



**St. George's Episcopal School
Student/Parent Handbook**

2011 -2012

To Learn.

To Serve.

To Live.

**103 Birch Street, Milner, GA 30257
tel 770.358.9432, fax 770.358.9495**

www.sges.org

TABLE OF CONTENTS

SECTION A: WELCOME TO ST. GEORGE'S EPISCOPAL SCHOOL	5
MISSION, BELIEFS & GRADUATION OUTCOMES	6
HISTORY OF ST. GEORGE'S EPISCOPAL SCHOOL	7
SECTION B: ADMINISTRATION, GOVERNANCE, FACULTY, & STAFF	8
ADMINISTRATION AND STAFF	9
BOARD OF TRUSTEES	11
FACULTY AND STAFF	12
SECTION C: SGENS PHILOSOPHY, POLICIES, GOVERNANCE AND FINANCE	15
EPISCOPAL IDENTITY	16
CHAPEL	18
PHILOSOPHY	19
STRUCTURE AND GOVERNANCE	20
SCHOOL ADMINISTRATION	22
SECTION D: FINANCES AND FUNDRAISING	25
BUDGET	26
PAYMENTS	27
TUITION	28
FINANCIAL AID	29
FINANCIAL CONTRIBUTION AND VOLUNTEER GIVING	30
THE ANNUAL GIVING FUND	31
SECTION E: ADMISSION AND PRIORITY APPLICATIONS	32
ADMISSIONS	33
SECTION F: PARENT & GUARDIAN/SCHOOL RELATIONS	34
A PARTNERSHIP BETWEEN SCHOOL AND HOME	35
STATEMENT OF PARENTAL/GUARDIAN SUPPORT	36
PARENTAL INVOLVEMENT/OPPORTUNITIES	37
SECTION G: THE SCHOOL YEAR	39
THE GENERAL CALENDAR	40
THE MASTER CALENDAR	43
CONFERENCES/PROGRESS REPORTS	44
STANDARDIZED TESTING	45

FORMS AND MAILINGS	46
CURRICULUM	47
SECTION H: THE SCHOOL DAY	48
ARRIVAL AND DISMISSAL	49
ATTENDANCE, ABSENCES, LATENESS	50
MEDICAL, SICK ROOM AND MEDICATIONS	52
BOOKS	53
LIBRARY	54
SECTION I: STUDENT LIFE	55
BEHAVIORAL GUIDELINES/EXPECTATIONS	56
ACADEMIC INTEGRITY	59
ACADEMIC AND BEHAVIORAL PROBATION IN MIDDLE SCHOOL.....	60
GRADING POLICY.....	61
MIDDLE SCHOOL EXAMS	62
HOMEWORK	63
TUTORING	64
HONOR ROLLS	65
BULLYING, SEXUAL HARRASSMENT	66
COMPUTER AND INTERNET ACCEPTABLE USE	67
ELECTRONIC DEVICES	69
UNIFORM REQUIREMENTS	70
DRESS CODE FOR DRESS UNIFORMS	72
DRESS CODE FOR EVERY DAY UNIFORMS	73
DRESS CODE FOR DRESS DOWN DAYS	74
FOOD AND LUNCH	75
LOST AND FOUND	76
MONEY AND VALUABLES	77
STUDENT SUPPLIES	78
SECTION J: EXTRA CURRICULAR ACTIVITIES	79
STUDENT GOVERNMENT	80
AFTER SCHOOL EXTENDED CARE	81
BIRTHDAYS	82
CLASS EMAIL/GROUP LISTS	83
SOCIAL EVENTS AND PARTIES	84
FIELD TRIPS	85
INTERSCHOLASTIC SPORTS	86

INCLEMENT WEATHER	87
SECTION K: DETAILS FOR PARENTS OR GUARDIANS	88
ASSEMBLIES	89
DONATIONS	90
ELECTRONIC CORRESPONDENCE	91
EMERGENCY PREPAREDNESS	92
MONDAY FOLDERS	93
WEBSITE/ELECTRONIC COMMUNICATION	94
IMAGE USE POLICY	95
HEAD LICE POLICY	96
PHOTOCOPYING	97
SECURITY	98
TELEPHONE CALLS AND MESSAGES	99
VISITORS AND VISITING CLASSROOMS	100
PARKING AND CARPOOL	101
DISMISSAL FROM SCHOOL	103
VOLUNTARY WITHDRAWAL FROM SCHOOL	104
PARENT'S ASSOCIATION	105

SECTION A:

**WELCOME TO
ST. GEORGE'S EPISCOPAL SCHOOL**

Mission, Beliefs, and Graduation Outcomes

MISSION STATEMENT:

St. George's Episcopal School provides each child with an opportunity for an excellent education through active learning and independent thinking. In a school environment grounded in religious values, students develop healthy relationships, enlarge their respect for cultural diversity, and share in community service.

Beliefs

SGES believes students excel when the school:

- Offers an engaging curriculum that challenges students to achieve their highest individual potential.
- Provides a learning environment with a respect for different learning styles in which students are allowed and encouraged to take those risks associated with student success.
- Provides stimulating and creative experiences that will empower students to solve problems and to think critically and creatively.
- Promotes spiritual growth through worship, service and educational opportunities, which respect the religious and cultural heritage of each student.
- Nurtures in each student a sense of self-worth and instills an awareness of one's duties and responsibilities to family, community, and God.
- Engenders respect and tolerance for the opinions, thoughts and feeling of others.
- Encourages students to participate in activities that benefit a variety of specific needs beyond the school campus.

Graduation Outcomes

By the end of the eighth grade, a graduate of St. George's Episcopal School will be able to:

1. Demonstrate that God, family and community are integrated into their lives.
2. Use reading as a learning tool.
3. Write clearly in a variety of formats.
4. Speak effectively.
5. Process and apply quantitative concepts.
6. Access, evaluate, and synthesize information.
7. Think critically, find solutions and make independent decisions.
8. Demonstrate an ability to take risks and to learn from mistakes.
9. Express himself/herself creatively and display an appreciation for the arts.
10. Display character and integrity in everyday life by accepting responsibility for one's actions.
11. Respect and value the differences in others.
12. Utilize tools that will foster lifelong emotional and physical wellness.

History of St. George's Episcopal School

The School

St. George's Episcopal School is an independent, coeducational, not-for-profit 501(C) 3 day school serving students in pre-kindergarten through the eighth grade. The school seeks to enroll students of good character who give evidence of being able to benefit from a challenging learning experience. St. George's seeks a diverse student body and faculty, welcoming persons from a variety of ethnic, cultural, religious, socio-economic, and racial backgrounds. The goal of the school is to provide an excellent education in the long tradition of both independent and Episcopal schools in this country. Both the curricular and extra-curricular programs address the total person, and strive to meet the needs of each individual student in developing the mind, heart, spirit, and body. The goal is to enable each student to achieve the highest academic excellence possible and to guide the student in the formation and further development of character, faith, and an attentive consideration of others. Furthermore, St. George's Episcopal School education is expected to inspire a commitment to community service and social responsibility. This mission is accomplished within a student-centered, loving and nurturing environment and in a setting which reflects the faith and traditions of the Episcopal Church. Students are prepared for high school and for life beyond the academic institution.

The school is accredited by the Southern Association of Independent Schools (SAIS), the Southern Association of Colleges and Schools (SACS), and by the Georgia Accrediting Commission, with Quality, their highest award. St. George's Episcopal School holds membership in the National Association of Episcopal Schools (NAES), Georgia Independent School Association (GISA), Education Records Bureau (ERB), Council for Spiritual and Ethical Education (CSEE), and Independent School Management (ISM).

St. George's Episcopal School admits students of any race, color, religion, disability, and national or ethnic origin, and accords to them all the privileges, programs, and activities made available at the School.

This handbook has been prepared for your information. **It is for school-related use only. Information, names, and phone numbers herein are exclusively for school-related uses. Use for any other purpose requires written permission from the Head of School.** We ask that you retain it for reference throughout the year. It is important for both you and your child(ren) to be familiar with the policies and procedures of the school. Please take the time to read this information thoroughly and discuss it with your children. Your cooperation and support at home are essential in fostering a positive school experience.

SECTION B:

Administration, Trustees, Faculty and Staff

Administration and Staff

Head of School

Larry Collins
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Director of Finance

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Dean of Students/
Athletic Director

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Chaplain

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Middle School
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Lower School
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Early Childhood
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Office Manager/Registrar/
Asst. to the Head of School

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Faculty and Staff

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SECTION C:

**St. George's Episcopal School
Philosophy, Policies, Governance, and
Finances**

Episcopal Identity

The essence of an Episcopal school is ably described in a publication entitled, The Idea of an Episcopal School, which is published by NAES. The key points are summarized below:

Episcopalians, like all Christians, believe that our life is founded on the life of Jesus, and that as a Church we are called to offer the redeeming love of God in Christ to all people. Episcopal schools are a concrete expression of the Church's care for young people and their families, and of the belief that God calls us to love all God's children.

Episcopalians have always treasured their particular traditions, and it may be that the principles embodied in the history of Church in this country and its roots in England might help clarify the mission of a school that calls itself Episcopal. The points that follow are an attempt to provide not an exhaustive system of such principles but the framework for a discussion and clarification.

An Episcopal school is comprehensive and inclusive.

Our church encourages respect for the other person's beliefs. An Episcopal school may be expected not to discriminate on the basis of race, creed, or national origin, and actively seek out faculty and students of diverse backgrounds and traditions in the belief that they bring something to be valued and respected, and because we would like to be broadly inclusive of the community we serve. An Episcopal school will look for the values that unite people rather than those that divide, and not allow factionalism to undermine the life of the whole. The unity of an Episcopal school is based on rite and tradition rather than doctrine.

If you want to understand what it means to be an Episcopalian, you have to come worship with us.

In an Episcopal school there will likely be no single dogma to which we all subscribe, no lists of rules that define who we must be as a community. An Episcopal school ought to be able to point to its own rites and traditions without getting stuck in them, recognizing that these embody the common values of school community. Its rituals may not all derive from the *Book of Common Prayer*, but every member of the community should be able to join in celebrating the life of the community in some ritual ways (rituals can be formal or informal). There is at work here too a sacramental principle which we hold dear: God makes sacred the things of this world as they are offered to God in worship. Students should have the opportunity to experience the best of Episcopal worship if they are to understand the heart of the Church's teaching.

An Episcopal school values reason as a way to true understanding.

Anglicanism has always put faith and revelation first, like most Protestants. But Anglican theologians have suggested since the 17th century that human reason offers a tool to interpret Scripture and to wrestle with the most difficult spiritual issues. (Again, because there is no human authority to tell us how to think, the responsibility to reason our way to understanding becomes essentially an individual enterprise, in good Protestant fashion, which in turns underlies the idea of respect for individual beliefs.) So, in the Episcopal tradition, learning is important *not* to find the right answers to be used as weapons against “unbelievers,” but, in order to arrive at God’s truth.

Clearly, then, an Episcopal education is not indoctrination, not about enforcing an unquestioning acceptance of a fore-ordained set of doctrines. An Episcopal education should begin from the premise that we (faculty, students, administrators, and staff) are all a community of explorers that we all need to continue to learn and to grow. It should encourage all students, faculty, and staff to pursue questions wherever they lead, to use their critical faculties, to value the learning and thought we have inherited from the past. It should also, one would think – and here we part company with secular education – refuse to allow students to separate religion and spirituality from the rest of the curriculum, since the Anglican insight is that reason and learning are ultimately intended to serve our exploration of the deepest issues of humankind. An Episcopal education will raise issues of meaning, identity, and ultimate truth at every opportunity in all parts of its program but also will acknowledge the limits of human reason.

