibility and Global Readiness.

## COMMUNITY NORMS AND EXPECTATIONS

We believe that students thrive in an environment where the adult members of the community support the mission of the school and adhere to norms related to respectful, productive interactions and communication. As such, St. Richard's community members are expected to:

- Support the mission of the school
- Support the growth of a positive community by being inclusive and embracing diversity
- Communicate openly, respectfully, and constructively with others, recognizing that healthy communication begins with open and respectful interaction and that many matters are best handled on an individual or personal basis via phone or email
- Model respectful, kind, and inclusive behavior for both children and adults
- Embrace lifelong learning and support others in their continued intellectual curiosity
- Support the school through active engagement, volunteerism, and philanthropy according to one's situation
- Commit to reading and responding to communication from the school
- Adhere to community rules and safety measures

## 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 and a representative of Horizons at St. Richard's. 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 School in Indiana. From the original Kindergarten class of eighteen students, St. Richard's has grown

to its current enrollment 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. 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!

**Affirmation of Honor**

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.

# St. Richard's Fight Song

Composed by Connie Martin, Music Teacher & Jennie Oukada, Librarian

Arr. by Cheryl Eiszner, Music Teacher

Spirited!

The musical score is written in 4/4 time with a tempo of 110. It consists of three systems of music. Each system includes a vocal line and a piano accompaniment. The key signature has one flat (Bb) and the time signature is 4/4. The lyrics are: "O, let us cheer for St. Rich-ards, O, let us sing loud and long, O, let us sing for St. Rich-ards, We're dra - gons and we're might-y strong, O, let us cheer for St. Rich-ards, Suc- cess will be our key, Cheer, cheer, red, white, green, our Colors for vic - to - ry!"

## School Prayer

O God, 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.

## ACCREDITATION AND MEMBERSHIP

St. Richard's Episcopal School is accredited by and is a member of the Independent Schools Association of the Central States (ISACS). St. Richard's completes the accreditation process every seven years. 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 curriculum includes courses on science, mathematics, languages, the arts and the humanities and is executed with innovative methods to prepare students for the modern world. Beyond the academic knowledge instilled in our classrooms, St. Richard's strives to foster independent responsibility, respect, and a deep-seated love of learning.

### Grading and Report Cards

St. Richard's operates on a three-term grading schedule. The end of midterm and term dates for this academic year as well as the expected dates of report card distribution are found in the table below:

2022-2023	Midterm 1	Term 1	Midterm 2	Term 2	Midterm 3	Term 3
Last Day of Midterm/ Term	Friday, Sept. 16	Friday, Nov. 4	Friday, Dec. 16	Friday, Feb. 10	Friday, April 14	Thursday, May 25
Report Cards Published in MySRES	Monday, Sept. 26	Monday, Nov. 14	Thursday, Dec. 22	Tuesday, Feb. 21	Monday, April 24	Wednesday, June 7

### Early Childhood

Students in early childhood are assessed on a development scale (Beginning, Developing, Secure) at the end of each midterm and term. In addition, families of students in Early Childhood can expect a personalized comment from the homeroom teacher at the end of each term.

### Lower Division

Students in lower division are assessed in most classes on a progress/mastery scale (see below for more details) at the end of each midterm and term. For math, student Unit Reports are posted in MySRES in place of a grade. This independent report tracks proficiency in math skills and conceptual learning for each student. As students matriculate through the division, letter grades are introduced for language arts in grade 3 and social studies is added in grade 4. Families of students in lower division can expect a personalized comment from the homeroom teacher at the end of each term and a general class comment for special subject area classes.



Grades 1 and 2: Progress/Mastery scale EX, MA, ME, DEV, SU for all subjects except math

- EX - The student is exceeding expectations for the class.
- MA - The student is mastering expectations for the class.
- ME - The student is meeting expectations for the class.
- Dev - The student is in a developing stage of meeting the expectations of the class.
- SU - The student is receiving support in order to meet expectations for the class.

Grades 3: Same as above with a letter grade earned for language arts

Grade 4: Same as above with a letter grade earned for language arts and social studies

### Middle Division

Students in middle division earn letter grades for all classes. Grades will be updated by teachers in MySRES a minimum of once in a two-week period. Midterm reports are published to allow families to know when there are academic concerns so that the student has an opportunity to make the necessary improvements prior to the end of term. Middle division families can expect a personal comment for all core academic courses and a general class comment for all specials the first and second midterm and for any grade of C- or below throughout the year.

### Grading Scale

Reflecting the high expectations of the school, grades at St. Richard's are earned by students in grades 5-8 according to the following scale.

A+ = 99-100	C+ = 81-84
A = 96-98	C = 78-80
A- = 94-95	C- = 75-77
B+ = 91-93	D+ = 72-74
B = 87-90	D = 67-71
B- = 85-86	D- = 66
F = 0-65	

### Calculating GPA

All courses, including specials, in middle division earn letter grades. Art, divinity, music, and physical education are year-round specials offered to grades 5 through 8. Latin begins in grade 6.

Each course grade is assigned a number between 0 and 4 and a grade point average (GPA) is used to calculate honors.

A = 4.0	C = 2.0
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.0	D = 1.0
B- = 2.67	D- = .67
C+ = 2.33	F = 0

A student who earns high grades, but has frequent behavior problems or receives an in or out of school suspension may not earn honors. If this is the case, the parent(s) and student will be notified before report cards are published for that term.

### Middle Division Honors Designation

Honors: GPA of 3.33-3.74 with no grade of D or F for the term.

High Honors: GPA of 3.75-3.99 with no grade of D or F for the term.

Distinguished Honors: GPA of 4.0 with no grade of D or F for the term.

### ACADEMIC HONESTY

As students develop knowledge and understanding of good quality academic work, they also learn the value of integrity and academic honesty. Students shall understand that academic misconduct is inappropriate and detrimental to their learning, whatever form it takes:

- Plagiarism: The representation of the ideas or work of another person as their own.
- Cheating: A dishonest attempt to gain an unfair advantage on course work.
- Collusion: Supporting academic misconduct by another student: for example, allowing the student's work to be copied.
- Duplication: Presenting an assignment already completed for a different assessment.

Students are aware of the need for academic honesty and are aware of the consequences for academic misconduct.

### STUDENT SUPPORT

#### School Chaplain

In addition to leading chapel and assisting with Divinity and Godly Play classes, the school chaplain provides pastoral care to the school community. The chaplain works closely with administration, teachers, families, and school counselor to provide holistic care to students/families who need support.

#### School Counselor

The school counselor at St. Richard's is an educator who improves student success for all students by implementing a comprehensive school counseling program. Responsibilities of the school counselor include: individual student academic planning and goal setting, implementing school counseling classroom lessons based on student success standards, short-term counseling to students, referrals for long-term support, collaboration with families/teachers/administrators/community for student success, advocacy for students at student-focused meetings, data analysis to identify student issues, needs and challenges, acting as a systems change agent to improve equity and access, achievement and opportunities for all students. The school counselor works closely with administration, teachers, families, and learning support to ensure we are meeting the needs of students including mental health (anxiety, depression, suicide ideation, etc.), and social-emotional learning (friendships, naming and processing emotions, etc.). Programming is both proactive (classroom lessons, advisory, classroom SEL) and responsive (interventions, referrals, resource sharing).

#### Learning Support

Directors of learning support for EC/LD and MD work with teachers, families and students to identify strategies to support students' independence (executive functioning), self awareness (reflection), self efficacy (positive self talk), and academic success (study skills). They work closely with administration,

teachers, families, and the school counselor to support student learning needs, including conducting evaluations and providing accommodations where appropriate.

### Evaluations and Accommodations

An evaluation may be provided by a parent or requested by the school. In partnership with families to best support their student, St. Richard's may recommend an evaluation to determine how best to support a student's learning. There are many learning differences that impact a student's ability to process and retain information and our goal is to set our students up for current and future success.

If a child receives a psychological/educational evaluation from a professional and accommodations are needed to ensure success at St. Richard's, the appropriate division head and director of learning support should receive a copy of the evaluation report. Establishing a history of accommodations based on student need is important for the student's future accommodation requests (i.e. high school, SAT, ACT, university). An Individual Learning Plan (ILP) will be created to identify accommodations needed in the classroom. Families may be asked to help coordinate services and provide support outside of the school day. In some cases, it may be determined that a student's needs exceed the school's resources. If a teacher is asked to provide input for an outside professional, all paperwork and feedback is submitted through the appropriate director of learning support.

