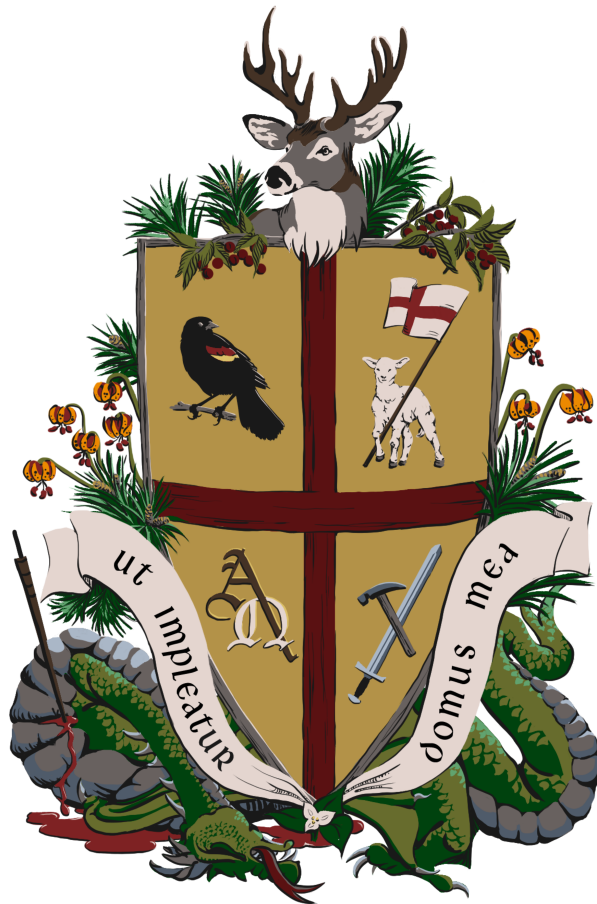


# Saint George Academy HANDBOOK



For Students and Parents

# The Reformed Episcopal Church



*Established in 1873 to preserve the evangelical witness of the historic Anglican church, The Reformed Episcopal Church is a founding jurisdiction of the Anglican Church in North America (ACNA). In a culture that seeks change for the sake of change, it is important to remember that God does not change, and that the Way to God has not changed. Only through Jesus Christ can men find hope, peace, forgiveness, and the acceptable way to know and worship God. For 140 years, the Reformed Episcopal Church has remained faithful to the inerrant Word of God, powerfully proclaiming the unchanging Gospel of Jesus Christ and worshiping Him in Spirit and in Truth using the biblical and time-honored Book of Common Prayer.*

*In "keeping the faith once for all delivered to the saints," The Reformed Episcopal Church is:*

- |                   |  |
|-------------------|--|
| <b>BIBLICAL</b>   | holding a faith and practice governed by the whole, unchanging, infallible and inerrant Word of God.   |
| <b>LITURGICAL</b> | reverently worshiping God by using the liturgical forms practiced by the early church, restored in the English Reformation of the 16th century, and preserved in the traditional Anglican Book of Common Prayer of 1662. |
| <b>HISTORIC</b>   | holding to the historic doctrines of the Christian faith founded upon the Holy Scriptures and summarized in the Apostles' and Nicene Creeds.   |

Each person needs a place along their spiritual journey where they can know and sense the presence of God and truly worship Him, where they can receive spiritual strength and guidance for the week ahead, and where caring fellow Christians can encourage them along the way.

**Rediscover the historic worship of the Christian Faith at:**

*Covenant Church*  
8510 Nevins Road  
Greenville, MI 48838  
(989) 436-3816  
Sundays – 11:00 A.M.  
[www.CovenantChristianChurch.net](http://www.CovenantChristianChurch.net)

Dear Students and Parents:

Welcome to The Saint George Academy. We thank you, parents, for entrusting your children to us and for joining with us in our commitment to quality, Christ-centered education.

This school year will provide students with many opportunities and challenges. The degree to which they will experience meaningful growth here will be determined, in great measure, by their work habits and attitude. Children should remember that at this point in their lives their calling before God is found primarily in school life and obedience to parents. Fulfilling these responsibilities to the best of their ability is the height of love to God, which pleases Him, and brings His blessing.

This handbook is an outline of the objectives, principles, habits, and expectations of our school. For us to serve you best in your parental responsibilities, and for the success and well-being of your student, it is essential that teachers and parents work together to form and educate students. I ask that you carefully review this manual and keep it accessible throughout the year, so that you may use it for reference regularly. The Saint George Academy expects that parents, together with teachers, will support and implement these expectations. Also, familiarity with the contents will eliminate much uncertainty and answer most questions. We wish for each student a rewarding and successful school year.

Sincerely in Christ,  
The Rev. James Sullivan  
Rector, Covenant Reformed Episcopal Church

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## What is Saint George Academy?

Saint George Academy (SGA) is a parish ministry of Covenant Church, located in rural Montcalm County, Michigan, just outside the city of Greenville. Right now, we offer a 1<sup>st</sup>-5<sup>th</sup> grade classical curriculum, rooted in the one-room schoolhouse model. The school runs half days 8:30a.m.-1:05p.m., Monday through Thursday.