An Episcopal school has a concern for the well-being of society.

The Episcopal Church began its life in this country as an established church and has had a hard time, some would argue, admitting that it is not. The positive side of this is that despite its essentially conservative nature, the Church has maintained a commitment to be involved in shaping society.

An Episcopal school is founded on love.

This is not a peculiarly Anglican idea but so fundamental to the Christian view that it can get overlooked. Love for students, for their value as children of God, for their unique gifts, must under gird everything we do. We must act out of love, teach love, model love, and love one another in our community above all else, or all else will be meaningless.

Chapel

Worship lies at the heart of St. George's Episcopal School. It forms the center of our spiritual and religious growth, and it provides the community with biblical and liturgical stories and actions which shape its very identity, mission, and ministry. All students, faculty, staff, and administration are required to participate.

While the Episcopal Church's central act of worship is the Holy Eucharist or Holy Communion, St. George's school, with its ecumenical congregation, celebrates this sacrament only on special occasions and only for students in grades three through eight. There are several ways students may participate in the Eucharist service. The following options are available:

- Students who are baptized may go to the altar and receive communion (bread and wine or bread only)
- Students may go to the altar for a blessing from the Priest.

Parents and students should discuss the options concerning communion and make a family decision as to what extent each student will participate in these services.

Most chapel services consist of hymns or songs, a biblical reading, prayers, and a homily or chapel talk. Every effort is made to create chapel services which are grade level and developmentally appropriate for the students. Students also may take leadership roles by serving as readers, leaders of prayer, or acolytes.

Monday-Thursday morning is set aside for the school's formal chapel which enables the entire school to begin each morning together in worship. On Fridays, the entire school concludes the week together by sharing in our special "Celebration Chapel", where a wide variety of student accomplishment is recognized, where birthdays are celebrated, and where our mission and ministry as an Episcopal school are joyously expressed. **Parents are invited to attend any chapel services with their children, although attendance at Friday chapels are especially appropriate.** Although the Book of Common Prayer (BCP) is not used at each service, services ascribe to the traditional worship form and often use prayers from this historic worship book of the Episcopal Church. All celebrations of the Holy Eucharist use the BCP rites.

In so many significant ways there is nothing more important in the life of St. George's Episcopal School than its worship. Chapel should not be seen as just another extra-curricular activity, but as the most important event in the daily life of the school.

Philosophy

We seek to discover the potential of each SGES student and to help that young person become the most academically prepared, thoughtful, skilled, caring person possible. Through our academic program and our social and emotional work with children, we aim to prepare our students thoroughly for high school and life, and to help them develop a true love of learning and an understanding of the rich possibilities found in diverse people and cultures. At St. George's Episcopal School we are ***learning to live remarkably!***

Structure and Governance

Board of Trustees

St. George's Episcopal School, Inc. is a not-for-profit educational corporation governed by an independent and self-perpetuating Board of Trustees. The board is composed of business and professional people, community leaders, educators, and school parents, a number of who must be members of the Episcopal Church. The head of school is an ex officio member with voice but no vote. The roles of the Board of Trustees are to set major school policy in compliance with the school's established mission and goals, to develop long range strategic plans, to monitor the school's established missions and goals, and to support the school with their time, talent, and treasure. The two main responsibilities are to appoint the head of school and manage the school's finances.

The Board of Trustees is not responsible for the selection, evaluation, or dismissal of any faculty, staff, or students. **While the head of school keeps the board informed of the issues and concerns in regards to all aspects of the management of the school, the board itself and individual trustees are not involved in the daily operation of the school and thus do not serve as an appellate review body of the administrative decisions of the head of school or other school personnel.**

The board is divided into three classes of trustees who serve a three-year term. In other words, usually one third of the board is elected each summer. Persons interested in suggesting names of potential trustees should relay that information to the chairman of the board committee or trustees.

The board meets monthly at the school and has several standing committees, including finance, buildings and grounds, advancement, development, education, planning, and the committee on trustees. Officers include the chairman, vice-chairman, treasurer, and secretary.

Administration

The head of school is the chief operating officer of the school. As an ex officio member of the Board of Trustees he/she joins in the formation of policy and procedures with the trustees and is responsible for implementation of policies related to the daily management of the school. When the head of school is away from campus, another member of the faculty may be designated to act on her behalf in routine situations.

The head of school is responsible for implementation of the school's mission, including appointing all faculty and staff, creating and teaching the curriculum, all matters of disciplinary nature regarding students or personnel, and all professional evaluation of the faculty and staff.

The head of school sets the vision for the school and establishes, with the faculty and staff, the school climate and environment.

Assisting the head of school in the administration of the school and responsible directly to her are: the business manager, the director of development, the director of admissions, the athletic director, the director of technology, the academic dean, the dean of students, and the office manager. Three full time teachers also serve as division coordinators and work closely with the head of school assessing and improving the school's overall academic mission.

Policies

Board policies are adopted by votes of the Board of Trustees. Operational policies are created by the Head of School. Of particular importance to parents and guardians is the policy on the use of the School's name and its family roster. Policy expressly forbids the use of the School directory and other lists for other than authorized school business. The School name may not be used in a manner that suggests that the School endorses any program or idea unless expressly approved by the Board of Trustees through formal resolution. It is not possible to list all policies in this handbook, but parents and guardians can request information about school policies from the Head of School or Chair of the Board of Trustees. In the event that a member of the community feels that a policy has been violated, and after making all good-faith efforts to address the issue with school administration, including the Head of School, said individual may, through a letter addressed to the Board of Trustees (care of SGEs), file a grievance.

School Administration

Head of School – Larry Collins

The Head of School is the Chief Executive Officer of the School. As such, the Head is responsible for all aspects of school life. The Head of School implements Board policies, creates the annual school budget, and represents the School in its relations with others in the neighboring and educational communities. The Head is responsible for all personnel, curricular, and co-curricular decisions, and reports regularly on school growth and progress to the Board of Trustees.

Chaplain – Diana Pearson

The Chaplain is the spiritual leader of the School. The Chaplain oversees chapels, Eucharist, Bible curriculum, and special religious celebrations. The Chaplain seeks to challenge faculty, staff, and students in their spiritual development.

Academic Dean – Erin Mulder

The Academic Dean is responsible for overall curriculum development for grades PK3-8 and has direct responsibility for all aspects of the academic program, including scheduling, overseeing faculty budgets, organizing outdoor education and extracurricular programs, and communicating with parents. In addition, the Academic Dean serves as Coordinator of High School Placement. If parents or guardians have questions about general SGES policies or procedures, they should make an appointment with the Academic Dean. Parents and guardians who have questions about their child's progress are asked to speak directly with the classroom teacher or division coordinator.

Dean of Students and Athletic Director – Dan Keeley

The Dean of Students oversees all of the student's nonacademic programs and activities, including but not limited to athletics, clubs/recreation, security/safety and discipline. Working with all divisions he ensures that all extracurricular activities align with the mission and educational goals of the school. He supports the teaching staff by working with the Academic Dean to develop classroom management programs, identifying students with attendance issues or disciplinary problems and addresses those issues with parents to create a positive outcome.

As the Athletic Director he oversees all student-related athletic activities. Responsibilities include program development, communicating with parents, coordinating coaches and referees and parent volunteers for Middle School sports, and acting as a liaison for SGES and the middle school sports league.

Early Childhood Division Coordinator – Wendy Daniel

The Early Childhood Division Coordinator is responsible for the academic program and faculty/student support within the Early Childhood Division. Responsibilities include developing and implementing curriculum, scheduling, overseeing class budgets, communicating with parents, and ensuring adherence to school policies. If parents or guardians have questions about general Early Childhood policies or procedures, they should make an appointment with the Early Childhood Division Coordinator. Parents and guardians who have questions about their child's progress are asked to speak directly with the classroom teacher.

Lower School Division Coordinator – Linda Eady

The Lower School Division Coordinator is responsible for the academic program and faculty/student support within the Lower School. Responsibilities include developing and implementing curriculum, scheduling, overseeing class budgets, communicating with parents, and ensuring adherence to school policies. If parents or guardians have questions about general Lower School policies or procedures, they should make an appointment with the Lower School Division Coordinator. Parents and guardians who have questions about their child's progress are asked to speak directly with the classroom teacher.

Middle School Division Coordinator – Jennifer McDaniel

The Middle School Division Coordinator is responsible for the academic program and faculty/student support within the Middle School. Responsibilities include developing and implementing curriculum, scheduling, overseeing class budgets, communicating with parents, and ensuring adherence to school policies. If parents or guardians have questions about general Middle School policies or procedures, they should make an appointment with the Middle School Division Coordinator. Parents and guardians who have questions about their child's progress are asked to speak directly with the classroom teacher.

Director of Finance – Johnny Turner

The Director of Finance is responsible for the School's non-academic affairs including finances, insurance, payroll and personnel administration, and facilities management. Parents or guardians who need to discuss their tuition bill should call the Business Office.

Director of Admission/Financial Aid – Susan Bartholomew

The Director of Admission oversees admissions processes and procedures on behalf of the School. She is responsible for coordinating and facilitating events related to prospective students and families. The Director of Admission collaborates with the Director of Development on marketing and public relations efforts to ensure that St. George's Episcopal School and its mission are visible to the broader community. Please contact Susan Bartholomew with any enrollment questions.

As the Director of Financial Aid she oversees the School's need-based financial aid program. She works with the Financial Aid Committee to develop and implement policy, and assists returning and new families with the financial aid application process.

Office Manager/Registrar/Asst. to the Head of School – Laura Parks

The Office Manager serves as the Assistant to the Head of School, and is responsible for the central coordination of administrative activities. As registrar she is responsible for maintaining all student records. She responds to all inquiries from staff, parents, and visitors and provides information and referrals to other parties as needed. In addition she provides general clerical and bookkeeping support to all departments and the Head of School. She oversees the Administrative Office and provides support and direction of the day-to-day functions of the School at large.

SECTION D:
Finances and Fundraising

Budget

Each year the Board of Trustees approves the budget for the upcoming academic year as a financial expression of policy decisions. A breakdown of operating revenue and operating expense can be found in the Annual Report.

Payments

Tuition and fees for the following year are set in January by the Board of Trustees. Immediately following, re-enrollment contracts for the next academic year are mailed to parents and guardians of current students. Please refer to the enrollment contract or call the Business Office for additional information.

When families send in enrollment contracts for the upcoming year, a non-refundable deposit of 10% of full tuition, plus the new student fee if applicable, is required to hold a place for each student. Tuition payments may be made in a variety of ways:

- **One-Pay:** All tuition (less the deposit) and fees for the year prepaid on or by June 1.
- **Quarterly:** Quarterly tuition (less deposit) is divided into four installments payable on April 1, July 1, October 1 and January 1. A per family billing fee of \$63 is charged each quarter. Tuition Refund Insurance (\$225) is required and payable with the April 1 payment.
- **Monthly:** Tuition (less deposit) is payable in ten equal monthly payments (beginning April 1 and ending January 1). A per family service charge of \$25 is added to each payment. Tuition Refund Insurance (\$225) is required and payable with the April 1 payment.

Fees: The School charges an application/testing fee (\$100) and a new student fee (\$300). There is a \$250 Late Registration Fee for any returning student not enrolled by the re-enrollment deadline and a \$50.00 fee for any returned checks. St. George's Episcopal School does not require payment of any other fees.