### Tutoring

At times, students may need individual tutoring in a subject beyond what the school offers. Teachers may communicate to families the strategies they used to help the student and recommend families seek additional instruction from private sources. This tutoring would be distinct from the student's normal classroom and learning support specialist. Families may contact the appropriate director of learning support or school counselor for a list of tutors. Students may not be formally tutored by their current teachers.

## HEALTH AND WELLNESS

### Return to School After Illness

Students who have been ill, including with a fever, vomit, diarrhea, or multiple COVID-19 symptoms, must remain out of school until fever free without medication for 24 hours. Upon receiving a positive COVID-19 test students will need to isolate at home for 5 days and are able to return beginning day 6, masked through day 10, as long as symptoms are resolving and the student is fever free for 24 hours without medication.

### Other Conditions

Occasionally, a student 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 student needs to bring an explanatory note from a physician. The student will report to the Health Clinic during recess and/or physical education. If a student is diagnosed with a concussion, families 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 Department of Health requires that all students have immunization records on file. Student health forms can be found in [My SRES](#) and must be submitted prior to the start of school. Families may choose to either upload immunization records via the online form or provide hard copies to the school nurse. Allergies and special health conditions are also requested on the student health forms. New, updated forms are requested for each student every year. Families are required to disclose any health information, physical or mental, to ensure the safety and wellbeing of students and the community.

## 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.

## Asbestos

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, St. Richards is required to annually notify all school employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress. An asbestos statement of compliance is on file in the Business Office. For an additional copy, please contact the Business Office.

## Head Lice

Families have the primary responsibility of assisting in the prevention and management of head lice cases through regular checks of their student'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 the presence of an active infestation, and bring it to the student's families' 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 student. 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 student to school. The school nurse will confidentially check the student 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. If multiple cases are found, the school may discreetly check any students at risk of infestation. This helps decrease the spread of lice.

## Medication

Any student who needs to take medication during the school day must have a parent bring the medication in the original container, along with the Medication Request, to the health clinic. No student is permitted to keep and take medication on their own; if a student is on a field trip or

overnight, a St. Richard's employee will secure and administer all medications. 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.

## DRAGON CAFÉ & FOOD

Lunch is included in the tuition for all students, and the school partners with a food service to ensure that meals are nutritious and varied.

Early childhood and lower division: Students will choose their lunch from the hot line and/or the sandwich/salad line. Students will enjoy their lunch in the cafeteria (except PreK who will enjoy it in their classrooms).

Middle division (Grades 5-8): Students will go to the cafeteria and will choose their lunch from the hot line and/or the sandwich/salad line.

Students should bring a filled water bottle of their choice every day and bring it home each evening for cleaning. As age appropriate, students will be allowed to refill the bottles at the touch-free bottle filling stations.

Food allergies and dietary concerns should be indicated on the back-to-school health forms and communicated with the school nurse. St. Richard's Episcopal School is "nut aware" and does not serve peanut or nut products as part of our food service. In consideration of those with nut allergies, we ask that families refrain from bringing foods that contain nuts.

Lunch times are staggered beginning at 10:50 a.m. To ensure a pleasant and orderly lunch period, all St. Richard's community members are asked to abide by all St. Richard's Episcopal School's rules and the following specific rules when eating in the cafeteria, outside, and/or their classrooms:

- After handwashing, food must be eaten in areas designated by the teacher.
- Students are discouraged from bringing food from home to school. Families should contact the front desk regarding special dietary needs. Students may not bring candy, sodas, or energy drinks to school; gum is prohibited at all times.
- Quiet conversation is encouraged.
- Students must assist in clean-up, wiping down their table and disposing of trash and recyclable items.
- Respect is to be shown at all times.

## Parties

During special events and celebrations, like Halloween, Valentine's Day, or birthdays, faculty may allow special food and drinks in designated areas. If a party or special treat is planned, permission must be obtained from the teacher so they can arrange for the best time, with the least disruption to the learning process. Treat options should include at least one healthy option.

## ATTENDANCE

St. Richard's programs are in person with the exceptions of a pandemic or other act of God.

### School Hours

Early Childhood	8:10 a.m. to 3:20 p.m.
Lower Division	8:10 a.m. to 3:20 p.m.
Middle Division	8:00 a.m. to 3:20 p.m.

### Absences

If a student is to be absent or to miss a part of a day, families should call the school at 317-926-0425 or email Nurse Schilling ([dschilling@sresdragons.org](mailto:dschilling@sresdragons.org)) by 8:00 a.m. on the day the student is absent and it is recommended to send an email to the student's homeroom teacher.

When a student is absent, missed work will be communicated via Google Classroom, Seesaw, and/or email for students to complete.

Absences are not automatically excused. An excused absence includes illness, quarantine, doctor/dentist appointment, religious holiday, funeral, or family emergency. An absence will be marked unexcused if a student's parent neglects to follow the appropriate procedure for contacting the school.

Should students need to remain home for more than 5 days, families should contact the school nurse, the student's division head, and their student's homeroom teacher.

Student health and safety is important to St. Richard's. In the event a student needs to stay home for health-related concerns, St. Richard's faculty members will collaborate with families to provide the student additional time to complete their work.

In the event of excessive absences (more than 4 in a term), families may be contacted. If there is a pattern of absence beyond 7 per term, families will be contacted by the division head and/or the head of school.

### Grade 8 High School Shadow Days

Grade 8 students are encouraged to shadow at high schools and are given two additional days for this purpose. The parent/guardian is required to send an email to the student's homeroom teacher, MD division head, and school nurse at least two days before the scheduled absence. Grade 8 families should review important dates (including We the People and the musical schedule) before scheduling shadow days, as students are not excused on mandatory days.

### Missed Academic Work

As age appropriate, all work will be posted in Google Classroom, SeeSaw or sent by email. It is the responsibility of the student to complete their work. The teacher and student will designate an appropriate time frame for completing missed work.

## Tardies

Early childhood and lower division students are considered tardy if they arrive in the classroom after 8:10 a.m. Middle division students are considered tardy if they are not present and prepared for class in their homeroom by 8:00 a.m. Every effort should be made to ensure that the students arrive at school on time so their day begins promptly and other students and faculty are not interrupted by a late arrival. Extreme weather and serious accidents causing significant delays will be considered.

In the event of excessive tardies (more than 4 in a term), families will be contacted. If there is a pattern of tardiness beyond 7 per term, families will be contacted by the division head and the head of school.

## Morning Arrival

The St. Richard's school day begins at 8:00 a.m. for middle division and 8:10 a.m. for early childhood and lower division. Morning arrival is 10 minutes prior to the start of school, so students can be dropped off at 7:50 a.m. with no morning care charge.

## Early Childhood

### Morning Drop Off

Families may drop students off at the gym for early care starting at 7:00 a.m. If a student is not in early care, then families should walk their student in the north doors beginning at 8:00 a.m. Students are marked tardy at 8:10 a.m.

### Afternoon Pick-Up

Families may pick up their EC student(s) in the car line on the north side of the building at 3:20 p.m. EC students may also go with siblings to the gym for multidivisional pick up or EC students can go to extended day.

- Single students or multiple students all within EC will be picked up at the three eastern doors on 33rd Street.
- Please drive south on Pennsylvania Street and turn right on 33rd Street. Please do not block Pennsylvania to through traffic.
- Pull up to the south curb and tell the teacher who you are picking up and they will be brought to your car.
- Exit north via Meridian Street North.

## Lower Division:

### Morning Drop Off

Families may drop students off at the gym for early care starting at 7:00 a.m. If a student is not in early care, families should drop students off at the wooden awning on the southside starting at 8:00 a.m. or walk their student(s) in the north doors beginning at 8:00 a.m. Students are marked tardy at 8:10 a.m.

### Afternoon Pick-Up

Families may pick up their LD student(s) by entering the north doors and going to the gym lobby at 3:20 p.m., in the car line at the wood awning on the southside at 3:20 p.m., with multidivisional siblings in the gym or LD students who are registered can go to extended day.

### LD Only Student Pick-up

- Please enter the left pick-up lane off 32nd Street and remain in the left lane until you reach the traffic monitor who will direct you to pull up to the south side of the building.
- Your student(s) will come to your car.