We have chosen as our model what is now commonly called “classical education.” This is because SGA’s founders think that students learn best when they are shepherded through three stages of learning: grammar (K-6th), logic (7th-10th), and rhetoric (11th-12th). Here’s a summary of the approach: in the **grammar stage**, students *memorize* each subject’s *grammar*; they memorize scripture, math facts, poems, a timeline, states and capitals, the periodic table of elements, and Latin vocabulary. In the **logic stage**, students study logic and are taught to reason and debate properly; they also learn to build and support arguments. In the **rhetoric stage**, also called the *poetic stage*, students learn to persuade and to reason through more difficult questions, such as, “What is justice?” and “What does the ‘good life’ look like?” This is our basic approach.

But it is also our belief that students should learn good habits and to respect authority, including that of God and his church. To reinforce this, our school day begins with a traditional service of **Morning Prayer** and **catechism**—officiated by the church’s Rector. The middle of our morning includes a martial drill segment where students learn to form-up and to exercise with a willing heart and body—which is also officiated by the Rector, a former USMC Corpsman. When an adult enters the room, students stand at attention.

As we teach students, we consider ourselves in the service of God, his church, and our students’ families—who are, after all, responsible before God for their children’s education. We make students work hard, and we do not tolerate laziness. At all times, they are taught to obey cheerfully and to conduct themselves with honor. It has been said that rote discipline stunts the emotional well-being of a young person, but we believe the opposite to be true: a disciplined child is a happy child. An orderly child flourishes because God is a God of order—of daily sunrises and sunsets, of seasons, of orchestrated stars.

For Our King,

Nellie Sullivan  
Headmistress, *pro-tem*

M.F.A., Iowa Writers’ Workshop  
University of Iowa, 2006





## Mission Statement of Saint George Academy

All around us, churches are hemorrhaging members. Children are scarce in the pews. Yet for no merit of our own, the Lord has blessed Covenant Church with an abundance of little souls to raise up in the fear and admonition of the Lord. The mission of Saint George Academy is to help parents in this godly work: to help catechize and teach their children.

No school should ever intend to replace parents in their God-given responsibility to supervise the education of their children. Rather, schools should help families fulfill God's commands. Therefore, we conclude that the Mission of Saint George Academy is to educate and raise up excellent sons and daughters, wise fathers and mothers, and faithful churchmen, *all*.

### Why the Name "St. George"?

Saint George is the patron saint of England, and is commonly identified with the English ideals of honor, bravery, and valor. But, interestingly, St. George wasn't English at all. Very little is actually known about the real St. George. Pope Gelasius said that George is one of the saints "whose names are rightly revered among us, but whose actions are known only to God." Indeed, the story of St. George is so wrapped up in myth that it is difficult to separate historical fact from legend. What we believe to be true is that St. George was born in Cappadocia (now called Turkey) in the 3<sup>rd</sup> Century; that his parents were Christians; and that George became a soldier in the Roman army and rose to the rank of Tribune. We also know that St. George served during the wicked reign of the Emperor Diocletian (245-313 AD), who infamously persecuted Christians. St. George is said to have openly objected to this persecution and even resigned his military post in protest. George tore up the Emperor's order against Christians. For his opposition, St. George was imprisoned and tortured, but he refused to deny his faith. St. George was dragged through the streets of Diospolis in Palestine and then beheaded. It is said that Diocletian's wife was so affected by St. George's resilience that she became a Christian, and was also executed for her faith. Considering our own days, when Christians are being persecuted for their Faith and Values, should we not look to St. George as a model for valor and perseverance before an increasingly godless nation?

### The Symbolism of Our Crest

School Motto: *Ut impleatur domus mea*. That my house may be filled. Education is Kingdom work.

School Mascot: Red-Winged Blackbird (valiant protectors of home; though small, effective at warding off attackers)

Michigan White-Tailed Buck: wisdom, tradition, honor

Red-winged Blackbird: valiance

St. George Flag & Lamb: brave innocence, sacrifice

Alpha&Omega: Christ, the beginning and the end

Overlapping Hammer & Sword: work & fight

Slain Dragon: victory over Satan; he is defeated

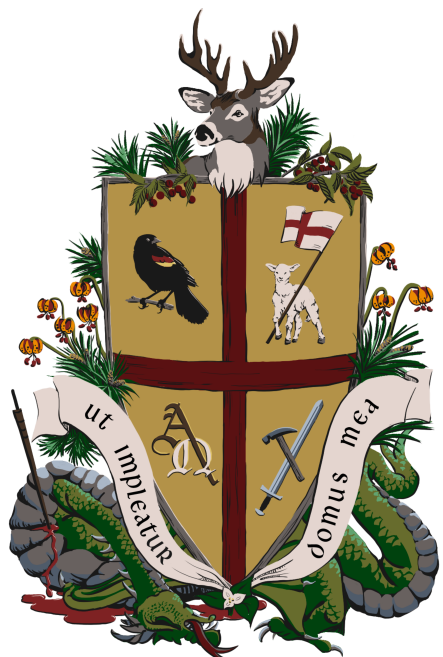
Michigan Lilies: purity and love of home

Eastern White Pine: humility

Cherry Branches: fruitfulness

Trillium: the Trinity, fidelity to the creeds

The Cross: the cross foregrounds all reality



# School Prayers

## For Youth, and Institutions of Learning

ALMIGHTY God, the Author of all being, our only true Guide and Protector; Visit with thy blessing, we pray thee, our church schools and institutions of learning. Inspire the teachers with a proper sense of their solemn duties, and with grace and strength to fulfill them. May our youth be trained up in thy nurture and admonition. Implant in their hearts that fear of the Lord which is the beginning of wisdom, and that faith which worketh by love and overcometh the world. Fill their memories with the words of thy Law. Open their understandings to the truth, as it is in Jesus; so that, made wise unto salvation, they may escape the pollutions of error and sin, and become strong in thy hands for the maintenance of pure and undefiled religion among men. Grant this, for the sake of Jesus Christ thy Son, our Saviour. *Amen.*