Tuition

St. George's Episcopal School is supported and operated from the income derived from tuition, fees, and gifts. Payments of tuition and fees must be made on the date due and announced on the enrollment contract signed by parents each school year. The business office will contact any parent whose payments are not received on time. The school does not accept partial payment unless the head of school provides written waiver of this policy. Any extenuating circumstances regarding late payment must be made known to the head of school.

When a student's account is not current, the student may be prohibited any involvement in school activities, such as athletics, clubs, class trips, etc. **No records of any kind, including report cards and test scores, will be released on behalf of any student whose account is in arrears.** The head of school, after conferring with parents whose accounts are in arrears, may prohibit the student from attending classes until such time the accounts are made current.

The head of school has the final jurisdiction in the enforcement of these policies as established by the Board of Trustees. Every effort is made to be responsive to the needs of SGES families and to ensure fairness in the implementation of the financial policies. An unsatisfactory record of tuition and fees payment, however, is considered a factor in the decision to offer a student a re-enrollment contract for the next year. No family whose financial accounts are not current will be extended a re-enrollment contract until the accounts are made current.

Late Payments

A penalty of \$50.00 will be charged for tuition payments not received within five (5) calendar days of the due date of the contract.

Tuition Refund Plan

The school has many expenses of a continuing nature such as faculty salaries and plant maintenance. Therefore, it is essential that annual income be assured. Students are enrolled for the entire school year and no reduction or remission of fees or tuition can be allowed by the school for absence, withdrawal, or dismissal. The fact that tuition and fees can be made in two or more installments does not constitute a fractional contract.

Because of this necessary policy, the school makes available the Tuition Refund Plan which offers parents the opportunity to guard themselves at a small cost against possible loss of tuition in the event of absence, withdrawal, or dismissal according to the terms of the policy.

Financial Aid

Based upon the belief that a diverse student body adds important breadth to the educational experience of all its students, St. George's Episcopal School maintains a commitment to providing need based financial aid. Any student who has been accepted to the school may apply for this assistance. To meet eligibility requirements, parents are required to complete a financial statement and submit 1040-tax forms that are sent to Financial Aid for School Tuition (FAST) powered by Independent School Management (ISM). FAST analyzes this information and suggests to the school the amount the family can reasonably afford to spend on tuition. After reviewing FAST recommendations and within the limits of available funds, the school determines the amount of financial assistance. Consideration of financial aid requests begins in November for the next school year.

Financial aid must be applied for on an annual basis after a student has been re-enrolled.

While there is no obligation to repay the grant, it is hoped that the recipient or his family will contribute to the scholarship funds of the school in the future so that others may benefit from this special financial assistance.

St. George's Episcopal School financial aid is based solely on demonstrated financial need and students of any race, color, creed, ethnic origin, religion or sex may apply.

St. George's Episcopal School is committed to an economically diverse community. The financial aid program aims to support this commitment to diversity by providing strictly need-based tuition assistance to a broad range of families. Families must apply for financial assistance each year by the stated deadlines (available from the Financial Aid Office in October), which are generally early December for returning families and mid-to-late January for new families. The School utilizes Financial Aid for Student Tuition (FAST) by Independent School management as an outside resource to help determine a family's need. This application is supported by other materials, such as federal tax returns. Families are encouraged to contact the Director of Financial Aid with questions about the program or to request a financial aid packet (also available on the SGES website).

Financial Contribution and Volunteer Giving

As an independent school and because Episcopal schools do not regularly receive financial support from the Episcopal Church, St. George's Episcopal School depends on private funding for its existence. Voluntary contributions are essential. Because the school is a not-for-profit, tax-exempt organization under section 501C 3 of the Internal Revenue Code, financial contributions may be tax deductible.

Since tuition payments at independent schools typically cover approximately 85% of the costs of educating the students, schools like St. George's are totally dependent on additional voluntary contributions to meet the operating budget and to provide for special student-centered programs or equipment. In addition, the school also regularly requires significant capital donations to enhance and improve the campus and the facilities and to fund financial aid programs, to endow faculty positions, and to fund capital expansion.

The chief fund raising program is the Annual Fund where the school, through the Development Office, solicits all parents, grandparents, friends, corporations, and foundations for annual gifts to the school's operating budget.

Substantial gifts may be given to the school at any time and may be designated for endowment. Parents and grandparents are encouraged to review the many opportunities for planned giving and estate planning which provide them with significant tax and livelihood options and eventually provide generous financial assistance to St. George's.

The school is also a wonderfully appropriate place to honor a friend or family member or to memorialize a loved one. Throughout the year the school receives donations to celebrate such events as birthdays or graduations, to honor grandchildren or teachers and staff persons, or to remember the faithful life of one who has died. Those so honored and the families of those memorialized receive notice of such gifts directly from the school.

There are also times when a gift-in-kind is appropriate. These gifts of tangible property or professional services designated by the individual donor for a one-time project such as the annual Get Away Gig or for some educational purpose not included in the current operation budget.

General Information

Fundraising of any kind in the name of St. George's Episcopal School or any school group is subject to approval by the Board of Trustees and may not take place without the prior written approval of the chairman of the board or the head of school. All fundraising events are coordinated through the office of the Director of Development.

The Annual Giving Fund

Coordinated through the Development Office and the Development Committee of the Board of Trustees, the Annual Giving Fund helps to close the gap between tuition and the actual cost of educating your child at SGES. Each fall, all parents and guardians, Board members, faculty, alumni, friends, and many of our grandparents receive a letter asking for a tax-deductible contribution to the School. In addition to providing essential revenue for the operating budget, a broadly supported Annual Giving Fund also demonstrates to corporations and foundations from which we seek funding that SGES is an organization worthy of support. Because participation is important, we count on every family to participate, even if the gift is modest. In recent years, SGES has been grateful for the Annual Giving Fund support of nearly 90% of all families, faculty, and staff.

SECTION E:

Admission and Priority Applications

Admission

In selecting students for admission, SGES looks for children and families who will flourish at SGES, who are developmentally prepared for the grade to which they are applying, and who will contribute academically, socially, and personally to the diversity and balance of the class and the SGES community.

Priority Applications

Priority PK3-8 applications are available for siblings of currently enrolled students, and faculty/staff children. The priority application deadline is in early December, and priority assessments are held on weekdays in mid-December. Priority applicants will be notified of enrollment decisions in early January, and priority admissions contracts will be mailed with SGES re-enrollment contracts in early February. Priority applications received or assessments scheduled after the stated priority deadline will be considered with the general application pool.

Section F:
Parent & Guardian/School Relations

A Partnership Between School and Home

St. George's Episcopal School strives for an active, ongoing positive relationship between home and school, a relationship that enables us to focus on the best interests of each student, and one that is based on mutual respect, trust, and open communication.

Parents and guardians are encouraged to assist in the education of their children by taking an active interest in their children's work and life at school. You can support your child's education by getting to know classmates, teachers, and other families through volunteer activities, attending Open House, and getting involved in class events and field trips throughout the year. If, during the course of the school year, your child is having difficulties or if any concerns arise, please notify your child's teacher or advisor immediately.

Statement of Parental/Guardian Support

Parents and guardians who have chosen to send their child to St. George's Episcopal School have made an informed decision; therefore, we assume parental/guardian support of our philosophy of education and its expression in day-to-day school and classroom programs. The education of your child is a joint venture of family and school. Your support of our policies and decisions and your willingness to communicate with us directly whenever concerns or questions arise are of utmost importance. This crucial partnership must be based on trust and mutual respect. The underlying foundation of the teacher/student relationship is also based on respect. In this regard, it is vital that if parents and guardians have opinions, concerns, and/or comments about a teacher's program or decisions, that they take the issue directly to the person in question. If parents and guardians do not receive a satisfactory response, they should then take their concern to the Division Coordinator, who will work with the parent/guardian and teacher to come to a resolution. If parents and guardians still do not receive a satisfactory response, they should contact the Academic Dean and/or the Dean of Students (whichever is appropriate) and finally the Head of School. In all cases, it is appropriate to voice these concerns from adult to adult, not to students.

At St. George's Episcopal School, we expect our students to show respect, courtesy, kindness, and consideration towards others. We expect parents, guardians, faculty, and staff to model the same high standards of respectful, professional behavior in all their communications – verbal and electronic - with others at the School. **While the School encourages proper communication and will steadfastly attempt to address your concerns, parents and guardians must bear in mind that persons who engage in insulting or abusive behavior or who demonstrate a conspicuously uncooperative or destructive attitude toward any teacher or staff member will not be tolerated.** Their actions may lead to the cancellation of their child's contract through non-renewal or involuntary withdrawal.

Parental Involvement/Opportunities

The mission of St. George's Episcopal School is important in all facets of school life. Fulfilling this mission requires a firm commitment on the part of all those involved in the life of our school. We expect all parents:

- To treat each member of the school community with respect
- To support the school's commitment to a diverse, inclusive community
- To follow guidelines and policies as stated in the handbook
- To support the school's behavior policies
- To communicate classroom concerns first to the appropriate teacher
- To foster good study habits and student responsibility for homework
- To follow the school's attendance policies
- To send their children to school each day properly attired in the uniform
- To contribute to the Annual Fund and other essential fund raising events
- To attend and/or support the special events of the school
- To serve as an "ambassador" for the school to the greater community
- To pray daily for the mission and ministry of St. George's School

Parent Opportunities

St. George's Episcopal School knows that the strength of any school is clearly enhanced by the active and positive support of its parents through volunteer work and other activities. Here at school, volunteer activities are coordinated through the Parents' Association, an official school group with its own by-laws and officers. Parents receive a "Volunteer Inventory" at the beginning of school to choose ways to be involved in their children's class parties, driving for field trips, reading to students, serving pizza on Friday, or assisting with Field Day. Other ways to serve beyond the classroom include assisting in the library at school. There is most likely THE opportunity waiting which is just right for each parent!

All parents are automatically members of the Parents' Association. Meetings are held at school in the evening several times during the school year. Topics might range from a fun-filled all family science night to a drama production by the first grade. At several of them, the headmaster makes a presentation about some aspect of the school and responds frankly to parent questions. The Parents' Association provides good help to St. George's parents in many wonderful ways. Join in!

The Booster Club seeks parents who are enthusiastic about the school's sport program and who want to bolster school spirit. The main "work" of the membership is to staff the concession stands at various athletic events on campus. Funds raised by the club are currently used to supplement the athletic budget (purchase uniforms, equipment, trophies, etc.) and, occasionally, to fund travel to competition outside the area. The liaison between the Booster Club and the school administration is the Athletic Director.

Parents are encouraged to be actively and happily involved in as many ways as appropriate for each family. It is an excellent way to meet other parents and often a fun-filled way to get to know the faculty and administration better.

Parents are welcome to visit classes at any time, as long as arrangements are made with the classroom teacher well in advance of the visit. They are always welcome at chapel, and once in a while, they should feel free to join their students for lunch.

Teachers, staff, and administration always welcome questions from parents. For personal conferences of any kind, however, it is best to make an appointment. Car pool, field trips, athletic events, or other such situations are not the best or most appropriate time for a serious conversation between parents and school personnel. Please make arrangements to visit with them when they are most able to respond well to your concerns or questions. You will be glad you did.

SECTION: G

The School Year

The General Calendar

The academic year begins in August and ends by early June. Faculty returns to school in August to prepare for the return of students.