### Middle Division

#### Morning Drop Off

Families may drop students off at the gym for early care starting at 7:00 a.m. If a student is not in early care, families may drop students off at the gym door starting at 7:50 a.m. or walk their student(s) in the north doors beginning at 7:50 a.m. Students are marked tardy at 8:00 a.m.

#### Afternoon Pick-Up

Families may pick up their MD student(s) from the gym lobby at 3:20 p.m., in the car line at the gym door at 3:25 p.m., or students who are registered can go to extended day or sports practice.

### Multidivisional Family Pick-up

- Please enter the pick-up lane (the one closest to the gym) off 32nd Street and remain in the right lane until you reach the gym doors. Someone will radio to the gym to have your students ready.
- Your student(s) will come to your car.
- When you are ready to exit, please pull forward.

### SECURITY & SAFETY

The safety of students is of the utmost importance. Crisis safety plans and drills are continually reviewed and practiced throughout the year. Fire drills occur once each month, severe weather drills occur up to 2 times each year and evacuation and relocation drill occurs regularly. 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 training, CPR Certification, and AED training as required by state law. In addition, middle division faculty participate in suicide prevention training. All St. Richard's employees must immediately report suspected child abuse as required by law. The head of school reserves the right to remove a student who poses a threat to safety and security.

Every effort will be made to prevent the need to restrain or place students in seclusion. In a case of imminent risk of serious physical harm to the student or others, it may become necessary for employees to use restraint and/or seclusion, but such a step would only be taken as a last resort. A supportive school environment can greatly reduce, and in many cases eliminate, the need for restraint or seclusion. School staff should model professionalism when addressing inappropriate student behavior while attempting to meet the student's needs.

### 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 our School Resource Officer, an administrator, the school office staff or off-duty police officer on our security detail.



### Visitors in the St. Richard's Parking Lots

Occasionally, there have been individuals in the parking lot asking for financial or food assistance. St. Richard's community members are encouraged to direct these individuals to the Mid-North Food Pantry, a Trinity Outreach located directly north of the school, and/or to other agencies. Families should report all such encounters to the front desk as soon as possible.

### Parking and Visiting School

Families and visitors with appointments coming to St. Richard's during the school day should park in the north parking lot. Please do not park in IPS School 60's parking lot to the east. Occasionally, families will be invited to park in the south parking lot for special events and athletics. With the exception of a true emergency, visitors should not leave their vehicle idling for more than 5 minutes on school grounds to help protect air quality.

### 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 students. Please only drop off and pick up students in designated areas.

### Unexpected Closing

Announcements about unscheduled closings are disseminated by email, emergency texting/call program, and television stations as permitted. Absent an announcement, families are to assume school is in session. Families are always encouraged to use their own discretion and to be safe when traveling to school. In hazardous driving conditions and inclement weather, tardies and absences are excused.

If bad weather or other emergencies cause concerns, families may pick up their student(s) before the regular end of the school day. Personnel will stay at the school until the last student has been picked up. Should the school need to temporarily relocate and dismiss from an alternative site, families will be notified.

### EXTENDED DAY AND BEFORE CARE

Extended day provides age-appropriate, safe, and convenient care for families who need child care beyond the regular school day. This includes Before Care from 7:00 to 7:50 a.m., Extended Day from 3:20 to 6:00 p.m., and Holiday Care. If you claim child care for tax purposes, the St. Richard's Episcopal School Federal ID number is 35-6007169.

#### Before Care:

Students who are dropped off at the gym between 7:00 and 7:50 a.m. will be charged \$5.00\* for attending Before Care. There is no charge for students arriving after 7:50 a.m.

#### Extended Day:

St. Richard's recognizes the need for families to have high quality care provided during working hours. After school, the extended day program offers both aftercare (\$10.00 per day) and enrichment opportunities (cost varies) for students with advance online registration. By Sunday

evening of each week, families will be required to register their child in advance for aftercare needed for Monday through Friday. If families need care and do not sign up in advance by Sunday evening, they will be charged an additional \$5.00 per day including EC. Families may cancel their need for care 24 hours in advance without being charged by emailing [aftercare@sresdragons.org](mailto:aftercare@sresdragons.org).

Students involved in athletic activities who remain afterward will check in to aftercare and be charged \$5.00.

Extended Day pick-up is located at the main entrance on the north side of the school. Families are invited to call or text ahead to the extended day phone at 317-646-0117. They should enter at the main lobby to pick up their student(s).

### Intramurals

Information regarding intramural programs, including the cost of each sport, is disseminated throughout the year in the Enrichment program through extended day. Offerings are available to students in junior kindergarten through Grade 5 and take place after school.

### 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 requires pre-registration and must reach a minimum of 20 students or it may be canceled. Holiday Care is available from 7:30 a.m. until 6:00 p.m. Holiday Care drop off and pick up usually take place from the gym. The medical release forms that have been submitted to the school will also be used for the holiday care program. Families are asked to provide lunches for their student(s).

### Late Fees

Late fees apply to all childcare programs and are charged to student accounts when students are not picked up promptly. Late fees are as follows: 6:01 p.m.- until the student is picked up: \$1.00 per minute per student. The Business Office will bill late fees for extended day monthly.

### Extended Day Behavior Expectations

In order to maintain the safety and quality of the extended day programs, students are expected to behave according to St. Richard's 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 day program. Extended day programs work with the division head to ensure students behave in accordance with St. Richard's expectations.

All students are expected to check in to extended day by 3:30 pm or when they are not under the direct supervision of an adult. Students in extended day are not permitted to go to their locker or other locations in the school without supervision. Students engaged in after-school activities (athletics, clubs, etc.) must be escorted by their coach/teacher to aftercare for sign-in.

### Kids Night Out

Kids Night Out is offered several times throughout the school year and is open to students enrolled at St. Richard's. Kids Night Out occurs on Friday evenings, after the regular extended day program.

## Summer Camp

During the summer, St. Richard's Episcopal School offers a variety of fun and educational opportunities for students including Dragon Day Camp and enrichment camps. Sign-ups for the summer program occur each spring.

## Release of Student to a Non-Custodial Adult

The school will assist in ensuring a child is released only to a person designated by the families on the authorization forms. If there is a change, addition or deletion, of authorized persons, the school must be notified through the MySRES. If a non-custodial parent or other individual is NOT to take the child, the school must receive a copy of the court order.

## Independent Transportation to St. Richard's

Families may choose to allow their students to ride a bicycle, use public transportation like the IndyGo Red Line, or walk to school. A permission slip must be submitted to the front desk in advance.

## Student Dismissal during School Hours

When a student needs to leave school prior to the end of the school day, families should inform the teacher and school nurse by email with 24 hour notice. The student will wait in the classroom until the parent arrives or calls the front desk. Any student determined to be ill and/or infectious (fever, vomit, or displays multiple COVID-19 symptoms), must be picked up within one hour of notification and will wait with the school nurse until they are picked up.

## PARENT COMPORTMENT

The school believes that a positive and constructive working relationship between the school and a student's parent(s)/ guardian(s) is essential to the fulfillment of the school's mission.

Thus, St. Richard's reserves the right to require a student to leave the school, without refund of any portion of tuition or fees, or to elect not to re-enroll a student, if the school reasonably concludes that the actions of the student's parent/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

## 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.

## CODE OF CONDUCT

An essential aspect of Civic Responsibility, one of the Pillars for Success, is learning to be a part of a community and behaving in an appropriate and productive manner. Our priority is to consider our students social emotional wellbeing, respond adequately, and provide the necessary structure and support.

St. Richard's believes students need to learn what it means to be productive members of a community and how their actions affect others and our community. The Affirmation of Honor serves as a general guide for student conduct.

### St. Richard's Affirmation of Honor

*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.*

Student behavior should always be kind, respectful, and appropriate to the occasion. Every attempt is made to build and reinforce proper behavioral habits. Good behavior is expected of every member of the St. Richard's community (students, faculty, families, alumni, visitors) at all times. The success of St. Richard's, and thus every individual student, is dependent on everyone having a shared sense of responsibility for:

- Creating a safe and orderly environment
- Monitoring personal behavior
- Showing respect to others
- Taking care of personal property or that which belongs to others
- Keeping school facilities in good condition and to a standard of which the school community can be proud

Understanding what is expected is an integral part of learning proper behavioral habits. The following expectations are meant as a guide and not an exhaustive list of student expectations. Teachers will review these expectations with students throughout the year.

### Proper Dragon Manners

[Proper Dragon Manners](#) are expected of every member of the St. Richard's community (students, faculty, families, alumni, visitors) at all times.

