

# 2020-2021 PARENT & STUDENT HANDBOOK

## “Knowledge and Values for a Lifetime”



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# OVERVIEW

## INTRODUCTION

In keeping with our commitment to the Mission of St. Richard's Episcopal School, the following policies and procedures have been developed and adopted to ensure the highest possible quality of education and safety for our students while maintaining a loving and caring community. These remain in effect until amended or repealed. Please review the St. Richard's Episcopal School Handbook carefully. It is important that parents and students commit to and abide by the rules, regulations, and policies in the school Handbook. The section titled *Dragon Life* is especially helpful for students to review prior to the start of school. Finally, we find ourselves altering many of our past policies due to our desire to curtail the transmission of COVID-19. As the year continues, policies may be adjusted accordingly and parents will be notified of these changes.

## MISSION STATEMENT

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

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

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

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

Global Readiness - 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.

### **GOVERNANCE**

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

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

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

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

## **HISTORY AND TRADITIONS**

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

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

**School Mascot:** Dragon

**School Song:**

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

--St. Richard of Chichester, 1253

**School Fight Song:**

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

Dragons! Dragons! Go-Fight-Win!  
Cheer, Cheer, Red, White, Green,  
Our colors for Victory!

### **School Prayer**

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

### **Affirmation of Honour**

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

### **ACCREDITATION AND MEMBERSHIP**

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

# DRAGON LIFE

## ACADEMICS

At St. Richard's, we educate the whole student, socially, emotionally, physically, spiritually and intellectually. Our Classic Curriculum reflects classic values—focusing on science, mathematics, languages, the arts and the humanities—but is executed with 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 in all of our students.

### Grading and Progress Reports

St. Richard's operates on a three-term grading schedule. The school calendar indicates specific dates for each term, and progress reports are published electronically at mid-term and the end of each term.

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

### Grading Scale

Reflecting the high expectations of the school, grades at St. Richard's are given to students in Grades 5-8 according to the following scale. Students in Grades 3 & 4 receive grades or a detailed summary report of progress in core classes. Students in Grades PK-Grade 2 receive comments and other forms of assessment feedback.

A+ = 99-100

A = 96-98

A- = 94-95

B+ = 91-93

B = 87-90

B- = 85-86

C+ = 81-84

C = 78-80

C- = 75-77

D+ = 72-74

D = 67-71

D- = 66

F = 0-65

## **Honors Designation:**

All courses in Middle Division earn letter grades including specials. Art, divinity, and Latin are on a trimester rotation for grades 6-8. Latin begins in grade 6, and PE and music are year round for all grade levels.

Each course grade is assigned a number between 0-4 and a GPA (grade point average) is used to calculate honors. A 4.0; A- 3.67; B+ 3.33; B 3.0; B- 2.67; C+ 2.33; C 2.00 C- 1.67; D+1.33; D 1.00; D- .67

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 are earned as follows:

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.

## **ATTENDANCE**

### **School Hours**

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

### **Absences**

If a student is to be absent or to miss a part of a day, parents should call the attendance number (1-317-926-0425 extension 420) by 8:00 a.m. on each day the student is absent. Absences are not automatically excused. An excused absence includes illness, doctor appointment, religious holidays, funerals, or family emergency. These absences are reported to the main office. All absences without appropriate parent contact with the school will be unexcused. Students remaining at home for COVID-19 reasons will have no consequences.

Should students need or choose to remain home due to quarantining, illness, or concerns related to being immune compromised, the appropriate division head should be contacted as soon as possible. Arrangements will be made for the student to be provided with work and live teaching segments when possible. While different than being on campus, the need for students to remain at home for health related concerns is of the utmost importance for the upcoming school year. Faculty members will work

with students and their families to provide ample time for work to be completed under these circumstances.