August 3-9	Teacher Work Days
August 4	New Family Dinner
August 8	Open House 5:30
August 9	Faculty Eucharist
August 10	First Day of School Convocation 8:00am
August 16	Curriculum Night (PK-5) PK-2 nd 6:00-7:15 pm 3 rd -5 th 6:30-7:45 pm
August 18	Curriculum Night Middle School 6:00-7:00 pm
August 24	Conference Day 1:00-6:00 pm 11:30 am dismissal
September 2	11:30 am dismissal/Teacher In-service
September 5	NO SCHOOL/Labor Day holiday
September 9	Midterm 1 st Quarter
September 12	Back to School Eucharist 8:00 am Picture Day 8:30 am
September 23	Blessing of the Animals 8:00am Location: Baseball field
October 7	Grandparents Day 8:00 am Location: Gymnasium Early Dismissal/No after school care End of 1 st Quarter
October 10-14	NO SCHOOL/Fall break
November 1	All Saints' Eucharist 8:00 am
November 7	NO SCHOOL/Teachers attend GISA
November 11	Midterm 2 nd Quarter
November 18	Thanksgiving Feast 11:45 am 1:00 pm dismissal/No after school care
November 21-25	NO SCHOOL-Thanksgiving holiday

November 28	Advent Eucharist
December 15	Lessons and Carols 7:00 pm
December 16	End of 2 nd Quarter End of 1 st Semester 11:30 dismissal/No after school care
December 19-January 1	NO SCHOOL-Christmas holiday
January 2	NO SCHOOL-Teacher workday
January 6	Epiphany Eucharist 8:00 am
January 13	11:30 dismissal/SAIS
January 16	NO SCHOOL/MLK holiday
February 8	Conference Day 1:00-6:00 pm 11:30 dismissal
February 10	Midterm 3 rd Quarter
February 16	11:30 dismissal/SAIS
February 17	NO SCHOOL/Winter break
February 20	NO SCHOOL/President's holiday
February 22	Ash Wednesday and Holy Eucharist 8:00 am
March 13-16	ERB standardized testing
March 16	End of 3 rd Quarter 11:30 dismissal/No after school care
March 19-23	NO SCHOOL/Spring Break
April 2-3	WrAP testing
April 5	11:30 am dismissal
April 6	NO SCHOOL/Good Friday
April 9	NO SCHOOL/Easter holiday
April 10	Easter Eucharist
April 13	Midterm 4 th Quarter
May 3	Field Day 11:30 dismissal/No after school care
May 4	NO SCHOOL/May break
May 17	End of School Eucharist 8:00am 8 th grade Honor's Day Graduation 5:30 pm

May 25	Honor's Day/Kindergarten Bridging Ceremony 8:00 am Last Day of School 11:30 am dismissal/No after school care
May 28	Memorial Day holiday
May 29-June 1	Teacher Workdays
June 1	Faculty Eucharist

Master Calendar

The Master Calendar can be found on the school website:
<http://www.sges.org>.

Parents and guardians will want to note in their own calendars information about early dismissal days, holidays, parent/teacher/student conference days, and special events.

To avoid conflicts, parents and guardians scheduling group meetings at the School, class events, and PA events must still make their request through the office. For general inquiries about the master calendar, contact Laura Parks at lparks@sges.org.

Conferences/Progress Reports

Parents and guardians of all students have an initial conference meeting (mini-conference) or conversation with classroom teachers during the first month of school.

There are four quarters in the school year. Progress reports are issued at the end of each quarter. School is dismissed for student/parent/ teacher conferences twice per year: once in August and again in February. Additional conferences may be scheduled anytime if there is a concern about a student. Teachers issue narrative evaluations after each quarter. From pre-kindergarten through second grade, children are assessed on specific skills. From third through eighth grades, both achievement and effort are considered.

In Lower and Middle School, letter grades (A-F) are used for achievement, along with written comments in each subject area by teachers. Included in the narrative is the social-emotional progress of each student.

Standardized Testing

As an accredited member school of the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (SACS), we are required to administer standardized tests to all students in grades 3-8. In the spring, the School administers the CTP4 from the Education Records Bureau (ERB) and believes that the tests can be an effective tool in a student's educational career. Test results allow the School to evaluate curriculum, to assess a child's development over the course of many years, and to compare our students with those in public, suburban and independent schools. St. George's holds that these tests provide only one picture of a student's academic assessment that is neither complete nor definitive.

During the eighth-grade year, students who apply to religious or independent high schools will be required to take one or more standardized tests as part of the admission process. As a school that emphasizes academic excellence, SGES feels that examinations provide students with confidence and experience in preparing for and meeting challenging test situations.

Forms and Mailings

Before the start of the school year, several important forms are mailed which parents and guardians are asked to review carefully and sign before the start of school, including:

- medical and emergency form (information required by state law)
- publication of student work and images policy
- acceptable use of technology policy and contract
- field trip authorization forms including:
 - Volunteer disclosure form
 - Volunteer driver checklist
 - State of Georgia Background Check (if applicable)

Parents and guardians are asked to inform the Administrative Office immediately whenever there is a change in any information on their child's information or emergency forms, or any change to their driver's license status or auto insurance.

Curriculum

The school curriculum is designed to enable each and every student to fulfill his or her full potential as a student and to thrive in this academic setting. Copies of the curriculum guide are available for perusal by parents in the school office. Every effort has been made to ensure that the curriculum is developmentally and grade level appropriate.

Since each child learns in his or her own way, parents are urged to refrain from comparing their child's academic progress with other students in the class. Further, teachers are expected to be "student-centered" in their approach to teaching and to build on each individual student's strengths and interest, providing opportunities for remediation and enrichment when appropriate.

From the Open House in the fall, parents are encouraged to be in regular communication with the school about their children's education. Parents can expect teachers to be in touch on a regular basis concerning their child's progress. All grades and pertinent classroom information is posted on Headmaster Suite weekly.

SECTION H:
The School Day

Arrival and Dismissal

Students may arrive daily between 7:30 – 7:45 a.m. for early morning supervision in the Toland Gymnasium (Dragon Cave). From 7:45-8:05 they are to be dropped off in the carpool circle where faculty will be present to assist. Arrival time is 8:00 a.m. for all students. Chapel begins promptly at 8:05 a.m.

Students should not be dropped off at carpool or in classrooms without adult supervision.

Students are dismissed at 3:05 in the carpool circle. After school pick-up is not allowed in the back parking lot. Parent and guardians should not arrive before 2:45pm.

Afternoon Carpool Procedures

Carpool operates in the front of the school as designed. Cars may line up single file in front of the carpool slots (marked with rocks marked 1, 2, 3, and 4). Overflow cars will need to form a double line on First Street on the right side of the road in the grassy area; this is an easement that has concrete under it, so cars will not become stuck during inclement weather. We are not allowed to block personal driveways for any reason. Cars will be instructed to cross Birch Street and join the other cars in the SGES driveway loop as traffic and space allows. Should the carpool line become longer than First Street allows, cars will need to circle the block or park behind the gym and wait for a space in the line on First Street to become available. **You are not allowed to park and walk up to get your children.** (Personal dismissals must occur through the office before 2:45pm or after 3:30pm.) Families are expected to remain in their cars and follow the carpool procedure. All cars are required by law to turn right when exiting the school property.

There are occasional early dismissal days throughout the school year. Early dismissal times (except for the day before Thanksgiving break which is 1:00 pm) are: 11:30 a.m. Any student not picked up by 11:45 p.m. will be signed into the After School Program when available.

Attendance, Absences, Lateness

Students are expected to be at school on time. Parents and guardians are requested not to remove their children for travel during regular instructional periods or to extend school holidays.

Parents and guardians are asked to telephone the School by 8:00 a.m. each day when a child is absent. Students are responsible for all work missed during absences. Students often find it convenient to have a “homework buddy” who will secure assignments, papers, etc. if they are absent. Parents/guardians/students should request and pick up missed assignments through the Administrative Office.

Students who are absent for more than three consecutive school days because of illness must bring a written doctor’s excuse to the office in order to be able to make up work missed. St. George’s Episcopal School must comply with state laws regarding school attendance and an undue number of absences, regardless of the reason, may be a factor in deciding whether or not a re-enrollment contract for the next school year will be offered.

Late arrivals/Early dismissals

Classes begin immediately after chapel. In the first few minutes of class, the tone is set, announcements are made, and social interactions are set in motion for the rest of the day. Parents must accompany any student who arrives after 8:00 a.m. to the Front Office to get a tardy slip.

All students who arrive late must have their parents check them in at the Administrative Office and obtain a tardy slip. Students must explain their tardiness and provide a written excuse when appropriate (e.g., medical or dental appointment). When an appointment is anticipated, please inform the teacher in advance. Excused absences include health appointments, sickness, traffic accidents (not traffic), and extreme situations, such as a death in the family. Most other reasons will result in an unexcused absence or tardy. In order to insure that students have the best opportunity to learn, it is vital that students are on time. Students who are chronically tardy will meet with the Academic Dean and Dean of Students. The outcome of this meeting will be an agreed-upon plan that will include specific consequences for continued tardiness. We appreciate your collaboration in getting your children to school on time.

Parents taking a student off campus during the school day for whatever reason must sign the student out in the school office and receive an early dismissal slip to present to the teacher. Teachers cannot release a student for early dismissal without receiving notification from the school office.

Please do not extend the length of a school holiday. Students who miss the day before the beginning of a holiday or the first day of school following a holiday *will not be permitted to make up any lost work without previous approval from the Head of School.*

Medical, Sick Room and Medications

The school is required by the State of Georgia to have on file, a health form for every student enrolled in PK-8th grade. No student will participate in any school activity until this form is on file.

Special medical, mental, psychological, social, or emotional needs of students must be made known to the school.

Physicals are required to participate in school athletics.

When students are injured or feeling ill, they go to the sick room in the Administrative Office. Students are not allowed to go to the sick room without written permission from their teacher. After twenty minutes in the sick room, either the parents or guardians are called and the student is sent home, or the student returns to class. If a student is running a fever, the Administrative Office will notify parents and guardians and ask them to pick up their child as soon as possible. Students are required to remain at home for at least 24 hours **after** they are free from vomiting, diarrhea, or fever without the assistance of medication. This is especially important in light of flu outbreaks.

The school does not have a registered nurse on staff. The school, therefore, cannot accept responsibility for the administration of medicines. If students need to take medication during school hours or at After School Care, the medication must be kept in the Administrative Office and administered by office personnel or a member of the After School Care staff. All prescription medications must be in the original container with the child's name, times for administration and dosage information on the label. Written permission with clear instructions for times and dosage must be submitted with the medication. **No medication should be kept in student lockers, cubbies, book bags or on their persons. All medicine must be delivered to the teacher.**

Non-prescription medications must be labeled with the child's name and accompanied by a signed note from the parent indicating time and dosage information. Students may not keep medication (other than prescription inhalers) in their classrooms, backpacks, or in pockets. A log of all medications and first aid administered is kept in the sick room in the Administrative Office.

Books

Students will be given textbooks to use during the year. These are to be covered for protection. Students are responsible for the books assigned to them and are expected to return them in good condition when the work is completed or at the end of the academic year. Families will be billed for lost or damaged books.

Library

The Library is open at 7:45 a.m. each day and remains open throughout the day. Pre-Kindergarten through fifth grades have a scheduled library period weekly during which time the librarian reads stories and gives instruction in library use, literature appreciation, and research skills. Parents and guardians are invited to assist with weekly classes by helping to check out and shelve books. Middle School students use the library during class for research projects.

In addition to print and non-print resources, the Library has computers available for student use. The computers include word processing, spreadsheet, and presentation software, as well as reference resources, including the Internet. While in the Library, students are expected to observe library rules.