- Giving thanks: Always say please and thank you.
- Greeting and eye contact: Offer a firm handshake. Look others in the eyes when talking. Stand and greet adults.
- Listening: Listen and let others finish before speaking.
- Common courtesy: Open doors for others, practice good hygiene, and make sharing meals enjoyable for all.
- Patience: Be mindful of taking turns and remain in the proper place in line.

- Mistakes: Make meaningful apologies when necessary and reflect on choices. Accept apologies.
- Pride: Take care of personal space and items and do the same for the school.
- Kindness: Be kind with words and actions. Readily share compliments.
- Preparedness: Be prepared to learn with materials, appropriate dress, and an open mind.
- Respect: Embrace the diverse world in which we live and show respect for every individual in the school.

## 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. The dress code is designed to support this belief, and we ask families for their assistance in maintaining the dress code while students are on campus.

The unique uniform at St. Richard's is a longstanding tradition and one that ties back to the British roots of the school. The uniform generates a distinctive look for all students and creates a strong sense of pride in being part of a community of learners. The school strives to work with families to ensure their children are comfortable and in compliance with the uniform expectations which vary within each division.

### How to Purchase

Lands' End is the exclusive provider for all parts of the uniform except the white and blue shirts, belts, shoes, socks, and the St. Richard's tie. To order through the Lands' End website, log onto [www.landsend.com](http://www.landsend.com). Select "Find My School," then "Find my school using my preferred school Number." Enter school code 900121898, then click "View Dress Code." [CLICK HERE](#) to receive texts of discounts directly from Lands' End. Please note: there is a delay in updating the Land's End website so polo shirts are still available for purchase for LD and MD boys but are not part of the uniform.

### Gym Uniform

Students in Grades 3-8 will change for Physical Education class. The physical education teachers will help all students needing a uniform find the appropriate size and bill student accounts during the first week of school. It is helpful to have a small draw-string bag for gym clothes to fit inside student backpacks. We will work with students to understand the policies and procedures of how to prepare for PE class.

### Updates

Please note updates for the 22-23 school year are underlined and bolded as we return many of the dress code policies to pre-pandemic standards.

## GRADE LEVEL UNIFORMS EXPECTATIONS

### Pre-Kindergarten

- Uniform is not required and closed-toed shoes are recommended

### Junior Kindergarten & Kindergarten

#### Girls

- Long or short sleeve polo shirt, embroidered logo, evergreen/white/red
- Plain front dress pants or shorts, gray (shorts permitted August-October and April-May)
- Knit gathered skort, gray
- Optional fitted knit leggings (worn under the skirt), navy/black, for colder weather
- Optional crew sweatshirt with logo, evergreen
- Optional navy button-up cardigan
- Closed-toed shoes are required, preferably tennis shoes

#### Boys

- Long or short sleeve polo shirt, embroidered logo, evergreen/white/red
- Plain front chino pants or shorts, gray (shorts permitted August-October and April-May)
- Optional crew sweatshirt with logo, evergreen
- Optional navy button-up cardigan
- Closed-toed shoes are required, preferably tennis shoes

#### Lower Division, Grades 1- 4

##### Girls

- Green blazer with St. Richard's shield (must be embroidered through Lands' End)
- White oxford-cloth button-down collared shirt (Peter Pan collars and polo shirts permitted), exclusive of ornamentation; long or short sleeves
- White turtleneck, exclusive of ornamentation
- Madeira-plaid jumper
- Arctic gray dress pants/shorts: brown/black solid belts must be worn with pants/ shorts (shorts permitted August-October and April-May)
- Solid dress socks (must cover the ankle) or tights, white/navy/black/gray
- All black or all brown (including soles) shoes
  - Starting November 1, all shoes must be dress shoes
  - Boots or shoes above the ankle are not permitted
  - Students may bring in snow/rain boots for recess
  - Students in Grades 3-8 should pack tennis shoes for gym and recess if desired
- Optional navy button-up cardigan
- Optional navy sweater or sweater vest
- Optional fitted knit leggings, navy/black, for colder weather

##### Boys

- Green blazer with St. Richard's shield (must be embroidered through Lands' End)
- White or blue oxford-cloth button-down collared shirt, exclusive of ornamentation; long or short sleeves. Boys should own a white shirt for special occasions. (Polo shirts are no longer acceptable)
- St. Richard's necktie with dragon print
- Arctic gray dress pants/shorts: brown/black solid belts must be worn with pants/ shorts (shorts permitted August-October and April-May)
- Black or navy dress socks (must cover the ankle)
- All black or all brown (including soles) shoes
  - Starting November 1, all shoes must be dress shoes
  - Boots or shoes above the ankle are not permitted
  - Students may bring in snow/rain boots for recess

Students in Grades 3-8 should pack tennis shoes for gym and recess if desired

- Optional navy button-up cardigan
- Optional navy sweater or sweater vest

Middle Division, Grades 5-8

Girls

- Green blazer with St. Richard's shield (must be embroidered through Lands' End)
- White oxford-cloth button-down collared shirt (Peter Pan collars and polo shirts permitted), exclusive of ornamentation; long or short sleeves. At least one white shirt for special occasions is required.

- Madeira-plaid kilt
- Arctic gray dress pants; brown/black solid belts must be worn with pants
- Solid dress socks (must cover the ankle) or tights, white/navy/black/gray
- All black or all brown (including soles) shoes

Starting November 1, all shoes must be dress shoes

Boots or shoes above the ankle are not permitted

Students may bring in snow/rain boots for recess

Students in Grades 3-8 should pack tennis shoes for gym and recess if desired

- Optional navy button-up cardigan
- Optional navy sweater or sweater vest
- Optional fitted knit leggings, navy/black, for colder weather

Boys

- Green blazer with St. Richard's shield (must be embroidered through Lands' End)
- White or blue oxford-cloth button-down collared shirt, exclusive of ornamentation; long or short sleeves. (Polo shirts are no longer acceptable)

- St. Richard's necktie with crest print
- Arctic gray dress pants/shorts: brown/black solid belts must be worn with pants/ shorts (shorts permitted August-October and April-May)
- Black or navy dress socks (must cover the ankle)
- All black or all brown (including soles) shoes.

Starting November 1, all shoes must be dress shoes

Boots or shoes above the ankle are not permitted

Students may bring in snow/rain boots for recess

Students in Grades 3-8 should pack tennis shoes for gym and recess if desired

- Optional navy button-up cardigan
- Optional navy sweater or sweater vest

Students are expected to arrive at school properly attired, with shirts tucked in, and tie, if required, properly tied. Students are required to wear the approved uniform from their arrival until their departure unless given express direction from school personnel. Shorts, kilts, and jumpers must be around knee length. 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. Students are also expected to exhibit positive hygiene and maintain haircuts and hairstyles that do not substantially disrupt learning or the learning environment. In addition, hair must be maintained to allow for eye contact at all times. If a

student is not in uniform, school personnel will contact families 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 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)
- Pins related to travel, extra-curricular and/or academic activities/accomplishments, must be approved by a child's homeroom teacher and/or division head and limited so they do not distract from the uniform.
- Visible tattoos

### 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 St. Richard's spirit wear or predominately red or green shirts.

### Free Dress and Spiritwear

- Spirit wear days must be St. Richard's spirit wear or predominantly school green or red.
- Apparel shall be adequate in length and coverage to be appropriate for school. For example, a minimum of 4 inch inseam for shorts.
- Violation of free dress will result in the student changing into their gym uniform or on-hand school uniform items) for the day for the first violation. The next violation will result in the loss of future free dress privileges.
- Structured pants are preferred. However, if leggings are worn, shirts must be fingertip length.
- If a student forgets free dress, then the student can change into their gym uniform or stay in appropriately worn school uniform.
- Teachers are expected to know these expectations and enforce them in their classrooms and hallways.

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 that challenge St. Richard's Code of Conduct
- 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
- 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 and accessories not in accordance with regular dress code

## BEHAVIOR EXPECTATIONS

Teachers will review the school-wide behavior expectations and procedures with students, as well as their own classroom expectations and procedures.

### Recess

Recess is a valuable time for students to interact with their peers, enjoy fresh air, and participate in physical activity.

### Extreme or Unsafe Conditions

In the event of extreme or unsafe weather, the teachers on duty will determine whether recess will be outdoors, indoors, or if they will spend a portion of the time doing both.

