

2021-2022 PARENT & STUDENT HANDBOOK

"Knowledge and Values for a Lifetime"



St. Richard's
Episcopal School

August 4, 2021

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OVERVIEW

INTRODUCTION

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 These policies remain in effect until amended or repealed.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 parents and students commit to and abide by the rules, regulations, and policies in the school handbook.

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.

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, Civic Responsibility, Global Readiness, and Leadership.

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 300 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 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.

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, most recently in the spring of 2016. 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 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:

| 2021-2022 | Midterm 1 | Term 1 | Midterm 2 | Term 2 | Midterm 3 | Term 3 |
|--|---------------------|--------------------|--------------------|--------------------|---------------------|--------------------|
| Last Day of Midterm/ Term | Friday, Sept. 17 | Friday, Nov. 5 | Friday, Dec. 17 | Friday, Feb. 18 | Friday, April 15 | Friday, May 27 |
| Report Cards Published in MySRES | Monday, Sept. 27 | Monday, Nov. 15 | Monday, Jan. 10 | Monday, Feb. 28 | Monday, April 25 | Monday, June 13 |

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, parents 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 on a progress/mastery scale at the end of each midterm and term. As students matriculate through the division, letter grades are introduced for language arts in grade 3 and social studies is added in grade 4. Parents of students in Lower Division can expect a personalized comment from the homeroom teacher at the end of each term.

Math Reports:

As a student-centered curriculum solidly rooted in problem solving, *Bridges in Mathematics* is filled with assessment opportunities. Parents can expect a Unit Report posted as an independent report in MySRES which tracks proficiency in math skills and conceptual learning.

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 the 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 parents 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 parents 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 | |

Honors Designation:

All courses in Middle Division earn letter grades including specials. Art, divinity, music, and PE are year round specials grades 5 through 8. Latin begins in grade 6.

Each course grade is assigned a number between 0 and 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.

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 standardized testing. St. Richard's currently uses the Comprehensive Testing Program Version 5 (CTP5). The CTP5 provides comparisons of results against national norms and independent school norms, and 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. CTP tests at St. Richard's are given to Grade 3-8 students during the third term.

STUDENT SUPPORT TEAM

The Student Support team works with teachers, families and students to identify strategies to support students independence (executive functioning), self awareness (reflection), self efficacy (positive self talk), academic success (study skills), mental health (anxiety, depression, suicide ideation, etc.), and social-emotional learning (friendships, naming and processing emotions). Programming is both proactive (guidance lessons, advisory, classroom SEL, RRK) and responsive (interventions, referrals, resource sharing). Student Support Teams are composed of the appropriate teachers, Learning Support Specialist, School Counselor, appropriate Division Head, Dean, and Chaplain. It is the goal of Student Support to assist students in reaching their potential.

Evaluations and Accommodations

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 or learning support specialist 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 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 St. Richard's. 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. 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

At times, students may need individual tutoring in a subject beyond what the school offers and teachers may recommend parents seek instruction from private sources after they have communicated the strategies they used to help the student. This tutoring would be apart from the student's normal classroom and learning support specialist. Parents may contact the appropriate learning support specialist or school counselor for a list of tutors. Please note that students may not

be formally tutored by their current teachers. Due to COVID-19 and our need to limit visitors, all tutoring arrangements must be approved by the appropriate Division Head.

ATTENDANCE

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, parents should call the school at 1-317-926-0425 or email Nurse Schilling (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, assignments will be communicated via Google Classroom, Seesaw, and/or email for students to complete. It is up to teacher discretion if they will offer the ability for students to tune-in based on their learning objectives.

An excused absence includes illness, quarantine, doctor/dentist appointment, religious holiday, funeral, or family emergency. Absences are not automatically excused. Any absence(s) without appropriate parent contact with the school will be an unexcused absence.

Should students need to remain home due to quarantining or extended illness (longer than 72 hours), families should contact Nurse Debi and their child's homeroom teacher.