The Library has a color printer and a copy machine available for student use. Copies are limited to school related work. Permission is required for use of either the color printer or the copy machine.

Circulation Procedures:

1. Students are responsible for all materials checked out in their name.
2. Materials are checked out for two weeks and may be renewed by the student unless they have been requested by another student. It is necessary to bring the material(s) to the Library for renewal.
3. Reference or special reserve materials may be checked out overnight with the Librarian's approval.
4. Project materials are designated by teachers. Students may check out one project item at a time and there will be no renewals of an item that has been requested by another student.
5. Overdue notices are sent to students via homeroom teachers. A phone call to parents will be made for materials excessively overdue.

The Library will charge replacement value of the material(s) plus a \$3.00 per item handling fee. If lost materials are returned during the same school year and a replacement has not yet been ordered, the money minus the handling fee will be returned.

SECTION I:

Student Life

Behavioral Guidelines/Expectations

The goal of St. George's Episcopal School is to ensure a community where everyone is safe, respectful, and responsible for their personal behavior. Our goal is to provide each student with the support needed to make the learning environment positive for everyone. In cases of inappropriate behavior, it is the School's intent to match logical consequences to infractions. These guidelines do not cover all situations that may arise, and the school reserves the right to address issues that develop. The Dean of Students is responsible for detentions, while the Head of School administers suspensions and expulsions.

We ask that parents:

1. Talk with their children about key virtues that build strong character, for example, faith, hope, charity, honor, kindness, truth and courage.
2. Teach their children respect for law, authority, the rights of others, and for private and public property.
3. Work with the school in carrying out recommendations made in the best interest of the student, including discipline.
4. Remember that part of growing up is about sometimes making mistakes or failing, and that these are opportunities for positive personal change and growth.

We expect our students to:

1. Treat faculty, staff, classmates and visitors with respect, kindness and courtesy.
2. Honor the rights of other students to learn and the rights of teachers to teach.
3. Be honest in all situations, both social and academic.
4. Obey rules established in the classroom.
5. Exhibit good manners throughout the school campus and on field trips, and address all adults with respect.
6. Treat school property and the property of others with care and respect.
7. Comply with school uniform policy.
8. Be prompt in regard to assignments and attendance.
9. Be accountable for their actions.

These expectations apply to all school functions, such as athletic events and field trips, as well as to the regular school day.

Inappropriate Behavior

Minor inappropriate behavior includes, but is not necessarily limited to:

1. Disrespect shown to others
2. Inappropriate or disruptive behavior in the classroom, chapel, or while attending a school event
3. Dishonesty
4. Inappropriate use of the computer or electronic devices

5. Hitting or other inappropriate physical contact
6. Teasing or improper comments

There are some extreme cases in which a student may be suspended or expelled. Major infractions are, but not limited to:

1. Continued classroom disruption
2. Stealing or damaging school property or personal property of others
3. Improper or obscene language or gestures
4. Any speech or conduct that is seriously hurtful such as a racist remark or drawing
5. Fighting or bullying
6. Academic dishonesty
7. Possession or use of drugs, alcohol, and/or tobacco products on School property or at a school function
8. Possession of weapons (including knives, guns, or any type of tool/gadget that may be used as a weapon)

Consequences for Middle School Students

Demerits (minor infractions) and detentions (major infractions) will be given to students depending on the severity of the offense. In certain cases, a second demerit can be given based on the severity of the offense.

If a demerit or second demerit is given in the same quarter, the student will take home a demerit slip to be signed by the parent and returned to the Dean of Students. If any demerit slip is not signed and returned the next school day, the student will receive another demerit.

If a third demerit is received in the same quarter, the student will meet with the Dean of Students and a detention will be assigned.

If the disruptive behavior continues (or in the case of a serious infraction), the student will be meet with the Division Coordinator and may be required to come to the Dean of Students office. The student may be asked to call a parent or guardian to inform the parent/guardian of the problem. Alternatively, the Division Coordinator or Dean of Students may find it more appropriate to call the parent or guardian directly, with consultation from the teacher involved. A parent/teacher/student conference may be set up at this time.

An automatic detention will be given for inappropriate language.

Consequences for major infractions range from after school detention, suspension, or expulsion. Only major academic work missed in classes may be made up during suspensions.

Consequences for Lower School and Early Childhood Students

Teachers in the lower school and early childhood division use a similar system to reinforce appropriate behavior. The specific consequences vary to allow for appropriate developmental traits. Typically in these two divisions the following is followed:

First Infraction – Friendly Warning

Second Infraction – Time out of class or lunch

Third Infraction – Time out at recess

Fourth Infraction – Communication with parents

The length of time out of class, lunch, or recess is based on age of student.

Repeated behavior or severity of behavior may result in a referral to the Dean of Students.

Academic Integrity

Academic integrity is essential at St. George's Episcopal School.

In Early Childhood and Lower School, core teachers guide students to understand when work should be done collaboratively and when it should be done independently. Violations of academic integrity will be addressed directly by the teacher. Any serious violations will also be brought to the attention of the parents or guardians and the Academic Dean.

In Middle School, we have created an honor code for our students. Students must do their own work on tests. Teachers will clearly delineate whether work is to be completed individually or collaboratively on homework assignments, projects, and lab write-ups.

If it is determined that a Middle School student has violated our policy of academic integrity, the following will take place:

1. Parents/guardians will be notified;
2. Students will not receive credit for their work;
3. A detention will be assigned to that student during which time the Academic Dean/Middle School Coordinator and the student will be able to discuss further the importance of academic integrity.
4. Continued violation will become a behavioral issue and will be dealt with on a case by case basis with the Dean of Students and/or the Head of School.

Academic and Behavioral Probation in Middle School

Middle School Pass/Fail Policy

Any student failing two or more core subjects (English, History, Foreign Language, Math or Science) in the **final year average** will not be offered a re-enrollment contract for the next school year.

A student in Middle School will be placed on academic probation during the following quarter if he/she receives any of the following combinations of grades at the end of a quarter:

1. Two or more grades of “F”
2. One grade of “F” and two or more grades of “D”
3. Four or more grades of “D”

Students may remove themselves from probation by completing the following quarter with:

1. No grade of “F”
2. No grade of “F” and no more than two grades of “D”

At the end of each quarter, the Administrative Team, this is comprised of the three grade-level coordinators, the Chaplain, the Dean of Students, and the Academic Dean. They will review the academic and behavioral records of students eligible for probation or expulsion and make recommendations to the Head of School concerning appropriate action.

Middle School Athletic/Academic Requirements

Students must be eligible academically to participate in middle school sports. Eligibility requires at least a C cumulative average and no failing grades for all CORE subjects at the end of each grading period. The middle school faculty and administration reserve the right to limit athletic participation for any student when it is in the student’s best academic interest. For example, a failing grade at midterm in a core subject may require some action in this area. Such a decision will be made in conversation with the student, the athletic director, and the parents or guardian.

Students who miss class for athletic or other school events are responsible for completing all missed work in a timely manner. Students will not be permitted to participate in any athletic event, including routine practice, if they have been absent from class during any part of that day without the specific permission of the Head of School. In addition, students who habitually fail to attend classes or who are tardy following an athletic event may, for the sake of their physical health and academic well being, be prohibited from further participation

Grading System

It is important for students and parents to have a clear understanding of academic progress. Simply receiving a single letter of the alphabet on a piece of paper does not give them any depth of understanding. St. George's teachers are required to complete narrative reports at least twice a year, depending on the grade level. These narratives are the teacher's summary of how each individual student is doing and include references to specific strengths and weaknesses for that student. The narrative should also include recommendations or suggestions for future improvement or challenge. Parents are encouraged to read these carefully and to call the teacher for any additional clarification, which might be helpful. Only students in grades three through eight receive letter grades along with narratives.

The grading system for St. George's Episcopal School is as follows:

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = Below 70

An **incomplete** may be given at the end of any grading period if a student has been unable to complete all of the required work due to an extended illness or other extenuating circumstances. An incomplete is not given merely because a student has failed to turn in an assignment on time. At the teacher's discretion, work may be accepted late with a penalty for the lateness. However, if a student has had the chance to complete the work and has failed to do so, the student receives no credit for that work. If a student receives an incomplete on a report card, he has one week in which to complete the work, although this period may be extended in cases of long absences (over two weeks), if cleared by the Academic Dean.

Middle School Exams

In the first semester of the 6th grade, students will take exams in Math and English with exam grades counting 10% of the semester grades. Bible, Science and History exams will count as chapter tests. In the second semester, 6th grade students will take exams in Math, English, History and Science with exam grades counting 10% of the semester grade. The semester grades will be averaged together to determine a final year grade. Students in 7th and 8th grades will take exams covering material from the two previous quarters in all core courses at the conclusion of each semester. Exam grades will count 20% of the semester grade. The semester grades will be averaged together to determine a final year grade.

Eighth grade students with an "A" average for the year (determined at midterm of the 3rd Quarter) will be exempt from the final exam in that class.

Homework

At St. George's Episcopal School, homework assignments are made with one or more of the following in mind:

- to prepare students for upcoming lessons by gathering data, experimenting with ideas, drafting writing assignments, and/or reading background materials
- to extend or make more meaningful a concept introduced at school by transferring or applying the concept to the home or community environment
- to encourage creativity, originality, and curiosity by integrating diverse concepts
- to engage students in purposeful practice relevant to his or her learning
- to avoid strictly rote skill-building without a context of learning, investigation, and challenge, especially when the student may have already mastered the skills involved in the assignment.

Homework, beginning in Kindergarten, is given to complement work done in class. In the early grades, up to one-half hour per night, Monday - Thursday, is the norm. In fourth and fifth grades, students work from 45 minutes to an hour each night. Other than on-going larger projects, it is the School's philosophy that weekend homework in the Early Childhood and Lower School is to be avoided, honoring time for family and relaxation.

In the Middle School, classes that meet daily will have homework on Monday-Thursday evenings. Students in 6th-8th grades should expect 1-1/2 to 2 hours of homework daily (20-30 minutes for each core subject). Homework assignments are posted on Headmaster Suite. Students may have assignments that require some weekend work. In addition, longer-term assignments presume weekend attention by students. In such cases, classroom teachers will present outlines of project due dates. Students are expected to carry planners to all classes and to record homework assignments on the day they are given and on the day they are due. Students who do not complete required homework when due may lose all or partial credit for the assignment. Parents and guardians are encouraged to check student planners and Headmaster Suite as a way to support their children. Students and parents should check with individual teachers on homework expectations and specific policies.

Chronic failure to complete homework/class work may result in academic probation and/or non-renewal of the student's enrollment agreement. Please refer to the Absences & Lateness section for information about homework in the event that your child is absent.

Study Hall is offered for middle school students.

Tutoring

There may be times when a student needs help over and above that which the regular schedule provides. St. George's teachers are available for extra help every Monday afternoon until 4:00pm. If additional help is needed, parents should contact the teacher to make arrangements for extra help sessions before, during, or after the normal school day.

Prolonged tutoring should not be necessary. However, because of extended absences or other such factors, outside tutoring may be necessary. Parents should speak with the classroom teacher about the possibility of referral to an outside tutor. Teachers may not be paid to tutor their own students. Parents are asked to refrain from making such decisions for their children without first having a conference with their teacher(s). It is important for an outside tutor to work closely with the classroom teacher to ensure consistency and continuity.

Honor Rolls

The pursuit of academic excellence is paramount for all students. To reward those who have achieved a commendable success in academics, the school offers several forms of recognition.

The Headmaster's List

Students achieve this highest honor by earning no lower than an "A" in all subject areas, including co-curricular classes for any given quarterly grading period.