## For Schools and Colleges

THOU only wise God, our Saviour, with whom are all the treasures of heavenly understanding; Illuminate all schools and colleges and universities with the light that cometh from above; That those who teach may be taught of thee, and those who learn may be led by thy Spirit; and grant, that by the increase of knowledge, thy truth may be confirmed and thy glory manifested; through Jesus Christ, thy Living Word. *Amen.*

## For Christian Education

ALMIGHTY God, our heavenly Father, who hast committed to thy holy Church the care and nurture of thy children; Enlighten with thy wisdom those who teach and those who learn; that, rejoicing in the knowledge of thy truth, they may worship thee and serve thee from generation to generation; through Jesus Christ our Lord. *Amen.*

## For Children

LORD Jesus Christ, who dost embrace children with the arms of thy mercy, and dost make them living members of thy Church; Give them grace, we pray thee, to stand fast in thy faith, to obey thy word, and to abide in thy love; that, being made strong by thy Holy Spirit, they may resist temptation and overcome evil, and may rejoice in the life that now is, and dwell with thee in the life that is to come; through thy merits, O merciful Saviour, who with the Father and the Holy Ghost livest and reignest one God, world without end. *Amen.*

# School Anthem

## *“Hearts to Christ”*

Come cheer up mi lads, ‘tis to Glory we learn!  
For Truth do we seek, and for Wisdom discern  
With our Swords in our hands, and our hearts in the pews  
O who are so free as the St. George’s crew!

Hearts of sin were we made  
Hearts to Christ now we train  
We always are ready!  
Steady boys steady!  
We fight and we conquer o’er sin and the snake!

Come cheer up, mi lassies, for Beauty we aim!  
A pre-fallen vision of earth to regain  
With a kind open house; a high Table to seat  
O who is so merry at St. George’s feast!

Hearts of sin were we made  
Hearts to Christ now we train  
We always are ready!  
Steady girls steady!  
We fight and we conquer o’er sin and the snake!

Come cheer up mi friends, ‘tis for goodness we work!  
For nation and neighbor we toil in the earth  
We will join hand in hand, til the sun setting rays  
We’ll never stand idle in St. George’s day!

Hearts of sin were we made  
Hearts to Christ now we train  
We always are ready!  
Steady Church steady!  
We fight and we conquer o’er sin and the snake!

## FOUNDATION & FRAMEWORK FOR EDUCATION

In the Bible, God declares that parents have the primary responsibility of educating their children. The Lord said, “And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up” (Deuteronomy 6:7; see also Ephesian 6:4). The Saint George Academy (SGA) exists to assist parents in their duty to fulfill their baptismal vows toward their children. All others who wish the same vision for their children are welcome to enroll and study with SGA. The Church supports that role by encouraging and facilitating Christian nurture of a new generation in many ways. The Church’s aid in this endeavor proves successful only as parents assume and prevail in their primary role.

The standard by which SGA structures and governs our school life is the Holy Bible, the written Word of God. The Scriptures establish the foundation from which our curriculum is built and taught, forms the guidelines for the teaching methods we use, and is the basis for the discipline and environment we enforce in the classroom.

SGA’s purpose is to form and realize each student’s potential by teaching skills and shaping their loves. We aim for mastery in each discipline. This involves character development, forming wholesome friendships, training in Christian virtues, values, and perspectives, developing a love for learning, and above all, encouraging students to serve God and to do all things to the glory of God. We believe that the three *other* R’s—Respect, Resourcefulness, and Responsibility are no less important than the three traditional R’s—Reading, ‘Riting, and ‘Rithmetic. Moreover, Freedom and Form belong together. Joining these together is the gift of education. Separating them is a vain imagination which leads to folly. The Forms are the classical and biblical shape of the true Freedom for which our Holy, Triune, and incomprehensibly glorious God made man, became Man, and redeemed mankind.

Jesus said, “The disciple is not above his master: but every one that is perfect shall be as his master.” A fully Christian education then, should turn students into apprentices of their masters, and to enjoy a common heritage of student culture, rather than students “defining themselves” (as is the failure of most education). Students tend to become like their peers, and therefore—with God as our helper—we will grow *righteousness*, rather than foolishness in our school culture.

Our motivation is this: to see a generation trained to love the Lord God with all their heart, soul, mind, and strength, and their neighbor as themselves; to see a generation rise up that is truly *Christian*, and not simply “affiliated with a church.” This is a narrow path, and not an easy one. Yet, the rewards far outweigh the daily sacrifices we must offer for the knowledge and love of God.

## SCHOOL SPONSORSHIP & OVERSIGHT

The Saint George Academy is the education ministry of Covenant Church, a parish of The Reformed Episcopal Church. The REC was formed in 1873 to preserve and promote the orthodox and evangelical witness of the Episcopal church, maintaining the reformed catholic heritage of the English Reformation. As a founding member of the Anglican Church in North America, the Reformed Episcopal Church upholds the Bible as the very Word of God written, and the final authority in all matters of faith and life; it is adamant in declaring the Sanctity of Life and traditional Christian morality as rooted in the Ten Commandments and nurtured in the sanctity of Christian marriage and family. The Vestry of Covenant Church are responsible for the financial oversight as well as the general oversight of the school through its policies.