If it is determined a student needs to quarantine, the student will be able to "tune-in" to classes in progress. Please allow up to 24 hours so teachers are able to prepare for the shift in instruction. The goal of the tune-in option is to continue engagement, feelings of connection, and progress towards learning objectives, with the understanding that teachers primary focus is on in-person learning. Families can expect the following if tuning in:

Early Childhood: Assignments will be shared via Google Classroom or SeeSaw and students can tune-in at least 2 times per day.

Lower Division: Assignments will be shared via Google Classroom or email and students can tune-in at least 2 times per day.

Middle Division: Assignments will be shared via Google Classroom and students can tune-in to all of their classes when the class activities permit.

While different from being on campus, the need for students to remain safe is of the utmost importance for the upcoming school year, which may result in students staying home for health related concerns. Faculty members will work with students and their families to provide ample time for work to be completed under these circumstances.

In the event an entire class or the school needs to quarantine, teachers will shift their instruction to a full remote learning plan that will include synchronous and asynchronous instruction.

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 notifies the homeroom teacher via email and the school prior to the absence. Parents can call 317-926-0425 or email Nurse Schilling (dschilling@sresdragons.org). Discretionary days cannot be used immediately before or following winter or spring break.

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 students homeroom teacher, the MD Division Head, and Nurse Debi 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 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 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 absences or tardies (more than 4 in a term), the 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.

Morning Arrival

The St. Richard's school day begins at 8:00 for Middle Division and 8:10 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 am with no morning care charge.

Early Care Drop off:

All families using early care from 7:00-7:50 will drop their student(s) at the gym entrance.

Beginning at 7:50:

Family Drop off: Families and carpools with students in multiple divisions should be dropped off at the gym entrance from the right (East) lane of traffic accessed off of 32nd street.

Middle Division: Students in Middle Division should enter door 16 on the South side of the building. Cars dropping off middle division students should use the left (West) lane of traffic accessed off of 32nd street and pull up to the South side of the building. Students will walk directly to their homeroom classrooms.

Beginning at 8:00:

Early Childhood: Students in Early Childhood should be dropped off on the north side of the building. Cars should come South on Pennsylvania, make a right on 33rd street and drop off students. Students in Early Childhood will be greeted by their teachers, use hand sanitizer, and walk to their classrooms as a class.

Lower Division: Students in Lower Division should enter door 16 (grade 1 and 2) or door 20 (grades 3 and 4) on the South side of the building. Cars dropping off Lower Division students should use the left (West) lane of traffic accessed off of 32nd street and pull up to the South side of the building where students will gather with their teachers before entering the building.

Afternoon Dismissal

Early Childhood Students

- 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 thru 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.

Grades 1 - 4 Students

- Single students or multiple students all within grades 1 - 4 will be picked up on the South side of the building.
- Please enter the left pick-up lane off of 32nd Street and remain in the left lane until you reach the school.
- You will be directed to turn left by someone directing traffic as you approach the building.
- Pull up as far as you can and your student will come to your car.
- Exit when directed and head back onto 32nd St. and turn either East or West (left or right) onto 32nd.

Grades 5-8 Students

- Single students or multiple students all within grades 5 - 8 will be picked up at the large archway between the school and the church on 33rd Street.
- Please drive North on Meridian Street and turn right on 33rd Street. Pull up as far as you can and your student will be called to meet you.
- Exit North, through the St. Richard's parking lot to Meridian Street North.

Families with Students in Two or More Divisions

- Families or carpools with students in multiple divisions will be picked up on the South side of the building. This group follows our traditional pick-up process.
- Please enter the right pick-up lane (the one closest to the gym) off 32nd Street and remain in the right lane until you reach the gym doors.
- Your student will come to your car.
- When you are ready to exit, please pull forward and when directed, carefully merge through the left lane traffic.