### **Discretionary Days**

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

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

Grade 8 students are encouraged to shadow at high schools and are given two additional days for this purpose. The parent/guardian is required to submit an online form through [MySRES](#) at least two days before the scheduled absence. Grade 8 parents should review important dates (including We the People and the musical schedule) before scheduling as students are not excused on mandatory days.

### **Missed Academic Work**

As age appropriate, all work will be posted in Google Classroom. It is the responsibility of the student to complete this. The teacher and student will designate an appropriate time frame for completed missed work.

### **Tardies**

Early Childhood students are considered tardy if they arrive in the classroom after 8:20 a.m. Lower Division students are considered tardy after 8:10. Middle Division students are considered tardy if they are not present in homeroom by 8:00 a.m. The appropriate Division head or Dean of Student Life and Inclusion will contact the parent for excessive tardiness or more than 4 tardies in one term. Every effort should be made to ensure that the students arrive in a timely manner. Extreme weather and serious accidents causing significant delays will be considered.

In the event of excessive absences or tardies (more than 4 in a term), the Division Head and/or Dean of Student Life and Inclusion will contact parents. If there is a pattern of absence or tardiness beyond 7 per term, a meeting with parents/ guardians may be scheduled with the Division Head and the Head of School. Every effort should be made to make sure students arrive at school on time so their day begins promptly and other students and faculty are not interrupted by a late arrival.

### **Morning Arrival and Afternoon Dismissal**

The newly established staggered start times (MD at 8:00, LD 8:10, EC at 8:20) and use of multiple entrances, as well as having children walk independently into the building under the guidance of a teacher, will greatly assist the ability to practice physical distancing and reduce the potential spread of COVID-19. Families with multiple children in various divisions will arrive at the earliest start time of the siblings. Parents are required to take their child's temperature prior to leaving for school each morning as well as complete a daily inventory form indicating their child's readiness for the school day. The school will also take temperatures prior to starting the school day as we start the school year until otherwise decided.

A detailed map with assigned drop-off locations will be distributed in August. Children in PK-Grade 1 will be greeted by their teachers, use hand sanitizer, and walk to their classrooms as a class. Children in Grades 2-8 will follow the same procedures but will walk independently to their classrooms via assigned routes from various entrances. Punctual arrivals will be especially important this year. While all students will be dismissed at 3:20, the school will eliminate the gathering of all students in the gymnasium and will dismiss from classrooms and other shared spaces. The alley carpool line will run similarly to past years with slight modifications to ease crowding at entrances/exits. Parents should consider limiting the number of children in carpools and urge children to be masked in cars as the transmission of COVID-19 is more likely in confined spaces. Children will use hand sanitizer upon leaving and will remain in masks until they enter their car.

### **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 parents on the authorization forms. If there is a change, addition or deletion, of authorized persons, the school must be notified. 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 SRES**

Parents may choose to allow their children to ride a bicycle, the 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 child needs to leave during the school day, parents should inform the teacher by email with 24-hour notice. The child should stay in the classroom until the parent contacts the front desk by phone indicating their arrival, and the child will be called to

the main office. A member of the front desk will then escort the child outside to the parent/guardian's car. Any child determined to be ill and/or infectious, must be picked up within one hour of notification. If a child displays COVID-19 symptoms, they will be isolated in a separate room until the parent/guardian arrives.

## **STUDENT SUPPORT**

### **Student Support Services**

Students may be referred to Student Support Services to obtain support in one or more of the following areas: academic skills, organizational skills, study skills, social-emotional and behavioral support. Student Support Services is comprised of the Learning Support Specialist (see below), school counselor, Dean, Chaplain, and appropriate administrators. It is the goal of Student Support Services to assist students in reaching their potential. Student Support Services provides a nurturing environment and teaches students to become independent, self-aware learners as well as to understand their learning difference and appreciate their talents. Student Support Services also provides resources for parents whose students are having social and/or emotional challenges. One of the ways we can best support our students, especially during a more difficult time for members of our community related to COVID-19, is to communicate as issues arise. Communication with your child's teacher(s) and the Student Support Services team is encouraged.