## STATEMENT OF FAITH

The Saint George Academy unreservedly embraces, confesses, and submits to the Christian Faith of the ancient and Apostolic Church expressed in its historic Creeds:

### **The Apostles' Creed**

I believe in God the Father Almighty, Maker of heaven and earth:  
And in Jesus Christ his only Son our Lord: Who was conceived by the Holy Ghost,  
Born of the Virgin Mary: Suffered under Pontius Pilate, Was crucified, dead, and  
buried: He descended into hell; The third day he rose again from the dead: He  
ascended into heaven, And sitteth on the right hand of God the Father Almighty:  
From thence he shall come to judge the quick and the dead.  
I believe in the Holy Ghost: The holy Catholic Church; The Communion of Saints:  
The Forgiveness of sins: The Resurrection of the body: And the Life everlasting.  
*Amen.*

### **The Nicene Creed**

I Believe in one God the Father Almighty, Maker of heaven and earth, And of all  
things visible and invisible:

And in one Lord Jesus Christ, the only-begotten Son of God; Begotten of his Father  
before all worlds, God of God, Light of Light, Very God of very God; Begotten, not  
made; Being of one substance with the Father; By whom all things were made: Who  
for us men and for our salvation came down from heaven, And was incarnate by the  
Holy Ghost of the Virgin Mary, And was made man: And was crucified also for us  
under Pontius Pilate; He suffered and was buried: And the third day he rose again  
according to the Scriptures: And ascended into heaven, And sitteth on the right hand  
of the Father: And he shall come again, with glory, to judge both the quick and the dead;  
Whose kingdom shall have no end.

And I believe in the Holy Ghost, The Lord, and Giver of Life, Who proceedeth from  
the Father and the Son; Who with the Father and the Son together is worshipped and  
glorified; Who spake by the Prophets: And I believe one Catholic and Apostolic  
Church: I acknowledge one Baptism for the remission of sins: And I look for the  
Resurrection of the dead: And the Life of the world to come. *Amen.*

A fuller statement describing the orthodox theological commitment of The Reformed Episcopal Church may be found in the confessional standard “The Thirty-nine Articles of Religion,” or understood from the traditional Book of Common Prayer, which is the “Rule of Life” shaping our Bible reading, theology, practices, and spirituality.

# ACADEMIC GOALS & CURRICULUM

## Academic Disciplines and the Bible

Our goal is to give students the foundational, academic tools necessary to become independent, excellent, and productive citizens in society as well as life-long students of the Holy Scriptures and of God's created works. This necessarily includes instructing students in the knowledge and understanding of both the Holy Scriptures and of God's creation.

***The Christian Faith***—SGA will teach students, by question and answer, the basic doctrines, patterns of worship, and practices of Christ's Church as established by the ministry of the Holy Spirit down through history. The Apostles', Nicene, and Athanasian Creeds, as well as the Thirty-nine Articles of Religion of the Reformed Episcopal Church are the standards for teaching the Christian Faith. In addition, students will be trained to sing Psalms, Canticles, and hymns of the historic Church.

***Righteous Character***—SGA will cultivate in children the seed of faith, help them to demonstrate daily total dependence upon God for every blessing they have, and will encourage them to place their faith and hope entirely in Him. This necessarily includes promoting their love of God, which, by His definition, is the whole-hearted keeping of His commandments (Matthew 22:35–40; Deuteronomy 6:5–7; John 14:15).

***Calling***—SGA will foster in children the desire, ability, and sense of responsibility for developing expertise in some field of God's creation in order to bring that field under the dominion of Christ through their life-long service to Him.

***Glory to God***—SGA hopes to bring glory to God in this small but important part of His kingdom. We have an obligation before God to produce excellent work.

## Achievement Testing

We may administer a standardized achievement test (not a minimum standards test) to all students 2nd grade and above. Parents and students are notified the week before to ensure timeliness and so that students are well-rested. While this testing is not the goal of the entire year's work, it does furnish both the school and the parents with helpful information about a student's progress in various areas.

## Athletics

As opportunities arise, SGA may seek to involve its older students in athletic competition, preferring lifetime sports to temporary ones, aiming for development and mastery of individual as well as team coordination.

Physical education is taught every day at school. Physical prowess is not required for success in this arena, but rather, attention to instructions, a "can-do" attitude, and a stout heart are what we expect.

## **Curriculum: Grammar, Logic, & Rhetoric**

Although our standards and goals are high, any child can achieve them with appropriate effort. We use time-honored teaching methods to produce academic excellence, self-discipline, and a sense of accomplishment in our students. Saint George uses the best available material from a number of different curriculum publishers: Open Court (pre-1980's); the Good and the Beautiful; Classical Conversations, and The Life of Fred.

### **The Arts**

Musical, Visual, Fine and Manual Arts are central to a complete and classical education in the love and fear of God. Our vision for SGA is that all students will be taught voice, to read music, and how to sing in a choir.

### **Field Trips**

All field trips are chosen for their instructional nature in addition to the joy they might bring to the students. Notifications of field trips will be sent home by the teacher outlining the specifics of the trip. Uniforms will be worn on local field trips. While on field trips, students are expected to exercise self-control, and respectful, obedient attitudes—same as in any other school activity. Teachers or chaperons will ensure there are enough vehicles for transporting the class. All students will wear seat belts.