### Winter Recess

St. Richard's values recess and will go outside year round. During the winter, students should wear proper winter clothing to school, including a winter coat, hat, and gloves. Students are encouraged to wear black or navy pants/leggings/tights under their jumpers and kilts. Students in early childhood and lower divisions must wear boots and snow pants to be allowed on the field and playground when snow is present. Students who are not dressed properly will be expected to remain outside (within reason) in areas cleared of snow. Students are not allowed to borrow items from the lost and found. For safety reasons, students are not permitted to throw snow or snowballs.

### Playground Expectations

- Students should:
  - Play in a manner that is safe for everyone
  - Go down the slides, one at a time, feet first sitting up
  - Be inclusive to all students
  - Stay within designated playground area
  - Line up when teacher calls students to line up
  - Keep hands and feet to self unless playing tag or touch football (tagging should be gentle and only on backs of students)
  - Use school equipment in the manner it is intended
  - Yield playground equipment to younger students
  - Stay on St. Richard's property at all times
  - Report anyone trying to talk with them through the fence to the teacher on duty
  - Get the teacher if a ball or frisbee goes over the fence
- Students should not:
  - Sit at the end of the slide
  - Climb on top of the slides or tunnels
  - Run with or throw sticks or rocks
  - Pretend to shoot at people
  - Jump off the swings or slides
  - Jump on the spiderweb
  - Give underdogs on swings (running under the swing)

- Climb, hang from, break, or pick trees and foliage
- Pick up and/or carry other students
- Talk to strangers through the fence
- Climb on equipment that is not age-appropriate

## Hallway Expectations

### Early Childhood & Lower Division

- Students should:
  - Remain in line with classmates at all times
  - Walk (facing forward)
  - Maintain a whisper voice level if needing to talk
  - Keep hands and body to self when in line
  - Keep to the right in passing and in stairwells
  - Be respectful of others working and learning

### Middle Division

- Students should:
  - Walk to each class
  - Talk at a reasonable level within the building, especially the hallway and stairwells
  - Walk to lunch, recess, art, gym, or music via the central staircase or the MD stairwells avoiding cutting through the LD hallways as much as possible
  - Report to break, lunch, and recess in a timely manner, not wandering the halls

## Lunchroom Expectations

- Students should:
  - Use good manners in the cafeteria
  - Sit correctly with feet under the table, bottom on the seat, and remain in seat
  - Ask before using the restroom during the lunch period
  - When going through the lunch lines, be ready to order using a clear voice. Say hello, ask for your preferred lunch politely, and say thank you.
  - Raise hand or signal if need assistance from teacher \*EC and LD only
  - Ask before getting up from the table \*EC and LD only
  - Carry tray with all needed items, including food, drink, and silverware
  - Throw items away in proper spot once finished with lunch
  - Wipe tables before leaving lunchroom; if at any time you spill, tell a teacher and help clean it up
  - Wait to be dismissed by teacher from table

## Water Bottle and Snack

- Water bottles are required for students
- Water is the only beverage permitted during the school day (no coffee, juice, or energy drinks)
- Only school provided snacks are acceptable for EC and LD
- MD students may bring snacks from home, but should not share and must clean up after themselves
- Food and beverages should not be in backpacks or lockers unless snacks are for break or athletic events and should only be consumed after school.

## Field Experience and Bus Expectations

- On the bus, students should:
  - Remain seated facing forward at all times while on the bus
  - Politely address bus driver when entering and leaving the bus
  - Keep seat belts buckled at all times while on bus until teacher instructs them to unbuckle
  - Maintain an appropriate voice level
  - Keep hands and feet to self and inside the bus
  - Check seats for personal belongings before leaving the bus and clean up any trash
- At the destination, students should:
  - Represent the school well
  - Show respect for teachers, chaperones, and docents
  - Stay with group
  - Not accept medicine, food, or gifts from guest chaperones

## Chapel Expectations

- When entering and exiting the chapel, students should
  - Enter center pews from the back of the church
  - Grade level students should enter two by two
  - Exit two by two with students from opposite sides meeting to walk side by side out the front of the church
  - Exit from the front to the back.
- When in the chapel, students should:
  - Be respectful
  - Stand or sit up straight
  - Do not talk to neighbors
  - Use hands to move kneelers into position
  - Kneel with a straight back (if there are not enough kneelers, sit forward so the person behind you can kneel)
  - Open and close hymnals quietly
  - Close and put the book back quietly
  - Participate in chapel service

## Middle Division Study Hall

- Students should:
  - Arrive with all the material needed for the entire period, including assignment notebook
  - Study quietly
  - Actively study or read a book
  - Use computers only for homework, not games or free time
  - Ask permission to leave study hall
  - Take the opportunity to ask teachers for any support

## Greeting Guests Expectations

All School \*as appropriate by grade level

- When an adult touring a guest enters the room, students should stand and greet them saying "Good morning or afternoon, Mr. or Ms. \_\_\_\_\_ and guest." Teachers can prompt class by standing and saying, "Class, let's greet Mr. or Ms. \_\_\_\_\_ and their guest/s." Students would then say the greeting.
  - Adults entering the room should ask the class to sit down before addressing them

## POTENTIAL CONSEQUENCES

When unacceptable behaviors are observed, teachers, students and families work together to help encourage acceptable behavior in the future. When patterns or escalation of unacceptable behaviors occur the school will determine appropriate interventions. If patterns of unacceptable behavior persist, families (and students if appropriate) will be required to meet with the appropriate division head and/or head of school.

The following list of infractions is not comprehensive, but represents those we feel need careful attention on the part of our community. This is not a sequential order of behaviors and consequences. In other words, a student's behavior could warrant a Level 3 response right away if necessary. Additionally, there may be a behavior not specifically listed in this document that may require a disciplinary response from the school.

Any behavior that causes a substantial disruption to the education of a student (yours or others) whether the behavior occurs during school hours or not (in person or online) is subject to being addressed by school administration.

Level	Behavior/Infraction	Possible Consequence
Level 1	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minor disruption in class or other school event</li> <li><input type="checkbox"/> Not following instructions</li> <li><input type="checkbox"/> Chewing gum</li> <li><input type="checkbox"/> Failure to be prepared for class</li> <li><input type="checkbox"/> Disrespectful to peer</li> <li><input type="checkbox"/> Disrespectful use of class materials</li> <li><input type="checkbox"/> Running, being unsafe or disruptive in halls or going to lunch</li> <li><input type="checkbox"/> Rough housing</li> <li><input type="checkbox"/> Leaving the classroom</li> <li><input type="checkbox"/> Uniform infraction</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Addressed in classroom by teacher/TA</li> <li><input type="checkbox"/> Parent notified by teacher</li> <li><input type="checkbox"/> Redirection with reminder of expectation</li> <li><input type="checkbox"/> Confiscation of item</li> <li><input type="checkbox"/> Apology note and declaration of intent to change behavior</li> <li><input type="checkbox"/> Loss of privilege(s)</li> <li><input type="checkbox"/> Change to gym clothes or on hand school uniform items</li> <li><input type="checkbox"/> Detention (MD)</li> </ul>
Level 2	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consistent, repeated, or intense events of level 1 behaviors</li> <li><input type="checkbox"/> Disrespect to faculty and staff</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Teacher contacts families and alerts division head</li> <li><input type="checkbox"/> Detention</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Disruption in class or other school event that encroaches on other's experience</li> <li><input type="checkbox"/> Eating in classroom/hallways without permission</li> <li><input type="checkbox"/> Use of cell phones, smartwatches, other electronic devices without permission</li> <li><input type="checkbox"/> Rough physical behavior</li> <li><input type="checkbox"/> First incidence of academic dishonesty/plagiarism</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confiscation of item</li> <li><input type="checkbox"/> Apology note and declaration of intent to change behavior</li> <li><input type="checkbox"/> Loss of privilege (recess, after-school event, choice of seat in lunchroom, field experiences, use of aftercare, chromebook, internet use, etc.)</li> <li><input type="checkbox"/> Parent notification</li> </ul>
Level 3	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consistent, repeated, or intense events of level 2 behaviors</li> <li><input type="checkbox"/> Major disruption in class or other school event</li> <li><input type="checkbox"/> Mistreating school property</li> <li><input type="checkbox"/> Use of inappropriate language and/or images</li> <li><input type="checkbox"/> Skipping class or other school event without permission</li> <li><input type="checkbox"/> Violation of the responsible use policy</li> <li><input type="checkbox"/> Second incidence of academic dishonesty/ plagiarism</li> <li><input type="checkbox"/> Bullying behavior</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conference with teacher and/or division head</li> <li><input type="checkbox"/> Detention (MD)</li> <li><input type="checkbox"/> Loss of privilege (recess, after-school event, choice of seat in lunchroom, field experiences, use of aftercare, chromebook, internet use, etc.)</li> <li><input type="checkbox"/> Behavior agreement/plan</li> <li><input type="checkbox"/> Suspension or expulsion</li> </ul>
Level 4	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consistent, repeated, or intense events of level 3 behaviors</li> <li><input type="checkbox"/> Bullying (see St. Richard's Bullying Statement)</li> <li><input type="checkbox"/> Possession and/or use of illegal drugs, drug paraphernalia, alcohol, vape, cigarettes, or tobacco products at any time while on campus or while involved in a school-related activity</li> <li><input type="checkbox"/> Possession of any weapons, or any explosive materials, including fireworks</li> <li><input type="checkbox"/> Vandalism; destruction of or damage to the school property, or environment</li> <li><input type="checkbox"/> Theft</li> <li><input type="checkbox"/> Use or threat of violence</li> <li><input type="checkbox"/> Egregious behavior toward, defiance, or verbal abuse of any St. Richard's community member</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conference with teacher and/or division head</li> <li><input type="checkbox"/> Detention (MD)</li> <li><input type="checkbox"/> Loss of privilege (recess, after-school event, choice of seat in lunchroom, field experiences, use of aftercare, chromebook, internet use, etc.)</li> <li><input type="checkbox"/> Behavior agreement/plan</li> <li><input type="checkbox"/> Suspension or expulsion</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Violation of the responsible use policy</li> <li><input type="checkbox"/> Inappropriate sexual behavior</li> <li><input type="checkbox"/> Facilitating or supporting those who violate any of the above rules</li> <li><input type="checkbox"/> Repeated/habitual level 3 infractions</li> </ul>	
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**Teacher Expectations**