### **Directors of Learning Support (Early Childhood/Lower Division & Middle Division)**

Learning Support Specialists do the following:

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

### **Evaluations and Accommodations**

If a child receives a psychological/educational evaluation from a professional or accommodations are needed to ensure success at SRES, the appropriate division head or learning support specialist should receive a copy of the evaluation report. Establishing

a history of accommodations based on student need is important for future supports. An Individual Learning Plan will be created to identify accommodations needed in the classroom. St. Richard's limited resources may preclude a child from receiving all supports needed for a child to experience success at SRES. Parents 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. Student support services will assist the family in seeking an alternative educational setting. If a teacher is asked to provide input for an outside professional, all paperwork and feedback is submitted through the appropriate Learning Support Specialist.

### **Tutoring**

If it is determined that a student needs individual tutoring in a subject beyond what the school offers, recommendations are made to parents to seek this level of instruction from private sources apart from the student's normal classroom and learning resources teacher. Parents may contact the appropriate Learning Support Specialist for recommended tutors. Please note that students may not be formally tutored by his/her current teachers. Due to COVID-19 and our need to limit visitors, all tutoring arrangements must be approved by the appropriate Division Head.

### **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. As we head into the 2020-2021 school year, we know our students will face new challenges as we re-enter the classroom. Their response to what will be our "new normal" may manifest itself in various ways. Our priority is to consider our students social emotional wellbeing, respond adequately and provide the necessary 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 Honour serves as a general guide for student conduct.

### **SRES Affirmation of Honour**

*As a member of St. Richard's Episcopal School, I celebrate:*

*My love for God;*

*The acceptance of personal responsibility;*

*The values of knowledge, honesty, integrity, and service; and*

*Openness to the diverse world in which I live.*

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, parents,

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 their own behavior;
- Showing respect to others;
- Taking care of their own property or that which belongs to others;
- Keeping the school facilities in good condition and to a standard of which the school community can be proud.

### **Proper Dragon Manners**

Student behavior should always be kind, respectful, and appropriate to the occasion. [Proper Dragon Manners](#) are expected of every member of the St. Richard's community (students, faculty, parents, alumni, visitors) at all times.

#### **GIVING THANKS**

Always say please and thank you.

#### **GREETINGS & 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.

## **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. Our food service provider is planning creative ways for our students to receive appropriate nutrition while reducing the opportunity to spread COVID-19. Recyclable containers and plastic utensils will be used as students receive hot lunch three times a week, alternating with two days of sacked lunches. Additional cleaning and food preparation measures and equipment will ensure the safe delivery of lunch and snacks to classrooms for consumption.

Students will arrive at school with a filled water bottle of their choice 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 appropriate health forms and communicated with the school nurse. St. Richard's Episcopal School is "peanut free" and does not serve or allow any peanuts or peanut oil in the school.

Lunch times are staggered beginning at 11:00 a.m. To ensure a pleasant and orderly lunch period, all SRES community members are asked to abide to all St. Richard's Episcopal School's rules and the following specific Dragon Café rules (until further notice, students will follow these rules as they eat in their classrooms and/or outside):

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

### **Parties**

During special events and celebrations, like Halloween or Valentine's Day, faculty may allow special food and drinks in designated areas. If a party or special treat is planned, permission must be obtained from the teachers so he or she can arrange for the best time, involving the least disruption to the learning process and the treats should include at least one healthy option. Due to COVID-19, parents must purchase individual store-wrapped items.

## **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 parents for their assistance in maintaining the dress code while students are on campus. Due to COVID-19 and the desire to hold class outside, a less formal uniform option, including the option to wear all black or all brown comfortable/athletic shoes (matching soles with the shoes), will be offered during warmer months this year. Students will not change shoes or clothes for physical education class until further notice. Please note our shoe update will apply for the entire school year. Students in EC do not have specific shoe guidelines other than a closed-toe shoe requirement.