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 3:40 to 6:00 p.m., and Holiday 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. Students will stay in grade level groups for activities.

Extended Day:

St. Richard's recognizes the need for parents 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 at 10:00 a.m. 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 per day. Parents may cancel their need for care 24 hours in advance without being charged by emailing aftercare@sresdragons.org.

Extended Day pick-up will occur at door 20 on the South side of the school. Parents should plan to call or text the Extended Day phone at 317-646-0117 to pick up their student.

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 cancelled. Holiday Care is available from 7:30 a.m. until 6:00 p.m. Holiday Care drop off and pick up usually takes place from the gym. The medical release forms that have been submitted to the school will also be used for the holiday care program. Parents are asked to provide lunches for their student(s).

Costs and Late Fees

Before Care*

\$5.00 per child from 7:00 a.m.- 7:50 a.m.

- No charge for student(s) arriving after 7:50 a.m.

Extended Day*

\$10.00 per day. This covers the entire time frame between 3:40 p.m. to 6:00 p.m. If parents need care and do not sign up in advance by Sunday evening, they will be charged an additional \$5.00 a day.

**Early Childhood Before Care and Extended Day fees are included in tuition (except students enrolled in the 8-3 part time enrollment option).*

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 child 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 uphold the safety and quality of the Extended Day 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 Day Program. Extended Day 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 extended day by 3:40 pm or when they are not under the direct supervision of an adult. All students in Extended Day must be under the supervision of a counselor and 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

Typically, Kids Night Out is offered several times throughout the school year and is only open to students enrolled at St. Richard's. Kids Night Out will be scheduled as appropriate.

Summer Camp

During the summer, St. Richard's Episcopal School typically offers a variety of fun and educational opportunities for students.

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 St. Richard's

Parents may choose to allow their students 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 (fever, vomit, or displays multiple COVID-19 symptoms), must be picked up within one hour of notification.

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. This year, 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.

St. Richard's 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.

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 by a plagiarism contract at the beginning of the school year.*

ELECTRONICS & SOCIAL NETWORKING

Electronic devices (iPads, iPhones, phones, tablets, etc.) can be brought to school and stored in students' unlocked lockers during the school day. 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 parents 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.

All students and parents in Grades 1-8 will review and agree to abide by 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

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.

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 parents want their student(s) to participate.

Divinity Class

In addition to attending chapel, students in Grades 1-8 attend one Divinity class each week. These classes cover Hebrew and Christian scriptures, world religions, ethics, and models of faith.

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 prepared to offer creative ways for

our students to receive appropriate nutrition while reducing the opportunity to spread COVID-19. Additional cleaning and food preparation measures and equipment will ensure the safe delivery of lunch and snacks to classrooms for consumption.

Early Childhood and Grade 1: Parents/guardians will be asked to complete an order form for lunch each week. Personalized lunches will be delivered to classrooms with daily options of fresh fruit.

Lower Division (Grades 2-4): Students will go to the cafeteria and will choose their lunch from the hot line and/or the sandwich/salad line. Students may enjoy their lunch outdoors, in their classroom, or in the cafeteria spread out to achieve the recommended distance for physical distancing.

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 may enjoy their lunch outdoors, in their classroom, or in the cafeteria spread out to achieve the recommended distance for physical distancing

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 "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 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. 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 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. Due to COVID-19, parents must purchase individual items, preferably individually wrapped, from stores.

STUDENT STORAGE

Each student is assigned a designated location to store personal belongings, including backpacks and book bags, 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.

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.

Dragon Duds:

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. Select "Find My School," then "Find my school using my preferred school Number." Enter school code **900121898**, then click "View Dress Code."

COVID Related Updates:

The following will be in effect from August 12 through November 1 and beginning again on April 1:

School Polo:

All students in Grades 1-8 will be allowed to wear a white knit collared polo purchased from any store. Students in the Lower and Middle Divisions do not need to purchase a shirt with a logo. JK and K students will still be required to wear a polo with the logo on it purchased from Lands' End or the used uniform sale as they will wear these the entire year.