Teachers are responsible for implementing firm, fair and consistent support and discipline that encourages students to meet the school’s behavior expectations, and to develop skills for self-reflection, self-understanding and self-discipline.

The following standards of conduct apply to teachers when interacting with students:

- Students will be treated respectfully at all times and when responding to misbehavior students will:
  - be spoken to in a firm, direct and respectful tone without sarcasm
  - be reminded to correct behavior using positive phrasing
  - be spoken with privately rather than in front of peers (when possible) and not compared to peers
  - be told the consequences of their actions in a clear, non-threatening way

**ST. RICHARD’S BULLYING STATEMENT**

The time students are at St. Richard’s is a time of tremendous physical, psychological, and emotional growth and change. The expectations for St. Richard’s students reflect the capabilities of each student at their developmental stage and the aspirations the community has for them.

All St. Richard’s students are expected to behave in ways that support the well-being, health, and safety of themselves and others. To this end, students should be respectful in their interactions and relationships and learn to recognize how their words and actions affect others. Students should be courteous, kind, inclusive, and accept constructive feedback and criticism as being essential parts of learning and membership within the community.

As an educational community, St. Richard’s recognizes that social-emotional development takes time to master and involves mistakes and missteps. As such, faculty and staff are charged to help students reflect upon their behavioral choices, especially when these choices hurt or deny the rights of others. In cases of severe or repeated negative behavior that falls short of expected conduct, disciplinary action may be taken.

“Bullying” including “cyberbullying” means any overt, unwanted, severe or pervasive (repeated over time) physical or verbal acts or conduct, including communications made in writing or digitally and electronically (i.e., cyberbullying), directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

- Placing the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Substantially interfering with the student's academic performance
- Substantially interfering with the student's ability to participate in or benefit from the services activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following:

- Cyberbullying
- Harassment
- Threats
- Intimidation
- Stalking
- Physical violence
- Sexual harassment and/or violence
- Theft
- Public humiliation
- Ostracism or exclusion
- Rumor spreading
- Destruction of property
- Retaliation for asserting, opposing, or alleging an act of bullying.

### Anti-Bullying Policy

Bullying is prohibited:

- During any school-sponsored or school-sanctioned program, activity, or field experience
- In school, on school property, on St. Richard's school buses or other St. Richard's provided transportation
- Through the transmission of information via electronic communication from a St. Richard's computer or computer network, or other electronic school equipment
- When the behavior or communication occurs off campus or through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased or used by the school if the bullying causes a substantial disruption to the educational process or orderly operation of a school and has one of the effects exemplified in the bullying definition. This paragraph applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred.

Cyberbullying means bullying through the use of data, technology or any electronic communication accessed through a

- Computer
- Computer system
- Computer network
- Cellular phone or other wireless or cellular communication device

Cyberbullying includes the creation of a webpage, weblog, profile, or image in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this section.

Cyberbullying also includes the distribution by electronic means of a communication or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this section.

### Reporting:

If a student believes they or a peer has been the victim of bullying, the student should report the situation to a teacher or school administrator. Families should report the situation directly to the appropriate division head. Anonymous reports are also accepted. No disciplinary action will be taken solely on the basis of an anonymous report that has not been substantiated in the course of an investigation.

The following categories are used to identify and report incidents of bullying:

- Physical: involves hurting a person's body or possessions (including hitting, kicking, punching, spitting, biting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures)
- Verbal: involves saying mean things (including teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm)
- Social/Relational: involves hurting someone's reputation or relationships (including telling other students not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public)
- Electronic/Written Communication: involves cyberbullying, collective or group note writing, any bullying undertaken through the use of electronic devices

### Investigation:

When a report is received, school personnel will collaborate with families and students to agree upon a course of action and will work as quickly as is possible to ensure the safety of students, while gathering information and clarifying facts. School personnel will make all reasonable efforts to complete the investigation within ten (10) school days after the date of the report. School personnel will provide families and students involved in the bullying incident with information about the investigation and an opportunity to meet with the Head of Divisions or other administrator to discuss the investigation, findings, and actions taken to address any bullying that is found to have occurred.

Support may be provided, as needed, to the party that reports bullying, including but not limited to meeting with the school counselor and other restorative measures.

### No Retaliation:

Reprisal or retaliation against any person who reports an act of bullying is a violation of St. Richard's policy and will be treated as bullying for purposes of determining interventions and consequences according to this policy. A student will not be punished for reporting bullying or supplying information, even if an investigation concludes that no bullying occurred. However, knowingly



making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining and consequences or other appropriate remedial actions.

#### Consequences:

If a student is determined to have engaged in bullying behavior, they will be subject to disciplinary actions appropriate to the offense, the student's age, past behavior, and the circumstances surrounding the event(s). Disciplinary actions may include a series of graduated consequences and, in severe cases, suspension or expulsion. Disciplinary actions will be thoughtfully taken in an attempt to promote student safety and well-being, change and improve behavior, and uphold the St. Richard's Mission.

Regarding rude, mean, or bullying behaviors exhibited outside of school but among St. Richard's students, teachers and administrators may be compelled to get involved if students' actions impact the school experience, be it academic or social, for individuals or the community. In such instances, school personnel will work thoughtfully with students and families to determine the best course of action.

#### HATE SPEECH POLICY

St. Richard's Episcopal School denounces the use of words or images to harass individuals or groups based on race/ethnicity, color, religious beliefs, gender, gender expression, sexual orientation, age, national origin, disability, or any other aspect of identity. "Hate speech" of this nature is contrary to St. Richard's Mission Statement, Diversity Statement, and Affirmation of Honor. Individuals determined to have violated this policy may be subject to consequences up to and including suspension and expulsion.

#### ANTI-HARASSMENT POLICY

St. Richard's will not tolerate any form of sexual harassment by employees or students, and upholds the rights of staff and of students to participate in school activities free from any form of sexual harassment.

#### DRUG, ALCOHOL, AND TOBACCO POLICY

Possession and/or use of tobacco products, vape pens, drugs, or alcohol by students is prohibited.

#### WEAPON POLICY

Possession of a dangerous article, weapon, or substance as a potential weapon is prohibited. Possession of a firearm on St. Richard's campus is prohibited. The policy applies regardless of any permit to carry a firearm. The prohibition does not apply to law enforcement officers authorized to possess a firearm, either on or off duty, by the employing law enforcement agency.