[Dragon Duds](#) contains the most up to date description of the school uniform. Students are expected to arrive at school properly attired, with shirts tucked in, and tie, if required, properly tied. Students are also expected to exhibit positive hygiene and maintain haircuts, hairstyles, and hair color that do not distract from learning or the learning environment. In addition, hair must be maintained to allow for eye contact at all times. Students are required to wear the approved uniform from their arrival until their departure unless given express direction from school personnel. Uniforms must be in good condition; torn seams, shredded elbows and knees, missing buttons and crests that do not represent St. Richard's and are not allowed. A student is considered out of uniform if clothing is in disrepair or unclean. If a student is not in uniform, school personnel will contact parents and may ask the parent to provide alternative clothing from home.

### **Accessories and Makeup**

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

- 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 Dean of Student Life and Inclusion 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 SRES spirit wear.

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 the SRES 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 not in accordance with regular dress code

## **Lost and Found**

The lost and found is regularly displayed throughout the school year; due to COVID 19, this procedure will likely be altered this 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 email [nmiller@sresdragons.org](mailto:nmiller@sresdragons.org). Please be specific as to what size and item(s) you are interested in purchasing.

## **ELECTRONICS & SOCIAL NETWORKING**

Personal Electronic devices (iPads, iPhones, phones, tablets, etc.) can be brought to school and stored in students' unlocked lockers during the school day. SRES 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 parents after school hours via text/phone with adult permission. We also kindly ask that smartwatches (devices that record, and/or photograph, and/or text) are to be left at home. Fitness watches without these capabilities are allowed.

All students in Grades 4-8 will sign and abide to the *St. Richard's School Acceptable Use Policy* distributed at the beginning of the school year. The goal of social networking is to connect with friends and family in a constructive manner. Unfortunately, misuse can occur. As a member of St. Richard's Episcopal School, one is expected to live by the Affirmation of 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 networking websites
- Do not forward inappropriate email, photos and chain letters
- Send only those things you would feel comfortable saying face to face

## **Plagiarism**

Copying another person's work, allowing others to copy your work, plagiarism, and failure to cite all sources (including internet sites) all constitute unacceptable academic practices. All students in Grades 4-8 will be required to sign and abide to a plagiarism contract at the beginning of the school year.

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

### **Clubs**

A wide variety of clubs are available for Middle Division students. Clubs meet before and after school and/or during lunch/recess. The Dean of Student Life and Inclusion coordinates clubs and students who have an interest in creating a new club at St. Richard's should speak with the Dean. Due to COVID-19, we will start the school year without offering clubs.

### **Middle School Musical**

SRES 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. It is possible that due to safety precautions in regard to COVID-19, our approach to the musical will be altered.

### **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

### **Athletics and Intramurals**

Due to COVID-19, at the time of publication, interscholastic athletics and intramurals are uncertain.

The sports program strives to provide a positive atmosphere in which a child has the opportunity to develop physically, socially, emotionally, and intellectually. SRES will be publishing an Athletics Handbook for the 2020-2021 School Year.

### **RECESS**

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

to their classrooms. The recess schedule and areas of play will be arranged to reduce the spread of COVID-19.

### **Cold Weather and Snow Conditions**

In the event of extreme/unsafe weather, the teachers on duty will determine whether recess will be outdoors, indoors, or they will spend a portion of the time doing both. Students should bring the following proper winter clothing to school: winter coat, hat, gloves, and black pants for girls to wear under their skirts. For Early Childhood and Lower Divisions, only those students wearing boots and snow pants will be allowed on the field and playground. Children who are not dressed properly will be expected to remain outside (within reason), and students are not allowed to borrow items from the Lost and Found. For safety reasons, students are not permitted to make or throw snowballs.