The Honor Roll

Students achieve this honor by earning no grade lower than a "B" in all subject areas, including co-curricular classes for any given quarterly grading period. Honor rolls for the first semester are based on semester averages and honor rolls for the year are based on final grades.

Bullying, Sexual Harassment

Bullying is in intimidation or harassment-verbal, physical, cyber bullying, etc. are serious offenses and subject to disciplinary action up to an including immediate suspension and/or expulsion.

Sexual harassment violates Title VII of the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, and School policy.

Bullying and/or Sexual harassment will not be tolerated and could result in suspension and/or expulsion.

Examples of sexual harassment:

- unwelcome leering, sexual flirtation or propositions
- unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic verbal comments about an individual's body or overly personal conversation
- sexual jokes, stories, drawings, pictures, or gestures
- spreading sexual rumors
- teasing or sexual remarks
- touching an individual's body or clothing in a sexual way
- cornering or blocking normal movements
- displaying sexually suggestive objects
- any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or against an individual who participates in the investigation of a sexual harassment complaint

In the event an individual believes he or she is the subject of sexual harassment, the first and best thing to do is to let the other person know that his or her conduct is unwelcome and unacceptable. If this does not resolve the problem, the situation should be reported to one of the Division Coordinators or the Dean of Students. If an individual is not satisfied with the results of this first round informal process, the situation may be appealed to the Head. If the conduct of the Head of School is being questioned, the situation should be reported to the Chair of the Board of Trustees.

Computer and Internet Acceptable Use Policy

Please read this document carefully before signing because the signatures at the end indicate the parties who signed have read the terms and conditions and understand their significance. Parents: please review and discuss these rules with your child before returning this form.

The SGES computer network is available to students and faculty. We are pleased to offer this access the SGES community and believe the network offers vast, diverse, and unique resources including Internet access. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to the Internet also comes availability of material that may not be considered to be of educational value in the context of a school setting. Families need to be aware that any individual with Internet access may post information, photographs or other media. Consequently, on a global network it is impossible to control all materials and an industrious user may discover controversial sites that may contain defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive, or illegal material. SGES has addressed this problem by installing filtering software on its network. However, no filtering software can guarantee that all offensive materials will always be unobtainable. SGES firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibly that users may procure materials that is not consistent with the educational goals of the school.

Users should not expect that files stored on the SGES network will be private. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibility.

All SGES rules are applicable to the use of computers and related technologies. Any user must adhere to the same code of ethics that governs all other aspects of life within the bounds of our learning community. Any actions performed or initiated on the network must reflect integrity, honesty, and compliance with the SGES rules of conduct.

While using any computer at school – in the computer lab, library, or classrooms – the following will not be permitted:

- Disclosing home address, telephone numbers, or other personal information
- Sending or displaying offensive messages, pictures, or media of any kind
- Using obscene or profane language or harassing or intimidating others
- Violating copyright laws
- Using another's password
- Trespassing in another's files, folder, or work
- Downloading any files, programs, etc. without teacher approval
- Accessing online "chat rooms," or instant messaging
- Accessing private home email accounts, social networking sites, or any other personal web page or outlet without specific permission.
- Changing any of the settings on the computers. This means you may not change the background, the icons, the screen saver, etc.
- Employing the network for commercial purposes or using the network for personal and/or private matters including the uploading of video and / or text

These rules apply to all student users at SGES. Violations may result in a loss of computer privileges as well as other disciplinary action. When in doubt of any activity you should check with your teacher beforehand.

STUDENT

I understand and will abide by the above Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked and/or school disciplinary action may be taken.

Student Name: (please print)

_____ Homeroom Teacher: _____

Student Signature: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that the computer network access is designed for educational purposes. I recognize it is impossible for SGEs to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I understand that should my child commit any violation that his or her privileges may be revoked and disciplinary action may be taken.

Parent Signature: _____

Date: _____

Electronic Devices

Cell phones, radios, iPods, MP3 players, electronic games, electronic readers, and TVs may not be used during the school day. If students on campus use any of these items, they will be taken away and held by the **Dean of Students** until a parent/guardian comes to claim the item. Cell phones are not to be used on campus; if a student must make a phone call at school – including after school – he or she must request permission and use the phone in the office.

Electronic readers may be used for reading purposes. Laptops are permitted at the discretion of the classroom teacher and the Academic Dean.

Uniform Requirements

Uniforms are required for all St. George's Episcopal School students. Our required uniform vendor is Sunshine Uniforms. An on-location service is offered each year in June, you can visit their store in Atlanta across from Lenox Mall or you can purchase items on line. Our customer ID # and uniform specifications are as follows:

ST. GEORGE'S EPISCOPAL SCHOOL CODE: BGE10.UNI with Sunshine School Uniforms.

GIRLS TOPS: GRADES: PK3-8TH

-POLO DRESS: 1138 NAVY WITH LOGO **PK3-2ND ONLY**

-BABY DOLL DRESS: 1136 HOUNDSTOOTH N/W AND NAVY BOTTOM **PK3-K ONLY**

-POLO BLOUSE: 1538 NAVY OR WHITE SHORT PUFF CAP SLEEVE WITH LOGO

-POLOS BLOUSE: 1528 NAVY OR WHITE LONG PUFF CAP SLEEVE WITH LOGO

-BLOUSE: 152 Q WHITE SHORT SLEEVE WITH LOGO **(DRESS DAY)**

-BLOUSE: 152R WHITE LONG SLEEVE WITH LOGO **(DRESS DAY WINTER OPTION)**

-SWEATER VEST: 3442 RED WITH LOGO **(DRESS DAY) PK3 - 5TH ONLY**

-BLAZER: 3605 NAVY WITH PATCH LOGO **(DRESS DAY) 6TH - 8TH ONLY**

GIRLS BOTTOMS:

-SKORT: 1460/1461 HOUNDSTOOTH N/W **(DRESS DAY)**

-SLACKS: 2111 KHAKI FULL ELASTIC **PK3-K ONLY**

-SLACKS: 1630 KHAKI FLAT FRONT LOW RISE W/HALF ELASTIC

-SLACKS: 1631 KHAKI FLAT FRONT LOW RISE W/ADJUSTABLE WAIST BAND

-SLACKS: 1632 KHAKI FLAT FRONT LOW RISE

ALL GIRLS ACCESSORIES:

-SCRUNCHIE (4900): SASH BELT (4320) HOUNDSTOOTH N/W

-BOWS (4012) ;(4015); HEADBAND (4013) NAVY OR RED

-KROKER BOW: 4014 RED, NAVY AND WHITE

-KNEE-HI SOCKS: 4105 WHITE **(REQUIRED DRESS DAY)**

-BIKE/MODESTY SHORT: 3925 NAVY **(REQUIRED PK3-2ND GRADE WHEN WORN WITH DRESS)**

-LEGGINGS: 7111 NAVY

-TIGHTS: 4110 NAVY

BOYS TOPS: GRADES: PK3 - 8TH

-POLO: 3100 NAVY OR WHITE SHORT SLEEVE WITH LOGO

-POLO: 3103 NAVY OR WHITE LONG SLEEVE WITH LOGO

-OXFORD: 3300 WHITE LONG SLEEVE WITH LOGO **(DRESS DAY)**

-SWEATER VEST: 3442 RED WITH LOGO **(DRESS DAY) PK3 - 5TH ONLY**

-BLAZER: 3600 NAVY WITH PATCH LOGO **(DRESS DAY) 6TH - 8TH ONLY**

-NECKTIE: 4200/4203 NAVY, RED AND KHAKI (COLOR 108) **(REQUIRED DRESS DAY FOR ALL BOYS)**

BOYS BOTTOMS:

- BOYS SHORTS: 3911 KHAKI FULL ELASTIC **PK3-K ONLY**
- BOYS SHORTS: 3907 KHAKI NO CUFFS ½ ELASTIC
- BOYS SHORTS: 3950 KHAKI FLAT FRONT
- PANTS: 2111 KHAKI FULL ELASTIC **(DRESS DAY) PK3-K ONLY**
- PANTS: 2102 KHAKI ½ ELASTIC
- PANTS: 2168 KHAKI FLAT FRONT W/ADJUSTABLE WAIST BAND
- PANTS: 2134 KHAKI FLAT FRONT

BOYS AND GIRLS ACCESSORIES:

- LOW RISE SOCKS: 4125 WHITE
- BELTS: FLAT (4301); BRAIDED (4304) BROWN OR BLACK
- SASH BELT (4320) HOUNDSTOOTH N/W **GIRLS ONLY**

BOYS AND GIRLS WINTER ITEMS

- SWEATSHIRT: 7100 NAVY WITH LOGO
- HOODED JACKET W/FULL ZIPPER: 3517 NAVY WITH LOGO
- HOODED SWEATSHIRT: 7106 NAVY WITH LOGO "SGES" APPLIQUE
- SCARF: 4010 HOUNDSTOOTH N/W

Guidelines for Dress Days:

DRESS DAYS ARE ANNOUNCED BY THE SCHOOL. DRESS DAY ATTIRE IS REQUIRED FOR ALL STUDENTS. DRESS DAYS ARE EUCHARIST (3RD – 8TH GRADES), MOST FIELD TRIPS, AND SPECIAL SCHOOL EVENTS.

For Boys:

- a. Navy Blazer (with SGES logo) for middle school and Red sweater vest for pk3-5th grade.
- b. White Dress Oxford (with SGES logo)
- c. Approved Tie
- d. Khaki Pants (SSU brand)
- e. Brown, Black, or Navy Dress Shoes and Belt
- f. Socks must be brown, black, navy

For Girls:

- a. Navy Blazer (with SGES logo) for middle school and Red sweater vest for pk3-5th grade.
- b. White Dress Blouse (with SGES logo)
- c. Approved HOUNDSTOOTH Skort
- d. Black or Navy Flat Dress Shoes (less than one inch heel)
- e. White Knee High Socks
- f. Accessories may only be black, navy, red, or white

General Guidelines for Dress and Every Day Uniforms:

1. Students may not wear any articles of clothing, shoes, accessories, or wear their hair with fluorescent, patterned, or extreme colors, designs, or fashions.
2. **All outwear clothing worn inside all school buildings during the school day must be SGES approved. Other items maybe worn outside, but must be taken off once in class, chapel, etc.**
3. Students' hair should be natural in color and conservative styles. Hair may not be pink, purple, or other extreme color and may not be cut with mohawk, spike, or other extreme styles.
4. Shirttails must be tucked in.
5. Girls' skorts length must be within four (4) inches from the top of the knee.
6. Girls should only wear stud earrings.
7. Boys' hair should be above the eyebrow, earlobe, and shirt collar.

Students out of dress code on Dress Days will receive one demerit (if in Middle School) and will be required to wear their Dress Uniform the next school day. Second offences will receive two demerits (if in Middle school) and will be required to wear their Dress Uniform for the next five school days.

Guidelines for Every Day Uniforms:

1. Students will be in Every Day Uniforms unless specified.
2. Boys and Girls:
 - a. Navy or White, Short or Long Sleeve Polo with SGES logo
 - b. Khaki pants
 - c. Closed toe and back shoes, which are prominently black, brown, navy, white, or grey
 - d. Socks should be brown, black, navy, or white
 - e. Accessories should be black, navy, red, or white
3. Girls Only:
 - a. Navy Polo Dress with SGES logo (PK3-2ND ONLY)
 - b. Houndstooth and Navy BABY DOLL DRESS (PK3-K ONLY)
 - c. Navy or White Polo Blouse with Short or Long Puff Cap Sleeves with SGES logs
 - d. Houndstooth Skort
4. Boys Only:
 - a. Khaki shorts

Students out of Every Day dress code will receive one dress code violation and will be required to fix the violation before returning to class.

