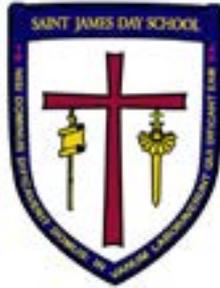


St. James Day School Parent - Student Handbook



**5501 North State Line
Texarkana, Texas 75503**

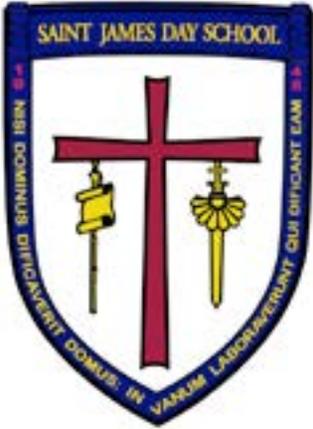
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Nisi Dominus

*Unless the Lord build the house, their labor is in vain that build it.
Psalm 127*



The mission of St. James Day School is to educate students in a safe and nurturing Christian environment that instills high intellect, character, and compassion, while challenging them academically, physically, and spiritually to achieve their highest potential as confident individuals and future leaders.

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PHILOSOPHY OF ST. JAMES DAY SCHOOL



St. James School Song

***St. James - where I did spend my childhood days,
I will always lift my voice to sing your praise.
Recalling scenes of happy days gone by,
Floods my soul with mem'ries that will never die.***

***To tow'ring pines we lift our gaze.
Rolling greens a carpet lays.
The Lord has built this house,
St. James shall soar - to the heights -
Yet stay within my heart evermore.***

Words by Dee Miller ~ Sung to traditional Irish folk tune, *The Minstrel Boy*

St. James Day School is a private school dedicated to excellence in education. The School believes that excellence is attained through a well-rounded curriculum, enhanced and taught using 21st century tools, with comprehensive fine arts programs, foreign language, and daily P.E. Rigorous academic standards offer challenges that stimulate continuous growth and progress in each student. The School seeks to foster physical, social, emotional, and spiritual growth in addition to intellectual development and a lifelong love of learning.

To fulfill our mission and meet the needs of our students, emphasis is placed upon positive self-image, individual accomplishment, and attainment of worthwhile goals. St. James devotes its energies to developing contributing citizens with conscientious awareness of civic responsibilities.

St. James Day School was established by the Episcopal Church, and is committed to the Christian faith. Cognizance of spiritual and religious heritage and respect for other cultures and beliefs are demonstrated throughout the curriculum.

PURPOSES and OBJECTIVES

Purpose:

There is, in any population center, a small minority of parents who recognize that there can be a wide variation in the depth, breadth, richness and spiritual character of education from one school to another, although the marks and diplomas issued by the schools may appear to be the same. These are the parents who want to offer their children every possible opportunity for developing their minds, their bodies, and their spirits to the fullest potential. These parents are the reason St. James Day School exists.

(J. Bettis Lawrence, Headmaster 1953-59)

NISI DOMINUS

“Unless the Lord build the house, their labor is in vain that build it.”

Our motto, *Nisi Dominus*, is the very foundation on which St. James Day School stands. We firmly believe that whatever academic excellence we offer is of no value unless sustained and directed by our Christian faith. We welcome and embrace children of all faiths and denominations, striving to foster global understanding and acceptance of all people. St. James attempts to provide this direction through daily chapel and Christian education. An All-school chapel service is conducted by the Rector or curate from St. James Episcopal Church once each week and follows the Order of Morning Prayer throughout the Liturgical year.

St. James Day School considers itself a family—and like any loving and caring family, strives to plant the roots of moral responsibility and academic excellence so deeply, that children who finish their course of study here truly have wings to fly. We believe this can only be accomplished in a Christian atmosphere which demands the highest academic and personal standards possible from each member of the family—the student, faculty members, and parents.

St. James is committed to providing an educational foundation with sufficient substance and thoroughness that its students develop the ability to reason, think creatively, and leave St. James with an intellectual curiosity and a joy of learning that opens the entire universe to them. We want their years at St. James to truly make their lives richer, fuller, and more enjoyable, rather than merely be a period of preparation for other schools and adult life.

Educating students to give back to society is stressed in the community service projects required of each class, each year. We feel it is significant that the project chosen by a class must be one of real service as opposed to simply collecting money or goods.

Objectives:

Learning is exciting and fun. Learning is also an essential life task. Given the breadth and depth of our purpose for existence, Saint James Day School sets for itself high standards of goals and objectives:

- To help each student develop his or her own personal and academic abilities in such a way as to acquire a passionate love of learning that does not end with graduation from any institution, but continues throughout a lifetime.
- To seek to discover each child's learning style and make the tools for self-discovery a part of his or her daily life, so that every student can take pride in his or her academic achievements.
- To teach, and in fact to demand, within a stable, loving, and Christian atmosphere, the highest ethical and moral behavior.
- To plant in each child's mind a deep understanding, appreciation, and respect for the history of our civilization and of our country.
- To combine this understanding of classical knowledge and education with insight of our own culture in order to format logical projections for the future.
- To foster in our students a broad sense of self esteem and belief that they are capable of achieving whatever goals they set for themselves, while providing the intellectual and academic foundation to make those goals a reality.
- To instill in each and every person on this campus, an understanding for individual differences, tolerance of differing viewpoints, and respect for all of God's children.
- To send our students into the world equipped not only with an outstanding educational foundation for their own lives, but also the character and self discipline to use that education for the good of mankind.