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

*Green Play Structures:* These parts of the equipment are intended for safe play and hanging rather than climbing or standing on top of them.

*Slides:* Please ride feet first, facing forward and sitting up.

*Swings:* Remain seated, carefully swing without swerving, use caution when exiting.

*Teeter Totter:* Remain seated and use care.

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

#### **Other Playground Rules:**

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

Tackling, pretend shooting, and war games are not permitted.

If an item goes beyond the playground fence, students should report it to the teacher on duty.

No talking to strangers through the fence.

Students are discouraged from bringing items from home to the playground

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

## **RELIGIOUS LIFE**

### **Chapel**

In the Episcopal Church, the life of faith is centered in worship. The liturgy, or pattern of worship, is the unifying force in Episcopal life. While individual beliefs may vary, we find common ground in worship. Chapel, therefore, is a key part of the life of faith at an Episcopal school. Due to COVID-19, we will start the school year without offering chapel in person, but our desire is to return to our previously scheduled approach. Chapel attendance 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.

### **Divinity**

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

### **Eucharist**

Prior to COVID-19, approximately 4-6 times each year, during Wednesday All-School Chapel, we celebrate Eucharist, or Holy Communion. This practice will be suspended until otherwise noted. The Episcopal Church welcomes all Christians to share in the Eucharist regardless of denominational background, but students and families are encouraged to choose a method of participation that is appropriate for their faith tradition. Students may receive a blessing rather than bread or wine (indicated by crossing their arms across their chests.) They may also choose to remain seated in their pew during this part of the service. At the start of each school year, information about school Eucharist is distributed to families of students in Grades 1-8, including dates for school Eucharist and suggestions for conversation at home about how the parents want the student to participate.

## **STUDENT STORAGE**

Each student is assigned a designated location to store personal belongings, including backpacks and book bags, at school. Items stored in these locations, as well as the general approach to retrieving items, will be altered due to COVID-19. SRES 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." Teachers will place names on lockers in the Lower Division. Lockers may not be locked. Food, including drinks should not be kept in lockers. Students are not to move the

belongings of other students or tamper with items that are not theirs. Students are discouraged from bringing electronic devices and other items of value from home.

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

### **ADMISSION**

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

### **Re-enrollment Guidelines**

The Office of Admission issues re-enrollment contracts in February. If there is a concern about a student's academic performance or behavior during the year, those situations will be addressed on a case-by-case basis prior to re-enrollment, and parents will be made aware of re-enrollment concerns. 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, Associate Head of School and Business Office. It is the policy of St. Richard's that student records will be withheld following departure from the school until all financial obligations have been fulfilled. Unless families have purchased tuition insurance, they are financially responsible for tuition for the remainder of the school year, regardless of whether their child is in attendance. If written notification of a student's withdrawal is not received by the school before May 1, the parent will be responsible for tuition payments according to the below schedule.

#### *Date of Withdrawal and Penalty*

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

## **COMMUNICATIONS**

Communication is important to us and varies depending on the grade level of your child(ren). The approach for the 2020-2021 school year will be division specific at times and will be announced prior to the start of the school year.

### **Conferences**

Prior to COVID-19, homeroom teachers schedule live fall and spring conferences with parents. This year, these will likely be virtual conferences. If needed, other conferences may be scheduled throughout the course of the year. When issues arise that require a conference outside of the regularly scheduled conference, the parent/guardian and teacher are empowered to set up a time to meet that is conducive to positive outcomes for the student. The appropriate Learning Support Specialist, Dean of Student Life and Inclusion or Division Head may attend when necessary.

### **Electronic Friday Folder**

In an attempt to consolidate the many papers students are asked to bring home during the week, announcements, and other non-emergency communications will be collected and sent home via E-mail every Friday school is in session.

### **Friday Folder**

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

### **Grievances**

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

### **Website & Electronic Media**

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

specific information. As students may fluctuate between attending school on campus, learning from home and remote learning, electronic communication will be increasingly important and will be thoroughly discussed at the start of the school year through the division heads.