Uniform Shorts:

All students will have the option of wearing the grey uniform shorts available through Lands' End.

Grades 1-8 School Blazer, White Oxford-Cloth Button Down Shirt and Ties for Lower and Middle Division Students:

The school blazer, white oxford-cloth button down shirt, and tie will be required for special events beginning at the start of school. Teachers will communicate with their classes when students should wear their blazer, button down, and tie.

The following will be in effect all year:

Shoes:

Students can wear all black or all brown shoes (including soles) intended or comfortable enough for physical activity. 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.

Gym Uniform:

Students will not be changing into gym clothes.

Ties:

Ties can be purchased at the front desk or at the used uniform sale. Lower and Middle Division ties are different; Grades 1-4 wear dragon ties and Grades 5-8 wear crest ties.

GRADE LEVEL UNIFORMS EXPECTATIONS

Pre-Kindergarten

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

Junior Kindergarten & Kindergarten

Girls

- Long or short sleeve polo shirt, embroidered logo, evergreen/white/red
- Plain front dress pants or shorts, grey (shorts permitted August-October and April-May)
- Knit gathered skort, gray
- Optional fitted knit leggings, navy/black, for colder weather
- Optional crew sweatshirt with logo, evergreen
- Optional navy button-up cardigan

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

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 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 socks (must cover the ankle) or tights, white/navy/black/gray
- All black or all brown shoes (including soles) intended or comfortable enough for physical activity.
- Optional navy button-up cardigan
- Optional navy sweater
- 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.
- 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 socks (must cover the ankle)
- All black or all brown shoes (including soles) intended or comfortable enough for physical activity.
- Optional navy button-up cardigan
- Optional navy 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 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 socks (must cover the ankle) or tights, white/navy/black/gray
- All black or all brown shoes (including soles) intended or comfortable enough for physical activity.
- Optional navy button-up cardigan
- Optional navy 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.
- St. Richard's necktie with crest print
- Arctic gray dress pants; brown/black solid belts must be worn with pants
- Black or navy socks (must cover the ankle)
- All black or all brown shoes (including soles) intended or comfortable enough for physical activity.
- Optional navy button-up cardigan
- Optional navy 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. 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 distract from 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 parents and may ask the parent to provide alternative clothing from home.

Accessories and Makeup

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

- Large, dangling, or multiple earrings
- Visible body piercing other than in ears
- Large, long, or multiple necklaces and bracelets.
- Large or multiple hair accessories or accessories that are not the school colors (green, white, red)
- 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 St. Richard's 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 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 not in accordance with regular dress code

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 email cynthia.r.hancock@gmail.com. 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 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.

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. It is possible that due to safety precautions relating to COVID-19, our approach to the musical may 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

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 \$150 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 his/her needs with the needs of the greater whole. Throughout the program, the quest for quality is valued along with

personal and team growth. Reflection on personal performance contributes to self-evaluation and better understanding of self and others.

St. Richard's Episcopal School has a no-cut policy for interscholastic teams at all levels of play. We believe that it is important for all 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. Parents are also expected to exemplify the highest levels of sportsmanship and respect for coaches, athletes, and officials at all times. Athletes are expected to attend all practices and competitions unless the child is sick or permission to be absent has been granted by the head coach prior to the absence. Absences from practices, may affect the amount of playing time afforded an athlete in competition.

Parent/Guardian Code of Conduct

The purpose of the Parent or Guardian Code of Conduct is to develop parental support and positive role models for our athletic and extracurricular programs. In the tradition of excellence, one purpose of St. Richard's athletic and extracurricular programs is to promote the physical, moral and spiritual, mental, social, and emotional well-being of each student. Parents and guardians are an integral part of this process. The success of our intramural and interscholastic programs relies in part on assistance from parents and other volunteers. Parents who wish to volunteer to assist teams with scorekeeping or other tasks should contact either the coaches or the Athletic 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 parents, 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.*

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 JK-Grade 5 and take place after school.