#### TECHNOLOGY:

##### Responsible Use Policy

St. Richard's Episcopal School provides its students and faculty technological resources that enhance and support student learning. These resources include the school network, hardware, and software. It is incumbent upon those who use any and all digital information and tools to use them in an honest way that acknowledges personal responsibility. The school reserves the right to all

technology resources, both school and independently owned, and can remove, limit, use, and inspect these at any time and without notice provided.

The St. Richard's Episcopal School Responsible Use Policy (RUP) is designed to encourage appropriate use of the internet, school provided accounts, and all devices. The St. Richard's RUP also upholds the standards set by the Children's Internet Protection Act to ensure that the safety of its students is not compromised.

The following usage policies apply to all students before, during, or after school, while on school property or school device, or during school related activities:

1. Respect all users and devices.
2. Respect digital hardware and software as tools meant to further student understanding and skill development in research and digital literacy.
3. Use the internet appropriately, for academic purposes, and under the supervision of an adult.
4. Report any inappropriate content, or content that may make others feel uncomfortable, to a St. Richard's faculty, staff or administrative team member.
5. Report any messages that have the intent to acquire personal information, demean, bully, or encourage inappropriate behavior to a St. Richard's faculty, staff or administrative team member.
6. Actively seek to further develop skills and practice digital citizenship.
7. Accept responsibility of a digital citizen and promote conduct that reflects an honorable, inviting, and collaborative space.
8. Maintain strong, confidential passwords and sign-out after each use.

The following behaviors, while not exhaustive, are prohibited:

1. Using school technology (network, hardware, software) for activity that is illegal.
2. Using school technology in a way that harasses, demeans, bullies, excludes, or harms others.
3. Using school technology to access content not appropriate for school including those with violence, sexual content, drugs and alcohol, instructions on making unsafe materials.
4. Accessing or using school technology that interferes with the operation of the school, school records, and/or school technology services.
5. Taking active steps to bypass school security features.
6. Using school technology in a way that the user breaks the plagiarism contract.
7. Using the school, school logo, school employees' names/pictures, or school name to create content or account(s) that has not been approved by the school administration.
8. Providing personal information of the school, peers, or family members when accessing the internet.
9. Using inappropriate language or images.
10. Sharing personal passwords or attempting to acquire another's passwords or school codes.
11. Using any technology to harm a member of the St. Richard's community.

### Consequences of Misuse

Use of accounts, devices and network at St. Richard's Episcopal School is a privilege, not a right. Therefore any conduct while using any account, device, or network deemed inappropriate will result in restriction or cancellation of use. Additional discipline may include actions up to and including expulsion.

## ELECTRONIC DEVICES AT SCHOOL

Electronic devices should not be brought to school. Students in middle division may bring a cell phone which must be stored in students' unlocked lockers during the school day. St. Richard's is not responsible for investigating misplaced items and/or replacing them should they be lost, damaged, or stolen.

Such devices can only be used to communicate with families after school hours via text/phone with adult permission. Smartwatches (devices that record, photograph, text, and/or access the internet) are not permitted. Fitness watches without these capabilities are allowed. Devices whose primary purpose is a game are also not permitted at school.

If a student is found recording or taking pictures of members of the St. Richard's community without their permission, they are subject to disciplinary action as outlined in the anti-bullying statement.

All students and families in Grades 1-8 will review and agree to abide by the *St. Richard's Episcopal School Responsible Use Policy* found above.

Each student in grades 1-8 is issued a chromebook for use. The chromebook is the student's responsibility and any damages to the chromebook will result in repair costs being charged to families accounts. Each student's name is on the chromebook and year after year the student will be issued the same device.

## RISKS

St. Richard's makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any damages the user may suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions. The user is responsible for evaluating any information obtained from the internet. St. Richard's specifically denies any responsibility for the accuracy or quality of information obtained through its services. Additionally, St. Richard's will not be responsible for unauthorized financial obligations resulting from provided access to the Internet. The users of St. Richard's IT Tools agree to waive any right to privacy that they may have for such use (including personal devices). St. Richard's may monitor the user of technology and may also examine all system activities in which the user participates. Users have no right to privacy as to any information or file created, maintained, transmitted or stored in or on St. Richard's property, through our technical resources or on personal devices at school. This content includes, but is not limited to, sexual comments or images, racial slurs or other offensive comments, and defamatory, discriminatory or harassing materials distributed, accessed or downloaded through IT tools could expose the user to legal liability as well as to disciplinary action.

## SOCIAL MEDIA

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, everyone is expected to live by the Affirmation of Honor. We can promote a helpful social networking community by instituting the following strategies:

- Add only friends whom you trust and know personally
- 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 networks
- Do not forward inappropriate email, photos, or posts
- Send only those things you would feel comfortable saying face to face
- When tagging St. Richard's in posts, do not include St. Richard's to endorse political candidates or policies, or for profit ventures, as this may violate our 501(c)(3) status as a not-for-profit independent school.
- A student who violates this Social Media Policy is subject to discipline as outlined in the anti-bullying statement, anti-harassment, hate speech policy, and discipline sections of this handbook.

## RELIGIOUS LIFE

### Chapel

In the Episcopal Church, the life of faith is centered in prayer. 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. Chapel attendance (in-person and/or virtual) is mandatory, and 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.

### Eucharist

Each year, Eucharist or Holy Communion is offered approximately 4-6 times, during Wednesday All-School Chapel. 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 families want their student(s) to participate.

### Divinity Class

St. Richard's embraces the Episcopal tradition of intellectual exploration and discovery of faith that encourages students of all faith traditions to search for answers to challenging questions through an examination of cultures and religions, past and present.

In addition to attending chapel, students in Grades 1-8 attend one divinity class each week. Grade 5 students study the Old Testament. Grade 6 students study the Hebrew scriptures. Grade 7 students study world religions. Grade 8 students study the intersectionality between religion, ethics and culture. Students also reflect on their own faith and values through biographical study, creative projects, conversation with peers, and service to the community.

## Godly Play

Godly Play is a Montessori based approach which encourages them to think about faith and values. Students engage through hands-on activity and choice. Students in grades PK through K attend Godly Play classes and attend an early childhood chapel service once a week.

## STUDENT STORAGE

Each student is assigned a designated location to store personal belongings, including backpacks, at school. St. Richard's reserves the right to make random and specific searches of students' lockers and backpacks. 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." 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.

## Lost and Found

The lost and found is regularly displayed throughout the school year. Unclaimed items are donated to charity on a regular basis. Students are encouraged to have labels/names in all clothing.

## Used School Uniform Purchases

If you are interested in purchasing used uniform items, please use the link found [here](#). Please be specific as to what size and item(s) you are interested in purchasing.

## 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 middle division head coordinates clubs and students who have an interest in creating a new club at St. Richard's should speak with the division head.

### Middle School Musical

St. Richard's has 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 term 1 to Student Government play a significant leadership role within the middle division community. Each middle division 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

### Interscholastic Activities

Students 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 \$175 fee will be charged per participant in each sport or activity to cover the expense of officials and uniforms.

### 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 their 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 student(s) 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 allocating 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. Families 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 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. Families are an integral part of this process. The success of our intramural and interscholastic programs relies in part on assistance from families and other volunteers. Families who wish to volunteer to assist teams with scorekeeping or other tasks should contact either the coaches or the athletic director. 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. Provide positive support and encouragement to the visiting team, their coaches, and school.*
- 2. Maintain positive behavior and attitude at all athletic contests or extracurricular programs.*
- 3. Respect the position and professionalism of the game official or any guests.*
- 4. Refrain from the use of foul language.*
- 5. Refrain from yelling negative criticism at my child and his or her coach, advisor or team.*
- 6. Refrain from making derogatory comments to players, other families, game officials or school administrators.*
- 7. Refrain from interfering with the coach or advisor.*
- 8. Allow the coach/advisor to be responsible for my child during practice, games, events, and team activities.*
- 9. Assist in providing for student safety and welfare.*
- 10. Sign and submit, with accurate information, all required student-athlete forms to the Athletic Department.*
- 11. Comply with all rules, policies, and guidelines of St. Richard's Episcopal School.*

## ADMISSIONS

In keeping with our commitment to the school's mission, St. Richard's admits and welcomes students of all racial, religious, gender, national, and socioeconomic backgrounds. A diverse school community is part of 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 families to participate fully in the life of the school, adhere to the Affirmation of Honor, and to cooperate with and support the mission and policies of the school, the Board of Trustees, administration, faculty, and staff.