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

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

St. Richard's Episcopal School must ensure that the use of its information technology resources is appropriate, professional, and related to the business of the school. St. Richard's Episcopal School will safeguard its constituents', faculty members', and parents' e-mail addresses and protects their privacy. Parent e-mail addresses may be used only for school-related communications. Broadcast or general distribution e-mail and regular mail must be approved by 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 is strictly prohibited. The school's faculty, staff, and parents may not willfully introduce virus-infected files or media into the school's information technology resources. St. Richard's Episcopal School faculty, staff, and parents must make all reasonable efforts to ensure that all messages and files accessed or collected are virus-free.

### **DEVELOPMENT**

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

### **Alumni Relations**

Alumni are a tremendous resource and continue to support the school and its mission. The successes of our graduates expand the uniqueness already associated with St.

Richard's Episcopal School. The goal in Alumni Relations is to foster good relationships and keep alumni connected with the school. The Development office coordinates and facilitates, with the Alumni Association, several events throughout the year.

### **Annual Fund**

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

### **Regalia**

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

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

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

### **Philanthropic Efforts**

The board has established policies designed to balance the value of good deeds with the impact of multiple solicitations on our families' financial resources, students' classroom time and focus, and the school's academic and administrative resources. The number one charitable priority for SRES is fundraising that supports the school's operations. Formal proposals for other school-related activities will be considered in this order and on the relative positive impact on students' experiences at SRES: 1. Those initiated and implemented by students; 2. Those initiated by adults and implemented by students; and 3. Those initiated and implemented by adults that directly serve students' academic interests. Requests that do not meet these criteria will be considered separately on an individual basis. Please see the [Fundraising Report Form and Guidelines](#) and submit it by the 15th of the month prior to the start of your proposed fundraiser/service project.

### **EXTENDED CARE**

Extended Care provides age-appropriate, safe, and convenient care for families who need child care beyond the regular school day. Prior to COVID-19, this included Before Care from 7:00-7:45 a.m., Aftercare, and Holiday Care. SRES has temporarily delayed

the offering of morning care and is reducing the hours of aftercare to 5:00 p.m. For tax purposes, the St. Richard's Episcopal School Federal ID number is 35-6007169.

SRES recognizes the need for parents to have care provided during working hours and will provide this with advance online registration. On Sunday evenings of each week, parents will be required to register their child in advance for aftercare needed for Monday through Friday. If parents need care and do not sign up in advance by Sunday evening, they will be charged an additional \$5.00 a day. There is no guarantee space will allow for last minute reservations. Parents may cancel their need for care 24 hours in advance without being charged by emailing [aftercare@sresdragons.org](mailto:aftercare@sresdragons.org). As we strive to limit the interactions students have with those outside of their classroom and/or grade level(s), aftercare will likely result in changes in past policies and routines. Parents should anticipate calling the school in advance to ensure their child's pickup through the carpool line located in the alley. As the school year progresses, the goal is to extend our aftercare hours to 6:00 p.m., as well as offer morning care.

### **Holiday Care**

Prior to COVID-19, Holiday Care was provided at an additional charge for the Christmas holiday and spring break as well as other holidays throughout the academic year. Due to COVID-19, it is yet determined if SRES will be able to offer this as we typically do from 7:30 a.m. until 6:00 p.m. Holiday Care drop off and pick up usually takes place in the gym lobby. The medical release forms that have been submitted to the school will be used for this portion of the Childcare program. Parents are asked to provide lunches for their children.

### **Extended Care Behavior Expectations**

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

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

## **Costs and Late Fees**

Due to COVID-19, we will begin the year offering aftercare from 3:17 p.m. and 5:00 p.m. If parents need care and do not sign up in advance by Sunday evening, they will be charged an additional amount and students will only be allowed to attend if space allows.