### **Grading**

During its pilot phase, Saint George uses an S/U/NW/E Grading System (Satisfactory, Unsatisfactory, Needs Work, Exemplary) for each subject with the exception of math. Should your students receive a U, you will be notified immediately. Otherwise, grades are recorded by the teacher in the classroom record book. At the end of each term, teachers will send report cards to parents for each student.

Grade inflation is a real problem, and many schools struggle to maintain high standards when students often hope for—and expect—an A for completing an assignment. This is why we have chosen to use a much simpler system.

Satisfactory (S). If a student completes work on time, having completed all the required components, that child will receive an S. This is the most commonly awarded grade at Saint George Academy.

Unsatisfactory (U). When students have not completely finished their work—or else have completed the work poorly—teachers will assign a grade of U. This type of score on homework will result in a teacher communicating the score (s) directly to parents.

Needs Work (NW). Teachers will award this grade when students have nearly completed an assignment but have left something out.

Exemplary (E). This is a grade that we will award to students who complete lessons by going above and beyond the stated requirements of the assignment. This could happen in a variety of ways, but teachers will mostly award this score when students have completed assignments with neat handwriting, with near-perfect accuracy, and with extra effort. Usually Language Arts assignments give students the option to write a little bit more if they would like to do so. Students who complete this additional, optional work are much more likely to earn an E.

Math is a special case as each student receives a raw score on tests, 100 being the highest possible score, 0 being the lowest. These raw scores will be communicated to parents, as is. If a student earns a score of 100 on a math test, the teacher will let the entire class know about it, calling it “A Centurion Score.”

## **Homework Assignments**

Homework is an essential part of the academic program at Saint George's. Students should expect to take home and to complete some form of homework each Thursday night, doing the school's work in the home setting, under parental oversight. The amount of time a child needs to complete homework varies from grade to grade and child to child. Teachers may also give students additional homework Monday-Wednesday from time to time. **Parents should make a habit of checking students' homework folders each evening.**

In general, we treat holidays as times of rest, assigning only minimal homework. Homework is collected on Monday by the teachers. Should students continue to neglect completing homework this could result in their suspension or dismissal from the school.

## **Progress Reports**

Report cards are sent home at the end of each term. At any time, of course, parents or teachers are free to arrange conferences to discuss the progress of a particular student.

## **Attendance**

### ***Arrival***

**8:10 a.m. – 8:25 a.m.**

Please note: We do not accept early arrivals. We cannot provide appropriate monitoring and shepherding of students while we ourselves are busy getting ready for the school day. Therefore, please arrange your morning so as to arrive between **8:10 a.m. – 8:25 a.m.**

Upon arrival, a parent or guardian should escort the student into the school and sign them in at the front desk. This is to ensure a proper transfer of custody each morning.

### ***Dismissal***

**1:05 p.m.**

For dismissal, parents line up in their vehicles outside the school door. In order to keep track of students, and to maintain order, we ask that parents wait for a staff member to escort their student to the vehicle. There is no need to sign anything for dismissal. If a non-parent or non-guardian is picking up a child, prior notice and approval is needed.

At dismissal time, a short check-in with teachers is generally fine, but please do not use dismissal time for extended conversations about assignments, make-up work, or other lengthy concerns. There is still about an hour's worth of clean-up and grading that we have to do after dismissal, so please be conscientious of that.

## **After-Care**

We do not provide After-Care. In the case of an emergency, please contact Nellie or Fr. Sully as soon as possible. If any pattern of tardiness arises, and cannot be amended, then the student may be dismissed from the Academy.

## **Attendance-Related Policies**

### ***Daily Schedule***

To obtain the full benefits from the academic program, along with character development, a student must have a pattern of regular attendance and must arrive on time. Excessive absenteeism or tardiness not only handicaps the individual student, but also has a negative effect on other students who do arrive on time.

It is the responsibility of parents to ensure their child arrives for school on time: if a pattern of absenteeism or tardiness develops, we will reach out to the parents and seek to amend the problem. Students who accumulate three or more “tardies” per half-term will be required to sit-out of calisthenics for a day, during which time they will complete an assignment intended to replace the instruction lost from the absence.

### ***Planned Absences***

At SGA, we provide students with a progressive and sequential education. It is generally impossible for an absent student to fully recover what he has missed. For this reason, student absences should be kept to a minimum, as absenteeism correlates strongly with poor academic performance.

When a student must be out of school, and the time of the absence is known, it is the parents responsibility to contact the school, and secure the class assignments for that period of time. Please give teachers two weeks lead time to prepare these materials. All course work and homework assignments are due within one day of return to class for unexcused absences. Makeup exams must be scheduled by the teacher within three school days after the student returns.

Some absences, due to illness or death in the family, for example, cannot be prepared for in advance. In such cases the student will be given as many days as missed to make up the work, with no penalty. For such absences, parents should 1) notify the teacher as soon as possible, and 2) arrange to pick up homework from school so the student does not fall further behind than needed (Please remember, teachers will not ordinarily have an opportunity to assemble books and assignments until 2:00pm). Upon returning to school, the student is to bring a signed note from the parents detailing the cause of the absence.