General Guidelines for Dress and Every Day Uniforms:

- Students may not wear any articles of clothing, shoes, accessories, or wear their hair with fluorescent, patterned, or extreme colors, designs, or fashions.
- **All outwear clothing worn inside all school buildings during the school day must be SGES approved. Other items maybe worn outside, but must be taken off once in class, chapel, etc.**
- Students' hair should be natural in color and conservative styles. Hair may not be pink, purple, or other extreme color and may not be cut with mohawk, spike, or other extreme styles.
- Shirrtails must be tucked in.
- Girls' skorts length must be within four (4) inches from the top of the knee.
- Girls should only wear stud earrings.
- Boys' hair should be above the eyebrow, earlobe, and shirt collar.

Students who violate these expectations will receive a dress code violation and should fix the violation before returning to class.

If the student can NOT fix the violation on the first offense a demerit will be issued and the students should fix the violation before returning to school the next day. Three (3) dress code violations (for every day dress and dress down days) equal one (1) demerit.

Dress Code for Dress Down Days

The dress code for dress down days is based on the principle that the dress of students, teachers, and the administration has a direct impact on the educational climate of the school. SGES continues to have a dress code even on non-uniform days to provide guidelines for the standards in attire that allow for creativity, independence, and comfort for each person, while encouraging respect for the educational environment and the dignity of the School. Students will dress for school in clean and neat attire.

- **Not allowed:** torn, holey, skin-tight or excessively baggy clothing; pajamas worn as clothing; undershirts worn as outer shirts; bare midriffs; spaghetti straps; underwear that shows; inappropriate graphics, wording, or material
- **Shorts, Skirts, and Dresses:** the hems of shorts, skirts, and dresses should be appropriate for school (i.e., should extend past the end of fingertips when standing). Short and skirt lengths should be 4 inches or less from the top of the knee. Dress and skirt lengths should be 2 inches or less from the top of the knee.
- **Shirts:** may be sleeveless, but no tank tops or spaghetti straps allowed.
- **Hats are not to be worn inside school buildings;** they may be worn outside during recess and break and should be worn appropriately.
- **Shoes must be worn at all times on school property.** No “wheely” shoes are allowed. Only athletic (non-marking) shoes may be worn on the gym floor. Comfortable, practical shoes are best for school. Keep in mind that in Early Childhood and Lower School students need to be able to run and climb; flip-flops and open-toed shoes are not recommended.

Should there be any question of whether a student is inappropriately dressed; the student will be sent to consult with the Dean of Students. If the attire is determined to be inappropriate, parents and guardians will be notified, and the child may be required to return home to change. St. George's Episcopal School encourages parental guidance in helping children make clothing choices that are responsible and suitable. Parents and guardians are responsible for sending their children to school dressed within school guidelines.

Food and Lunch

The school does not provide lunches to students. Please be certain that your child has an adequate lunch each day. We encourage families to pack nutritious, protein-packed, waste-free lunches, in reusable containers and to send drinks in thermoses or reusable containers.

On occasion, when weather permits, food will be eaten outdoors at the picnic tables. Students should not bring items that require kitchen preparation; there is a microwave available for students. Hot water is available. No candy, gum, or caffeinated beverages are allowed. Drinks in glass bottles are not allowed. Premade lunches are available for purchase through local vendors. Parents and guardians must order these lunch options by the month. Order forms will be sent home in Monday folders and posted on the website.

It is the collective responsibility of students to be certain that the campus is clean and litter-free. All compost, recyclables, and trash must be deposited in the appropriate containers.

Lunch times are approximately:

11:00 to 11:30 for early childhood

11:30 to 12:00 for middle school

12:00 to 12:30 for lower school

Lost & Found

Items left or misplaced throughout the building or on the playground will be put in the Lost & Found bucket, which can be found in the lunchroom. Valuable items will be left with the Administrative Office. Please check the Lost & Found periodically to help avoid the large accumulation of items that occurs monthly. Unclaimed items are delivered to local charities throughout the year.

Money and Valuables

Money and valuables are not to be brought to school.

Student Supplies

SGES provides textbooks, books, and workbooks to all students. Students are asked to provide paper, pencils and other necessary supplies for individual classroom use. Supply lists are mailed to students in their summer packets.

SECTION J:
Extra-Curricular Activities

Student Government

In the fall, Seventh graders campaign for the office of President and sixth and seventh graders campaign for the office of Vice-President, Secretary, Treasurer and Spirit representative. In addition to these positions, class representatives from each Middle School grade are elected to serve on the Student Council. Meetings are held once a week during lunch with a faculty advisor.

In order to be considered, rising seventh and eighth grade students must submit a statement of interest to the faculty advisor. The faculty advisor and the Middle School Coordinator review submissions and prepare the ballot for elections.

After School Extended Care

Our after-school program for grades PK-8th grades is designed to provide a safe and engaging place for students to interact from dismissal-6:00 p.m. We strive to provide the necessary balance between structure and free play. We offer sports, games, and daily activity taught by our staff. We serve a snack daily. We make it a priority to use quality ingredients and avoid processed foods whenever possible.

Supervised study hall/homework assistance is held Monday-Thursday for all students enrolled in Extended Care from 3:30-4:30.

After school extended care will not be provide on early dismissal days before a few holidays. Those days in the 2011-2012 calendar are:

October 7 th	November 18 th	December 16 th
March 16 th	May 3 rd	May 25 th

All students must be signed out daily by an authorized individual. Written authorization must be on file for any non-parent/guardian picking up a student or if a student leaves school unattended.

Students must pre-register to attend After School Extended Care. SGEs offers Extended Care during regular school days, all SAIS early dismissal days and parent conferences. Payment for Extended Care is billed through the Business Office at the end of each month. Billing only occurs for days used.

Students who are picked up late will be charged \$25.00 for the first five minutes and \$1.00 for each additional minute. Excessive late pickup of students will result in loss of after school privileges.

To reach Extended Care staff between 3:00 and 6:00 p.m., please call Tammy Hill. **The after school phone number is 770/584-2145.** For any questions about the program, please contact Erin Mulder, Academic Dean at emulder@sges.org.

Birthdays

Few days are as exciting and important to children as birthdays, whether their own or those of their friends and classmates. It is hoped that all children might be included in birthday parties and celebrations. However, when that is not possible, invitations to birthday parties must be mailed outside school. On the student's birthday, with prior teacher approval, special treats may be brought by a student to share with classmates on his/her birthday. In choosing a snack, please stay cognizant of our emphasis on nutritious and healthy foods. Parents may bring appropriate treats for the class such as milk and cupcakes, making sure there is enough for the entire class. Parents, guardians, and students must check with the teacher or advisor in advance to discuss grade-level guidelines and any food allergies among classmates. In addition, we insist that all celebrations within school are modest in scope and amenities. We believe that birthdays at school should be acknowledged, but should not be elaborate celebrations.

On Friday mornings during the Celebration Chapel, students whose birthdays are that week receive special recognition, a birthday blessing, and a rousing rendition of "Happy Birthday". Parents are encouraged to attend.

The library has available special books for parents to donate in honor of their children's birthdays. Parents may choose one or may prefer that their children select their own. An inscribed bookplate is placed inside the book with the birthday child's name and date of birth, along with the name of the donor(s). The book is given to the child during Friday's Celebration Chapel and then returned to the school library after it has been enjoyed at home. This is an important program for our library, and all parents are encouraged to participate in this wonderful means of honoring their children. Please contact the librarian for additional information, including cost.

Class Email/Group Lists

Classes often set up classroom email lists to communicate with other parents/guardians in their child's classroom or grade. These lists should be set up by the room parents/grade-level parents of that particular classroom (Early Childhood and Lower School) or grade (Middle School) in consultation with their respective Parents' Association Liaisons. ***Lists should be used only to inform the class/grade of activities to which all students and/or parents/guardians are invited or to disseminate information that is related to St. George's Episcopal School activities.***

Social Events and Parties

Planning private parties and gatherings should occur outside of school hours and invitations should be mailed so that those not invited do not feel excluded. Whenever possible, include the entire class (or all class members of the gender). Students are encouraged to refrain from discussing events unless the entire class is invited. No gifts, packages, or invitations are to be brought to school unless it is a class party.

Social events are held several times a year for Middle School students. These are planned by Student Council. The dress code also applies to dances.

Field Trips

Field trips are arranged by faculty and are an integral part of the curriculum. Parents and guardians must complete permission and emergency forms each year. Classroom teachers coordinate transportation.

This year we are simplifying our procedures and, at the same time, improving our ability to protect your children. Volunteer chaperones on field trips must be:

- at least 21 years old
- criminally screened as specified per the *Volunteer Disclosure Form*
- physically able to do the job
- able to work well with students

If a volunteer chaperone will drive, they must complete the *Volunteer Driver Checklist* and submit a copy of their driver's license and insurance card.

Parents/guardians must be on the approved list in order to drive children on school-related trips.

Any vehicle used to transport students must be in a safe mechanical condition, including seatbelts for each person. **Children weighing less than 100 pounds must not ride in the front seat. All children under the age of 8 MUST ride in booster chair.** Drivers are expected to refrain from talking on cell phones while transporting children on school events. In the case of an emergency, the faculty member coordinating the activity is responsible for decision making and informing the school of events as they develop.

Students must wear Dress Day Uniforms on all field trips, unless otherwise the teacher has other instructions.

Interscholastic Sports

In accordance with guidelines from SACS and in compliance with recognized standards for developmentally and age appropriate sports, St. George's offers a variety of after-school athletics for grades 5-8, including cross country (fall), cheerleading (fall and winter), basketball (winter), golf (spring), tennis (spring), and track and field (spring). Sports are played interscholastically with other independent and public schools in the Middle Georgia area. The Athletic Director, in consultation with the head of school, is the supervisor of all matters related to the program.

Sports are offered on an annual basis as there is interest and a sufficient number of players to offer the particular sport. In accordance with Title IX, every effort is made to provide equal opportunities and facilities for both boys and girls. At the present time, it is school policy that all students eligible for a team may join the team and continue on the team as long as all school and team requirements and expectations are met.

Practice

Athletes are expected to attend regularly scheduled practices. When academic and athletic obligations conflict normally the academic obligation will take precedence.

The length of practice sessions for any sport is generally less than two hours. Practices may be conducted only when the officially designated coach is present. There will no scheduled practices or team meetings on Sundays. Practices and team meetings may be held during a school holiday only with head of school's approval and will be voluntary. Students unable or unwilling to attend such team events during holidays will not be penalized.

Sportsmanship

St. George's expects only the very best sportsmanship from players, coaches, spectators – both students and family members. All constituencies at an athletic event, whether at home or away, represent the school to the community. Unsportsmanlike behavior of any kind is counter to the standards of the school and to its mission and ministry. For purposes of this policy, "unsportsmanlike conduct" includes – but is not limited to – the use of alcohol or drugs, fighting, use of profanity, making derogatory remarks or insults to opposing players, coaches, fans, game officials, or any other conduct which could represent a potential embarrassment or liability to St. George's Episcopal School.

Inclement Weather

CallingPost will be used to alert parents, students and faculty of unplanned school closings due to inclement weather. A call will go out to each home phone and cell phone we have on file for a family. CallingPost calls until a live voice or answering machine/voice records the message. Please make sure the office has been notified of all home and cell phone numbers.