### **Late Fees**

Late fees apply to all childcare programs and are charged to student accounts when children are not picked up promptly. If children are not picked up by 3:40 p.m., they will be charged for the full amount. Late fees are as follows: 5:01 p.m.- until child is picked up: \$1.00/minute. The Business Office will bill charges for extended care monthly. For tax purposes, the St. Richard's Episcopal School Federal ID number is 35-6007169.

## **Parents Night Out**

Typically, Parents Night Out is offered several times throughout the school year and is only open to students enrolled at St. Richard's. PNO will temporarily be suspended.

## **Summer Camp**

During the summer, St. Richard's Episcopal School typically offers a variety of fun and educational opportunities for students. It is yet determined if summer camp will be offered for the 2021-2022 school year.

## **FINANCIAL INFORMATION**

### **Payment Plans**

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

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

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

### **Delinquent Account Policy**

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

1. Complete the online financial aid form to the school's specified third party provider (sss.nais.org) by January 31. 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 current year's 1040 tax form as soon as available, from all legal guardians/financially responsible individuals, along with any attachments.

## **Tax Information**

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

## **HEALTH AND WELLNESS**

### **Return to School after Illness**

The CDC has clear guidelines on mandating individuals to remain at home if exhibiting any COVID-19 symptoms, and St. Richard's will strictly enforce these. St. Richard's asks that parents conduct home screenings prior to dropping their children at school each day, including taking their temperature. Teachers will also ask students to report how they are feeling at the start of each morning. All members of our community should familiarize themselves with COVID-19 symptoms and will submit a daily electronic form indicating their understanding and commitment to self-reporting. Those exhibiting symptoms while at school or those who have had close contact with persons who have tested positive for COVID-19 will undergo additional screenings and will be isolated in a designated room until a parent arrives. Parents should have plans in place for picking their children up within one hour of receiving a phone call from the school.

Please note that St. Richard's has also increased the amount of time individuals must remain out of school until fever free without medication to 72 hours (previously 24 hours) for any illness. Upon a confirmed diagnosis of COVID-19, St. Richard's will contact the Marion County Public Health Department (MCPHD) for guidance on the next appropriate steps to protect the individual and our community (as seen below). Contact tracing will likely be conducted by the department, and SRES will assist with this process and communicate with families as advised by the MCPHD. The school will balance the need to maintain privacy of our community members with the need to keep our families informed.

The guidance of the MCPHD will determine when and if a student and/or family name will be communicated. Testing, quarantining, seeking medical advice from a physician, and remaining at home monitoring possible symptoms may be required for the individual as well as members who were in close contact with him or her. If a family member of an SRES community member tests positive or is quarantined due to COVID-19, as indicated by the Indiana State Department of Health, those in the household should also stay home for a minimum of two weeks.

## COVID-19: When a student, faculty or staff member can return to school



Individual	Symptomatic	No Symptoms
Not Tested <b>with</b> Alternate Explanation (strep, influenza, etc. as determined by a provider)	May return to school after 24 hours resolution of fever <b>AND</b> note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the patient to return to school.	N/A
Not Tested <b>Without</b> Alternate Explanation	Must remain home for at least 10 days from the first day symptoms appeared <b>AND</b> 72 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms.	N/A
Tested and Negative	If no alternative explanation, <i>isolate</i> for at least 10 days from the first day symptoms appeared <b>AND</b> 72 hours fever-free without fever-reducing medications and with improvement of respiratory symptoms. The test may have been a false negative. The individual can return to school if tested negative <b>AND</b> with a note from the provider stating they believe the patient to have an alternate diagnosis and it's appropriate for the patient to return to school. <i>(ISDH strongly recommends the time-based strategy versus the two-test strategy, which is under review by the CDC.)</i>	May proceed with attending school. EXCEPTION: A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day <i>quarantine</i> , even if test results are negative for COVID-19.
Tested and Positive	Must remain home in <i>isolation</i> for at least 10 days from the date symptoms began <b>AND</b> 72 hours fever-free without fever-reducing medications and improvement of respiratory symptoms.	<i>Isolate</i> at home for 10 days from the day the test was taken. <i>*If the individual develops symptoms, then isolation time starts on day 1 of symptoms (see symptomatic tests positive.)</i>
Close Contact (within 6 feet for more than 15 minutes of someone with confirmed COVID-19)	N/A If an individual becomes symptomatic, refer to the symptomatic scenarios. The individual must <i>quarantine</i> for 14 days after contact with the COVID-19 Positive person even if the student has an alternate diagnosis for symptoms.	<i>Quarantine</i> for 14 days before returning to school. Must remain symptom-free. If individual develops symptoms, then refer to the symptomatic scenarios.