## Class schedule

**8:10 – 8:25** – Students Arrive  
**8:30 – 9:10** – Morning Prayer, Bible & Catechism  
**9:10 – 9:30** – Announcements, Bathroom, Unpack Backpacks  
**9:30 – 10:10** – Mathematics  
**10:10 – 10:40** – Calisthenics  
**10:40 – 11:10** – Lunch  
**11:10 – 12:10** – Reading and Writing  
**12:10 – 12:40** – Classical Co-op Practice  
**12:40 – 12:50** – Pack-up and Student Chores  
**12:50 – 1:05** – Mid-Day Prayers + closing questions  
**1:05** – Line-up by foyer for curbside pickup

## Chapel

Education is about spiritual formation in all its disciplines. At the very heart of Christian education is the effort to direct our minds, hearts, wills, and loves to our chief purpose in life—glorifying God. At SGA, students learn that all work is offered to Him in prayer. In fulfillment of this—and so that our students acquire the virtue of habitual prayer—we begin each day with a school-wide Morning Prayer in the Sanctuary.

In Morning Prayer, the focus is on the basic worship and teachings of historic and Biblical Christianity. As a summary of the faith, the Apostles' and Nicene Creeds are used. And, students learn the Grammar of traditional worship through praying the historic English Prayer services of Morning Prayer and the Offices of Instruction. Students hear the Bible read, pray the Lord's Prayer, recite the Ten Commandments, and learn the Catechism.

Additionally, students learn the historic hymns of the Christian Faith, and also develop a rich and varied musical repertoire, singing psalms and canticles. The calendar of the Christian Year is observed, teaching students that God not only has created time, but that He owns it and uses it to sanctify His people. Together, these all mold and shape the souls of students.

Chapel is an essential part of our curriculum. An absence from chapel is an absence from school.

## Nutrition and Lunchtime

Children should eat breakfast before arriving at school. Children need to eat breakfast to stay alert and to perform well during the rigorous school day.

Also, students must bring a lunch from home. Lunches are **not** provided by the school. A refrigerator is available for student use, but we ask that you do not pack lunches that require cooking, re-heating, or any preparation or assembly by an adult.

During lunch, teachers train students in considerate table manners and proper conversation. Students are responsible for personal and general cleanup.

## **POLICIES/MISCELLANEOUS**

GUM chewing is not allowed in school, at any time.

LOST AND FOUND items will be kept for a limited amount of time, and efforts will be made to identify the owners. Items will be disposed of thereafter.

CELL PHONES, IPODS/IPADS, GAMING DEVICES, ELECTRONIC MUSIC DEVICES, OR INTERNET ACCESS DEVICES are not allowed during school, and will be confiscated when seen. If parents desire their student to carry a cell phone, it must be labeled and left at the front desk upon arrival and retrieved upon dismissal. Any unapproved device found will be confiscated and may be held until the end of the month or term. Teachers carry a cell phone at all times in case of emergencies.

TOYS are not to be brought to the school, with the exception of show-and-tell items.

CLASS TRIPS are considered part of the curriculum, although the privilege to participate may be lost through misbehavior or irresponsibility.

FORGOTTEN LUNCHES, GLASSES, BOOKS, HOMEWORK, etc. should be left by the parents at the front desk. Please avoid disturbing classrooms or teachers to handle these matters.

BREAK TIME is simply that: a break from work, generally to handle bathroom and drink needs of the class. It is not for a time of frenzied and sweaty play. That type of play is reserved for P.E. class.

BIRTHDAYS may be celebrated by the class with a treat at lunchtime. Invitations to parties should not be given out at school unless all the students in the class are invited. This will help avoid awkward situations.

HOLIDAY CELEBRATIONS—Parents will then be given the opportunity to volunteer to bring snacks and supplies as necessary.

PARTIES must be pre-approved by the Headmaster or Principal. All food and entertainment should be arranged ahead of time with the teacher.

WEAPONS—students are forbidden to bring guns of any kind to campus, retrieval of such may result in a suspension or permanent dismissal.

SCHOOL PICTURES of the students may be taken individually soon after the beginning of the school year by an approved photographer. If so, parents will be notified of the date and costs prior to the arranged session.

RELATIONSHIPS are the richness of life. Students grow and learn. By the time they graduate they are ready to enter the world as formed young adults. During school, however, students should not couple off, nor should they engage in physical relationships. All students learn to respect one another by “keeping their hands to themselves.”

## **Medications and First Aid**

Medications should be administered to students at home, by the parents. Please do not bring medications (pain medications / antibiotics) to school with you. In case of an emergency, Fr. James is a licensed Emergency Medical Technician, and the School keeps a stocked First Aid Kit, along with an Epi-Pen for serious allergic reactions.

## **Inclement Weather**

The Rector will make the call on all School closings due to bad weather, and exceptions will be communicated to each family.

## **Tornado/Fire Drills**

Tornado and fire drills are held regularly as part of the Calisthenics Curriculum, and are recorded in the School Office. The School maintains a tornado shelter, should the need arise. Should the Church lose power, we have a portable propane heater, sleeping bags, and emergency rations to weather out a storm.

## **Textbooks**

Textbooks are the property of Saint George Academy, unless purchased by the student for specific classes, and should be cared for properly by the students. Lost or damaged books must be paid for by any student responsible for the mishap.

## **Conduct & Discipline**

We expect students to conduct themselves at all times so as to bring honor to the name of Christ. Respect, and cheerful obedience to faculty are the foundations of the disciplinary code. To achieve this, when needed, students may be counseled by the Rector during school hours, receive extra assignments, lose out on preferred activity, or other punishment. In cases where cooperation cannot be otherwise achieved, or in flagrant violations of the Ten Commandments, a student may be suspended from school by the Headmaster. Dismissal from school may be the final action the administration takes.