### St. Richard's Early Childhood Toileting & Personal Care Policy

Before entering the St. Richard's early childhood school day and extended day programs, children must be fully toilet trained and wearing underwear. A child having accidents several times within a week would not be considered toilet trained. Please note that wearing pull ups is NOT considered toilet trained.

*After the first 4 weeks of school*, the following procedures will be in place for children who have accidents:

- If one or two accidents occur within five school days, the families will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur within five school days, the parent will be notified and the child will stay home at least one week or longer until he/she is completely toilet trained.
- In the event that a child has two urine accidents or one bowel movement accident in a single school day, the parent will be notified to pick up the child from school.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Tending to accidents in the preschool setting is both time consuming and disruptive. It interferes with the efforts of our teaching staff to provide the safety, well-being, and quality learning and play you can expect of St. Richard's early childhood program. Thank you for your cooperation and understanding.

### Re-enrollment Guidelines

St. Richard's issues re-enrollment contracts in February. If there is a concern about a student's academic performance or behavior during the year, those will be addressed on a case-by-case basis prior to re-enrollment, and families will be made aware of re-enrollment concerns. Families that owe 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; furthermore, the student's spot will not be saved for the upcoming school year.

### Withdrawal

Any family wishing to withdraw its student from St. Richard's Episcopal School must do so in writing to the 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, families 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 March 1, the parent will be responsible for tuition payments according to the below schedule.



Date of Withdrawal and Penalty:

For Returning Students:

Prior to March 1- no penalty  
March 1-March 31- 25% penalty  
April 1-30- 50% penalty  
After May 1- 100% penalty.

For New Contracts:

Prior to April 1- no penalty  
April 1-April 31- 25% penalty  
May 1-31- 50% penalty  
After June 1- 100% penalty.

**FINANCIAL INFORMATION**

**Payment Plans**

Click [here](#) for tuition amounts. On the re-enrollment contract for each student, 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 invoices are available in your [MySRES](#) account on July 15. Payments are due by July 31. An annual plan requires 100% due July 31.

Semester tuition invoices 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. The semester payment plan requires 60% of the tuition by July 31 and 40% by November 30.

Monthly tuition invoices require ten payments at 10% of the tuition for each payment. If a family chooses the monthly payment plan, they will pay a one time \$250 administrative fee to cover the costs of administering the plan. The administrative fee will be assessed when the first monthly payment is generated. The following table shows the date and frequency of the monthly payment plan. If there are any questions about this information, please contact the Business Office.

Pmt #	Statement Date	Monthly Payment Due Date
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

An unpaid balance may result in a student not being allowed to start or continue at St. Richard's with an unpaid balance greater than or equal to 10% of the annual tuition amount that is over 60 days past due, whether the past due amount is from tuition, extended day fees or interest on the unpaid amount. Penalties for carrying an unpaid balance may include holding of report cards 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 families, or to another institution, report cards, transcripts, recommendations, or any other school records unless the student's account is current. Students with unpaid balances prior to graduation will participate in the ceremony but will not receive a diploma.

## Financial Aid

St. Richard's awards need-based financial assistance each year. To apply for the program, families must:

1. Complete the online financial aid form to the school's specified third-party provider ([sss.nais.org](http://sss.nais.org)) by January 13, 2023. 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. The data provided is evaluated according to an industry approved formula.
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

Extended day 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.

## COMMUNICATIONS

### Electronic Friday Folder (EFF)

The EFF is your primary source of school information such as announcements, calendars, and events. This email is sent every Friday throughout the school year.

### Mid-Week Message

Occasionally, information and reminders will need to be shared during the week, so a Mid-Week Message may be sent.

### Teacher Communication

The relationship between families and teachers is important and benefits from regular communication. Based on students' developmental levels, teacher to parent communication is different for each division.

- Early childhood: Teachers communicate with SeeSaw and/or emails and include content covered in class, pictures, and upcoming events.
- Lower division: Teachers communicate weekly via email and include content covered in class, pictures, and upcoming events.
- Middle division: Teachers use Google Classroom to communicate assignments and homework to students who should share with families. Families can sign up for a weekly email recap from each Google Classroom. Families can see if assignments have been turned in and updated (at least every two weeks) grades in mySRES. Teachers will send emails regularly and families will receive a grade level update every two weeks.

## E-Mail

E-mail is the most used communication tool between families and St. Richard's faculty and staff. All members of St. Richard's Episcopal School strive to respond in a timely manner to the best of their abilities with few exceptions including the following: after school hours, illness, school breaks, weekends, and planned time away from school.

## Conferences

Homeroom teachers schedule conferences with families in the fall and spring. 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. Other attendees may include the school counselor, appropriate Learning Support Specialist, or division head.

## Friday Folder

Students in the Early Childhood and lower divisions take home a Friday Folder with their work, homework, and announcements.

## Website & MySRES

Families may visit the St. Richard's [website](#) for a broad range of school-related information, including admission information and applications, lunch menus, school and athletic calendars and much more. [MySRES](#) is the school's information center and houses important information like the directory, report cards and standardized test results

## Data Use and Privacy

St. Richard's Episcopal School values the trust families place in it to ensure safety of their students and their information. As such, St. Richard's 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 families' email addresses and protect their privacy. Parent email addresses may be used only for school-related communications. Broadcast or general distribution e-mail and regular mail must be approved by head of school and/or division heads 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 or threaten its not for profit status is strictly prohibited. St. Richard's Episcopal School faculty, staff, and families must make all

reasonable efforts to ensure that all messages and files accessed or collected are virus-free.

## Student Records

Families may request educational records from St. Richard's. If requested, educational records include report cards, standardized test results, and attendance records. A student's ILP may be requested from the appropriate director of learning support. Records may be requested from the St. Richard's registrar.

## PARENT PARTICIPATION

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

### Parent Organization

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

- To facilitate communication among members and between members and the faculty and administration of St. Richard's Episcopal School;
- To aid and assist each other, the students, the faculty and the administration of the School in maintaining and improving the quality of St. Richard's programs and facilities;
- To work with and on behalf of the School and its faculty and administration in order to enhance the moral, mental, and physical development of the School's students;
- To provide a forum for discussion of common problems and concerns encountered by members in the education of their children;
- To conduct fund-raising activities for the sole 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 three general meetings in a typical school year. The PO will utilize a Facebook page for primary communication, as well as the Electronic Friday Folder. Families interested in joining the private Facebook page should contact the PO.

## DEVELOPMENT

The St. Richard's Episcopal School development office is committed to fostering a culture of philanthropy within our school community. The development office encourages and embraces the spirit of philanthropy by partnering with the larger community to achieve shared goals. The development team invites stakeholders to support the school community through volunteering time in the classroom, sharing expertise with students and faculty, connecting the team with alumni families, corporations, and foundations, giving testimony, and financially supporting the school. The main goal of the development office is to match the school's needs with the interests and passions of our donors, all while providing the resources to support and advance the school's mission. The development office raises funds through many fundraising vehicles including, but not limited to, the

annual fund, major gifts, special and planned gifts, fundraising events, grant proposal requests, and in-kind donations.

### 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 main goal in alumni relations is to foster good relationships and keep alumni connected with the school. The development office coordinates and facilitates alumni events during the course of the year.

### Annual Fund

Each year, the St. Richard's community is asked to come together and support the annual fund. The annual fund provides unrestricted support for St. Richard's and is the school's top philanthropic priority. Tuition and fees do not cover the full cost of a St. Richard's education, and annual giving exists to close that gap. The annual fund exists to help keep tuition lower than what it might otherwise be. This practice of closing the budget gap with an annual giving fund is over 100 years old in U.S. educational institutions.

There are many opportunities throughout the year to support the annual fund. On September 14, we celebrate the anniversary of the founding of our school through our Founder's Day of Giving. All gifts received for the Founder's Day of Giving will benefit the annual fund. The development office will solicit additional annual fund gifts throughout the year through email, mail, and online fundraising.

### Regalia

Since its inception in the 1990s, Regalia has become the largest annual fundraising event for St. Richard's Episcopal School. Regalia is usually hosted in the spring and includes a plated dinner, silent and live auction, drinks, and dancing. The event requires the talent and hard work of many St. Richard's community members, as well as donations from families, corporations, and other St. Richard's friends to create a spectacular event. Funds raised at the Regalia are used for financial aid, along with an additional opportunity to contribute to a special "Fund-a-Need" project unique to each year's event.

### 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](#).