Recess

Recess is a valuable time for students to interact with their peers, enjoy fresh air, and participate in physical activity. All students are expected to follow playground rules, the Affirmation of Honour and the Code of Conduct. When recess concludes, students are to line up, straighten their uniforms, and return to their classrooms ready to learn.

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 bring the following proper winter clothing to school: 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 make or throw snow or snowballs.

Playground Rules

Students should remain on St. Richard's property at all times.

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 should report anyone trying to talk with them to the teacher on duty.

Students are discouraged from bringing items from home to the playground.

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

The green play structures are intended for safe play and hanging rather than climbing or standing on top of them.

The slides should be ridden feet first, facing forward and sitting up.

Students should swing seated, without swerving, and use caution when exiting.

Students in K-Grade 8 may climb to the top. PK and JK students will have designated restrictions as needed.

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, gender, 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

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 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 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 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

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 parents/guardians 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 daily 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 parents. Parents can sign up for a weekly email recap from each Google Classroom. Parents can see updated (at least every two weeks) grades in mySRES. Teachers will send out emails as needed.

E-Mail

Email is the most used communication tool between parents and St. Richard's 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, weekends, and planned time away from school.

Conferences

Homeroom teachers schedule conferences with parents 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, the Dean of Student Life and Inclusion or 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.

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 & MySRES

Parents may visit the St. Richard's [website](#) for a broad range of school-related information: 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 parents' email addresses and protects 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 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. Parents/guardians may request educational information like report cards and standardized test results from the St. Richard's Registrar.

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 alumni events during the course of the year.

Annual Fund

Each year, the St. Richard's community is solicited to help the school by raising money for the Annual Fund which is the school's top philanthropic priority. In addition to welcoming gifts toward the Annual Fund throughout the year, St. Richard's also has two unique Days of Giving specific to the Annual Fund: the Founders Day of Giving (September 14) and St. Richard's Feast Day of Giving (around April 3 depending on Spring Break). Tuition does not cover the expenses of operating the school, and the Annual Fund is a vital component of the operating budget. Information about the fund is disseminated throughout the year.

Regalia

Since its inception in the 1990s, Regalia has become the largest single fundraising event 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, 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](#).

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 St. Richard's 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 St. Richard's: 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.

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. An annual plan requires 100% due 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. The semester payment plan requires 60% of the tuition by July 31 and 40% by November 30.

Monthly tuition bills require ten payments at 10% of the tuition for each payment. 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.

| 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

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, extended day 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:

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 30

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.

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 student(s) at school each day, including taking their temperature. All members of our community should familiarize themselves with COVID-19 symptoms and will submit a form agreeing to stay home if exhibiting symptoms. 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 may be isolated in a designated room until a parent arrives. Parents should have plans in place for picking their student(s) up within one hour of receiving a phone call from the school.

Students who have been ill, including with a fever, vomit, diarrhea, or multiple COVID-19 symptoms, must remain out of school until fever/symptom free without medication for 24 hours. Upon a confirmed diagnosis of COVID-19, St. Richard's will contact the Marion County Public Health Department (MCPHD). Contact tracing will be conducted by the department, and St. Richard's 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.

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 them.

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 the Medication Request, to the Health Clinic. No child is permitted to keep and take medication on his/her own; if a child 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.

PARENT PARTICIPATION

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

Parent Organization

Mission

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 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.

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. In addition, middle division faculty participate in suicide prevention training.

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 St. Richard's Parking Lot

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. Parents should report all such encounters to the front desk as soon as possible.

Parking and Visiting School

Parents 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, parents will be invited to park in the South parking lot for special events.

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 student(s). Please only drop off and pick up students in designated areas.

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. 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, parents may pick up their student(s) 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.