We expect teachers to maintain standards of student behavior which are based upon God's Word, conducive to learning, and consistent with school policies. The teacher's responsibility and authority extends to classroom and non-classroom activities, and includes any student in the school. The Headmaster and teachers will explain classroom and school standards at the beginning of the year, and as needed throughout.

### **Classroom rules are simple:**

1. No excuses are allowed.
2. No cheating.
3. Raise your hand to speak.
4. Obtain permission to get up.
5. Give your full attention to the teacher.
6. Stand and acknowledge teachers or other adults when they enter the room.



**Saint George's believes that each student should demonstrate self-discipline and responsibility through:**

1. Cheerful obedience to authority (even when the authority figure is not present).
2. Responsibility in doing assigned and expected tasks.
3. Co-operation with others in play and work.
4. Courtesy and good manners.
5. Cleanliness in person and property.
6. Honesty.
7. Respect for the property of the school and of other people.
8. Promptness in attendance and assignments.
9. Morally upright conduct in attendance, assignments, and extra-curricular life.

While a teacher or the rector will deal with all ordinary infractions, outright defiant and rebellious behavior warrants parental punishment. If a child cannot be controlled, the staff will contact the parents to immediately take the child home. Children are made in the image of God, and all instruction seeks to form and solidify virtue, but they are also sinners. "Foolishness is bound up in the heart of the child; the rod of discipline will drive it far from him" (Proverbs 22:15).

We encourage students to use the following phrases in their interactions with their teachers and the rector:

1. Yes, sir! Yes, ma'am!
2. No, sir! No, ma'am!
3. No excuse, sir! No excuse, ma'am!
4. I don't understand, sir! I don't understand, ma'am!

You may recognize this if you've ever read about West Point. Their first-year officers are taught these phrases, called "The Four Responses." Part of learning to be an excellent adult involves learning to take responsibility for yourself—and even for others. This language helps to encourage students to avoid making excuses for themselves. It also fosters a positive atmosphere!

Sometimes, the rector will counsel students in adjusting their attitudes and give them good advice in how to obey cheerfully. Parents are expected to support the faculty and administration in disciplinary action taken. If parents complain about teachers in front of their children, this is the fastest way to undermine school effectiveness. Students take their cues from their parents in how much respect to assign to teachers.

## **Dress & Appearance**

We want to set the highest possible standards in academic and moral conduct. An important aspect of achieving that goal is for students to view their educational duties as their calling before God. Uniforms are worn by all the students to foster a serious attitude toward their responsibilities. Neatness and personal hygiene are encouraged at all times. Uniforms must be clean, tears mended, and buttons replaced. Shoes should be clean and in good repair. Unsafe (e.g. dangling earrings) or distracting jewelry may be confiscated at the discretion of the teacher and sent home at the end of the day.

Non-uniform sweaters will not be permitted in the classroom. Any style of jacket is permissible outside. Shorts must be worn by all girls underneath skirts and jumpers.

Students who come to school improperly groomed or attired will be notified of their infraction and are expected to come properly dressed the next day, or if necessary, will remain in the office until proper attire is brought from home.

## Uniforms Standards - Girls

**Shoes**—Starting next school year (Fall 2024), we are switching to solid black, navy, or brown athletic-type shoes. Velcro are required for students who cannot yet tie their shoes by themselves.

**Socks**—navy “full bottom” tights in winter. In warmer months, shorts must be worn under skirts.

**Hair**—Neat, clean, and natural. No dyeing or alternative / trendy hairstyles.

**Jewelry**—Limited to small rings, earrings, bracelets, watches, and moderately-sized necklaces. No chokers or other faddish accessories allowed. Earrings will not exceed one per ear. Teachers may require removal of distracting jewelry for the day.

**Cosmetics**—None allowed through Grammar School.

**Tattoos**—No visible tattoos allowed.

**Snow Gear**—During winter months, students should bring warm snow pants, coats, and boots with them to school.

## Uniforms Standards - Boys

**Shoes**—Starting next school year (Fall 2024), we are switching to solid black, navy blue, or brown athletic-type shoes. Velcro are required for students who cannot yet tie their shoes by themselves.

**Socks**—matching navy knee-high socks

**Hair**—Neat, clean and natural. No dyeing or alternative / trendy hairstyles.

**Facial Hair**—Clean-shaven.

**Jewelry**—Limited to small rings, watches, and moderate neck-wear (worn under the shirt). No ear jewelry, wrist bands, chokers, or other faddish accessories. Teachers may remove distracting jewelry for the day.

**Cosmetics**—None allowed ever.

**Tattoos and piercings**—No visible tattoos or piercings allowed.

**Snow Gear**—During winter months, students should bring warm snow pants, coats, and boots with them to school.

## Health/Safety

Children must not be sent to school if they are sick. We do not have the facilities, nor the staff, to provide proper care and attention. Also, other school children must be protected from illness. Children should be fever-free (under 101), without the aid of medication, for at least 24 hours before returning to school.

If a child becomes ill at school, his temperature will be taken. If the child vomits, or a fever of 101+ is present, or the teacher considers it necessary, a parent will be contacted to come for the child. Otherwise, it is up to the discretion of the teacher whether or not the child should be sent home. After an illness, a child may return to class once the above criteria have been met.

## Home & School Communication

A healthy parent and teacher relationship is vital for a wholesome, well-ordered school. **The *Draco Spiritus* “Dragon’s Breath”** is a weekly, mid-week memo, that serves as the central communication with the home. Please do not forget to read it! It announces PTF (Parent-Teacher Fellowship) meetings, and make other important long-term notifications. Look for this weekly debriefing by your rector and/or headmistress in your email inbox.