SECTION K:

Details for Parents and Guardians

Assemblies/Pep Rally's

School assemblies are generally held on Friday during chapel or Friday afternoons at 2:15pm in the gym. Programs include class performances, invited guests, school announcements, recognitions, multi-cultural programs, fund-raising kick-offs and enrichment programs. Occasionally, special assemblies are held on different days or at different times due to artist/speaker availability or so that we can offer age-appropriate programs.

The assembly schedule is posted on the School website calendar, and parents and guardians are always welcome to attend.

Donations

Donation offers of computer equipment, office furniture, or other gifts-in-kind should be coordinated through the Development Office. St. George's Episcopal School tries to keep its equipment current and compatible with existing assets. Therefore, please contact the appropriate staff member before bringing in your donation. St. George's Episcopal School cannot use and will not accept broken or obsolete computer equipment, old furniture, or vehicles. People donating items to the School may request a tax-deductible gift form from the Development Office.

Electronic Correspondence

At St. George's Episcopal School we save an immense amount of paper by using email as our primary mode of communication with families. We need your help in making sure we have the most current contact information for you and that you are actually receiving our emails. We use these email lists to send out teacher correspondence, billing statements, letters from teachers and administrators, information on scheduling parent/teacher conferences, and emails from room parents. Without a correct email address in our system, you will not receive important information from teachers or billing statements from our Business Office. We also send out our weekly Friday Newsletter (Dragon Tale) electronically with news of school events and learning highlights.

Families enter the SGES email system through the information they supply on their contracts each year. In the summer, we send home a printout of the information we have on file for you and ask that you return it with any changes. Even with the correct information in our system, you still may not get our email if your mailbox is full. Also, some email providers filter our email correspondence into your junk mail box by default.

- New this year: you can let us know when your contact information changes by filling out a form on our website:
<http://www.sges.org>
- For questions about the information we have on file for your family, please send a note to our Registrar, Laura Parks at barnold@sges.org.
- For questions about your child's report cards or progress reports feel free to contact the teacher or Academic Dean or their Division Coordinator.
- For questions about billing please contact the Business Office (jturner@sges.org).

Emergency Preparedness

Students participate in regularly scheduled fire, tornado, and lock-down drills throughout the year. Faculty and staff are regularly trained in emergency procedures. The School keeps emergency supplies (food, water, medical) in secured, fireproof on-site storage. Parents and guardians, those of younger children, may choose to provide their own emergency kit, which will be placed in the School's emergency shed. Family-supplied kits must be sealed, have the child's name written clearly on the outside of the kit, and be no larger than 10" x 10" x 2".

Monday Folder

The Monday Folder contains letters from the Head of School, important weekly notices, reminders, updated calendars, and information about current activities in the School. Parents should contact the Office Manager, Laura Parks for approval of items submitted for the Monday Folder. All items must be submitted by Thursday at noon the week prior to distribution. The Folder is distributed to all families each Monday, except in the case of shortened weeks due to holidays, conferences, etc.

It is important for parents and guardians to read the contents of the Monday Folder every week.

Website and Electronic Communication

Our website, www.sges.org and Headmaster Suite provide current information on topics ranging from admission to Parents' Association information to sports team schedules. The website also contains updated calendar information. On Headmaster Suite, each parent or guardian has an individual user name for login and a personally selected password. A link to Headmaster Suite is provided on the website for your convenience.

Notices are often sent out to the SGES community via classroom or grade-level email lists. Parents and guardians are asked to notify the School if their email address changes during the year.

Image Use Policy

St. George's Episcopal School regularly uses photos and videos of current and former students and samples of their work in a variety of media to illustrate the vibrant life of our educational community. These media may include school publications (including e-newsletters, Annual Report, and other print publications), the School's website, advertisements, admissions materials, and social media. It is our policy that individual students' images will never be identified by name when are used in this way and that samples of students' class work will never be identified with their last name. Families who prefer that images of their child(ren) or samples of their work not appear in school-related publications, promotional materials, or social media are asked to inform the Development Office in writing.

Head Lice Policy: No Nits (Lice Eggs)

No family or school welcomes an outbreak of lice – but unfortunately, outbreaks are inevitable. Our goal is to minimize as best as possible the impact on families, staff, and most important of all, the educational process. To decrease the duration of outbreaks, SGES has a “no lice, no nits” policy.

We ask parents/guardians to notify us immediately if lice are found, by contacting the Academic Dean, Erin Mulder at emulder@sges.org. Because lice are easily spread, it is helpful if you can tell us who else may have been exposed at a sleepover, play-date, or even a carpool. We ask that you also contact the other families of children who may have been exposed. (We do our best to keep this information confidential and limited to the group of teachers and administrators involved.) Parent/guardian volunteers will check all students in the class to determine the extent of the outbreak. To the extent possible, we try to avoid disrupting the academic process. Students with lice or nits will be removed from class and sent home for treatment, along with information on treatment options. Other families in the class will receive an email notice that there has been an outbreak, along with information on treatment.

Students who have been sent home can return to school once they are free of lice and nits, but must be checked before returning to class with a new change of clothing, or bring in a doctor/nurse clearance note or a clearance certificate from “Lice Control” or another acceptable commercial company that removes lice and nits. The parent/guardian needs to accompany the student to school for this check. If lice or nits are found, the child will be sent home. The child may return to school only after all the lice/nits have been removed. There will be a follow-up check approximately a week later in case nits were missed, or in case the source of the infestation has not been remedied. In extreme cases, if a student is continually re-infected with lice and consistently re-infects his or her classmates, that student may be asked to leave SGES until the School believes that the problem is fully resolved.

We must emphasize that lice outbreaks happen in all kinds of schools and all kinds of households. We try very hard to not make children feel bad or ashamed about having lice. We ask that parents/guardians cooperate with us in this effort to reduce the negative perception often involved in lice outbreaks.

Photocopying

Photocopy machines are available in the library for student use. Parent/guardian use is limited to supporting school events and should be pre-scheduled with the Administrative Office to insure availability and sufficiency of supplies.

Security

St. George's Episcopal School strives to maintain a safe and secure campus. We have staff personnel in front of the School at morning drop-off and after school for pick-up to ensure safety. All exterior doors remain locked during the school day in all buildings. All visitors are required to sign in at the Administrative Office and receive a Visitor's Lanyard. We ask everyone to greet any unfamiliar person and introduce yourself to that person, directing him/her to the Administrative Office. This will help all of us become better acquainted with our own community. If you ever have reason to believe someone on our campus does not belong here, please notify the first staff member you see.

Telephone Calls and Messages

Except in cases of emergency, telephone messages to students are discouraged. Unless a staff member has given permission, students may not use the telephones in the Administrative Office. Student telephone calls must be made during non-instructional time. Please remember that students are not allowed to use cell phones on campus; we ask your cooperation in maintaining this policy. Faculty may be contacted directly through e-mail. Faculty and staff make every attempt to respond to communication within 24 hours.

Visitors & Visiting Classrooms

All visitors to St. George's Episcopal School must check in at the Administrative Office. To avoid disruption to the academic program and to ensure safety for the students, parents/guardians and visitors should not enter classrooms during the school day without the teacher's prior approval.

Parking and Carpool

Traffic Policy

The purpose of St. George's Episcopal School's traffic policy is to:

- reduce risk and improve safety
- support ease of access for our families
- maintain ease of access for all neighbors to move in and out of the neighborhood with minimal disruption during high traffic periods
- maintain good relations with our neighbors

Driving Rules

When driving to drop off, pick up, or to park for an extended period of time, the following rules are essential for safe entry and exit:

- Please use caution and do not drive quickly when approaching school or in the parking lot.
- No students should be picked up or dropped off on Birch Street in front of the school.
- All vehicles should pull to the end of the carpool circle for drop-off and pick-up.
- Vehicles must never be left unattended at the front curb during drop-off or pick-up.
- Please respect the intentions of SGES staff that are directing traffic and follow their directions. They are there for your family's safety.
- No parking is allowed in front of the gym along Birch Street.
- For student pick-up, please place the placard with your child's name on your dashboard or visor. This system facilitates our getting your child into your vehicle as quickly as possible.

Carpooling

All parents/guardians, faculty, and staff are encouraged to arrange carpooling whenever possible. Carpooling saves time and money, helps the environment, and minimizes the number of cars requiring parking, thereby reducing the effects on our neighbors.

Front, Back and Side Parking Lot Use

If you are visiting the School for any extended period of time, please use the front, back, or side (behind the gym) parking lots. Children may only be picked up after school by a parent, guardian, or childcare provider in a car, in front of school in the carpool line. Under no circumstances are children allowed to walk to a parked car without an adult. Because the driveway is narrow, it is essential that all drivers take extra precautions to assure a safe entrance and exit. When entering the parking lot itself, be sure to remain in line and do not pass other vehicles.

Front Parking Lot Use

The front parking lot is reserved for visitors, parents, and emergencies during the school day. It is used for carpool between the hours of 7:45-8:00 am and 2:45-3:15pm. Please do not park in the front lot during carpool.

Parking for Large Events

Parking for large events such as Open House, performances, art shows, and science fairs may spill over onto the street as parking lots are filled. No parking is allowed in front of the gymnasium along Birch Street to assure accessibility of emergency equipment as well as ease of access for all neighborhood traffic. Additional parking is available behind the school and behind the gym. Whenever possible, St. George's Episcopal School will provide traffic monitors before and after the events to direct the flow of traffic and to answer questions.

Dismissal from School

The school reserves the right to dismiss a student during the school year for justifiable causes (i.e. medical, behavioral, academic, or financial). A student is dismissed from St. George's Episcopal School when the student's continued enrollment is deemed not in the best interest of the student or the school, or if the student's behavior has become unduly disruptive to the school's educational environment. Involvement in any abuse or harassment may be cause for dismissal. Students involved with the use of illegal drugs or abuse of other drugs or those involved with the use of alcohol will be dismissed. The decision to dismiss a student is made solely by the head of school. There is no refund of tuition.

Voluntary Withdrawal from School

Parents wishing to withdraw their children from the school must contact the head of school and complete the Student Withdrawal Form, ensuring that all textbooks, library books, and other school property have been returned to the school and that the student's financial obligations are met in full. There is no refund of tuition.

Parents' Association

Mission:

The St. George's Episcopal School Parents' Association (SGESPA) is a parent- and guardian-run organization that enriches the School experience by building community among parents, faculty, and administration, fostering community and friendship, and supporting our children's education through volunteerism and philanthropy.

Through its work, the SGESPA:

- promotes volunteer opportunities, parent education programs, and school events that foster community and encourage participation
- supports the School's mission, philosophy, and strategic plan
- facilitates communication between the parent and guardian body and the School
- sponsors fundraising initiatives that augment the school's resources.

Every St. George's Episcopal School parent and guardian is a member of the Parents' Association (PA) and is encouraged to participate. The PA committees include one-time and on-going opportunities; there are volunteer opportunities that will meet all parents' and guardians' schedules.

We believe that parent/guardian involvement helps enrich and create a better environment for all SGES students and fosters a better community overall. To access more information about the SGESPA, including a current calendar of activities, please visit our section of the SGES website at: www.sges.org.

Parents' Association Fundraising

The Parents' Association (PA) raises funds to support a variety of school programs. Each fall, as budget planning is conducted for the subsequent school year, the officers of the Parents' Association meet with the Head of School to discuss program areas and site enhancements that fundraising by the Association might support. The PA conducts several fundraisers each year. They include Square Art and assistance with the Get Away Gig auction. All fundraising activities must receive prior approval from the Head of School.