Note: QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.  
ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

Updated:7/7/20



### Other Conditions

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

### Public Health Records and School Medical Records

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

## **Communicable Disease Policy**

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

### **Head Lice**

Parents have the primary responsibility of assisting in the prevention and management of head lice cases through regular checks of their child's hair and starting immediate treatment when head lice are detected. While head lice are a nuisance, they do not spread disease and are not a health risk.

Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify the presence of an active infestation, and bring it to the child's parents' attention with treatment guidelines. If at all possible, students should not be excluded from school for having nits or lice eggs as the management of nits should not disrupt the educational process of the child. A student must be picked up from school and treated at home when live lice are found before returning to school. If a parent finds head lice, they are required to administer treatment prior to sending their child to school. The school nurse will confidentially check the child for active head lice upon return to the school and weekly for up to one month. If a parent suspects head lice, the school nurse may be asked to confirm an active case and advise accordingly. If multiple cases are found, the school may discreetly check all students at risk of infestation. This helps decrease the spreading 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 Medication Request, to the Health Clinic. Due to COVID 19, the parent should contact the front desk to make arrangements to ensure the parent does not need to enter the building to do so. No child is permitted to keep and take medication on his/her own; if a child is on a field trip or overnight, an SRES 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.

## **PARENT PARTICIPATION**

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

### **Parent Organization**

#### *Mission*

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

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

#### *Membership*

Each parent or guardian of a student enrolled in the school is automatically a member of the Parent Organization. While the organization does not use the PTO name commonly used by other schools, teachers on the St. Richard's faculty are an integral part of the PO's success and decision-making. A faculty representative sits on the PO Executive Board in an ex-officio capacity. The Parent Organization has at least two general meetings in a typical school year and new this year, due to COVID-19, the PO will utilize a Facebook page for primary communication, as well as the Electronic Friday Folder. Parents interested in joining the private Facebook page should contact [reganbright@gmail.com](mailto:reganbright@gmail.com).

## **SECURITY & SAFETY**

Physical safety for our students is of the utmost importance. Crisis safety plans and drills are continually reviewed and practiced throughout the year. Due to the possible transmission of COVID-19, drills will be altered at the start of the school year to assist with the desire of maintaining physical distancing. Fire drills occur once each month, tornado and earthquake drills are practiced up to 2 times per year and an evacuation and relocation drill occurs once a year. Each classroom has an emergency preparedness bag, informational flip chart and set of plans with detailed directions to be followed in the event of an emergency. Teachers and administrators also participate in Safeguarding God's Children, CPR Certification, and AED training as required by state law.

## **Facility**

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

## **Visitors in the SRES Parking Lot**

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

## **Parking and Visiting School**

Until further notice, due to COVID-19, parents and visitors, except for those offering student support who have been approved in advance by the division heads, will not be allowed in the building.

## **Safe Driving**

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

## **Unexpected Closing**

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

## **STANDARDIZED TESTING**

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

of academic skills, thereby providing independent schools with a better instrument to evaluate their students' performance.

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