## Parent-Teacher Conferences

Open communication between parents and staff is vital for a positive, well-ordered school. Therefore, we will make every effort to share information about a student's progress at all times of the year. To share information or ask questions about specific classes, tests, grades, or projects, parents are asked to use the following procedure:

1. Call, text, or email Nellie Sullivan or Fr. James Sullivan and leave your name, number, and the name of the teacher with whom you wish to speak. Someone will contact you within one day.
2. If a telephone conversation is not sufficient to discuss your concerns, the teacher will make an appointment with you at school.
- 3 Please do not wait until the evening to contact a teacher about the following school day unless an emergency arises.
4. A quick check-in at the end of the school day is fine, but please try to schedule any lengthy conversations ahead of time, as we generally have an hours worth of work after dismissal, and may also have other obligations to attend to after the school day is over.

## Grievance Guidelines

If the occasion arises where a parent is unhappy about a particular situation or circumstance, proper steps must be taken by parents to clarify or correct the perceived problem. Please follow the principles of Matthew 18 in reporting their concern to the proper school officials first of all, using the procedure below. The following biblical guidelines are to be followed for bringing resolution whenever there is a dispute or grievance concerning any aspect of Saint George Academy's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, or administration.

### *Student or Classroom Concerns*

1. All concerns about the student or classroom must first be presented to the teacher by the parents or—if the student is mature enough—by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may then bring the concern to the Headmaster.
3. If the problem is still not resolved, appeal of the decision may be brought to the Rector.

### *Concerns over General Operation of the School*

1. If the concern is about the general operation of the school, it should be brought to the Head of School directly.
2. If a satisfactory settlement of the matter is still not reached, a written summary of the complaint, signed by the Head of School and the aggrieved party, is submitted to the Vestry, who—if finding merit to the matter—will forward this document(s) to the designated Reformed Episcopal Bishop for final resolution. If the Vestry does not find sufficient merit in their review, the ruling of the Head of School shall stand.

These policies and procedures are meant to guide students and their families toward a happy, productive, and well-run academic and spiritual environment, not to bind the school with unaddressed details, or interpretations. The school reserves all rights of interpretation, for it best to fulfill its mission.

Thank you parents and students for your cheerful cooperation!

## 21 Ways Parents Can Help

1. Bring students to school on time.
2. Pick students up from school on time.
3. See that students receive a proper amount of sleep at night.
4. Schedule no-screen hours after school in order to allow for homework completion and extracurricular reading. Limit all screen time.
5. Make reading your own habit. Encourage students to read by giving them books and taking trips to the library. Discuss the books at dinner.
6. Do not discuss any differences you have with teachers in front of your children (even at home). Nothing makes it harder for a child to give a teacher the respectful obedience the Lord requires of him than to overhear, or take part in, a criticizing conversation about his teacher. We are very careful at school not to speak of parents with disrespect, nor to diminish your authority in the mind of your child. We ask that you return the courtesy for the sake of your child. Please talk to the teacher directly and privately.
7. Offer to be a teacher's aide for the day.
8. Send treats or beverages for scheduled class parties or celebrations.
9. Volunteer to help out in special events throughout the year.
10. Purchase needed supplies from time-to-time.
11. Talk with your child about what he does at school. Listen.
12. Encourage politeness and good manners in your child.
13. If ever possible, donate to the school fund.
14. Attend scheduled meetings. Informed parents and teachers make better parents and teachers.
15. PRAY FOR US. This is God's work, and He is faithful in answering the prayers of His people as they seek to build His kingdom.
16. Attend church regularly with your child.
17. Understand that all children are sinful and will need corrections at times. This is an expected part of raising children.
18. Help your children start the school day out right by making sure they are fed and by resolving parent-child conflicts before bringing them to class.
19. Remember to thank and encourage your child's teacher for the work and care they invest in your child.
20. Look at SGA as assisting, not entirely replacing, you and your responsibility to train your children.
21. Have your child use, "Yes, sir! No excuse, sir!" at home. Most excuses are lame. Start them off right I life by teaching them to take responsibility for their errors and shortcomings.

## **Finances**

### ***Contributions***

We are committed to keeping the cost of education as low as possible. In this pilot year, Covenant Church has offered to cover the utility costs for the Academy. After this, the Academy will determine what tuition rate we need to ask to cover these costs, as well as the costs for all supplies. Initially, given our small size, we believe that most monies brought in from families will simply cover essential expenses. Then, as the school grows, we will determine appropriate staff compensation. With this in mind, to keep costs down, we need students to “dress for the weather”. Which means, for the colder months, students should wear their school sweaters everyday, and also bring a warm winter puffer vest, a warm hat, and finger-less gloves. Dressing warm will help us keep the heat lower and reduce utility costs.

We are surrounded by faithful, generous, believing people, who wish to help you bring up your child within the Faith, and to receive the best education possible. With this in mind, we hope to keep cost as low as possible through donations, fundraising, or other sources. All donations to Saint George Academy, a 501(c)3 institution, are tax-deductible. You can help keep tuition low by inviting others to support St. George, and also participate in future fundraising events.

### **School’s Rights Reserved**

All students of Saint George Academy consent to the rules and regulations of the School as stated in the current handbook and published literature. It is further understood that the school reserves the right to insist upon immediate withdrawal of any student who in conduct, industry, or progress proves not to be in harmony with the Saint George standards or policies.