Hard work is to be expected at St. James. It is also to be enjoyed. We are a school that is passionate about learning, eager to meet intellectual challenges, and secure in a community where each individual matters.

ACCREDITATION

St. James Day School maintains accreditation with the Southwestern Association of Episcopal Schools (SAES), an organization recognized by the Texas Private School Accreditation Commission and approved by the Commissioner of Education. SAES is further recognized as an accrediting agency by the National Association of Independent Schools (NAIS) and NAES, the National Association of Episcopal Schools. St. James Day School is therefore recognized by the Texas Education Agency as a private accredited school. St. James was awarded re-accreditation status at its 10-year site visit in October of 2009, and accreditation was extended after our three-year report in 2013.

ADMISSIONS

St. James Day School offers education in an atmosphere that is healthy, moral, and intellectual. Students believed to have ability, discipline, and a record of academic achievement will be considered for admission when there is an opening in a particular grade level. Prior to admission, preschool applicants must be three years old for admittance to our Primary I program, be 3 years of age by June 1 for the Primary II class, 4 years of age for Pre-K, and 5 years of age for Kindergarten.

St. James Day School was established to teach the average and above average child who can adapt to classroom routine. St. James recognizes its inability to provide special services such as speech, hearing, behavior modification, or learning disability tutoring. Therefore, there are valid reasons why St. James must set definite requirements for entrance.

Admission Procedure:

- 1) SCHOOL VISIT:** Families interested in enrolling a child at St. James are requested to visit with the Head of School and tour the campus.
- 2) APPLICATION:** Submit a completed application along with a non-refundable application fee which includes the cost of admissions testing should that be necessary.
- 3) SCHOOL RECORDS:** Parents must have a transcript from the applicant's current school sent directly to the School Office. Request for Records Transfer forms may be obtained in the School Office.
- 4) RECOMMENDATIONS:** Teacher Recommendation Forms are given to parents upon receipt of the student's application. Students applying for grades four through six must have two teacher recommendations, one from the classroom teacher and one from another teacher. Students applying for first through third grade must have one teacher recommendation. All recommendation forms are to be completed by the appropriate teacher(s) and mailed directly to the School.
- 5) TESTING:** Testing dates for students entering grades one through six are scheduled as needed on an individual basis.

Admission is guided by the following criteria:

- 1) *demonstrable academic achievement appropriate to the grade level (at the PreSchool level this is determined in terms of readiness);*
- 2) *demonstrable aptitude and behavioral patterns for academic work; and*
- 3) *family belief in private, Christian education.*

St. James selects those children who meet its academic standards and who, in its judgment, will benefit most from its curriculum and environment. Positions will be offered to qualified students as space permits. Families will receive written notification of acceptance. ***The enrollment contract, along with the registration fee, birth certificate, and immunization record, are due within ten days of notification in order to reserve the student's place for the next school year.***

The following students will be given priority regarding admission:

- 1) applicants with siblings currently enrolled;
- 2) applicants whose parents are alumni of the School; and
- 3) applicants whose parents are parishioners of St. James Episcopal Church.

When a class reaches maximum enrollment, a waiting list will be developed consisting of all qualified applicants, and parents will be notified should a vacancy occur.

St. James Day School does not discriminate on the basis of race, sex, color, creed, national or ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school administered programs.

AFTER SCHOOL PROGRAM

St. James offers optional after school care for our students. This care is available from school dismissal time until 5:30 p.m.. It is offered on any day that school is in session, including those days of early dismissal. We ask that each child be picked up promptly, since it is a long day for both the child and our staff. A light, nutritional snack and beverage are provided daily.

The After School Program is available on a yearly or daily basis. A student permanently enrolled in the program receives a reduced rate, and this amount is added to the billing statement at the start of the school year.

Parents wishing to leave a student on a daily (drop-in) basis must notify the School Office no later than 1:00 p.m. that day. The drop-in fee of \$5.00/hour is applied beginning at 3:15 for K3-Prep, K3, and K4 students and at 3:30 p.m. for children in kindergarten through 6th grade. Payment is required when the child is picked up. If the drop-in fee is not paid by the end of the week in which the service was provided, the drop-in fee will be increased and billed to the parent(s). Any child who is not picked up by the 5:30 closing time will be assessed an additional \$25 late fee.

ATTENDANCE

Absences:

Punctuality and regular attendance are of prime importance to a child's educational welfare. Excessive absences may cause a student to fall behind in class work. Illness or death in the family excuses a student from attendance. The School also understands that there are occasions for other unavoidable absences. We attempt to work with each child to see that he or she is not penalized for an excused absence. We expect parents to use discretion concerning absences, especially those concerning lengthy trips. Parents are requested to notify the school office of a student's absence daily. If dental or doctor appointments must be kept during school hours, a written note should be given to the teacher in advance. Students are responsible for any work announcements, or handouts given in their absence. *If a parent wishes to collect class or home assignments for a student, the school office should be notified in advance so that the teacher has adequate time to gather all assignments together.*

Make up work must be completed within the time frame established by the individual teacher. This time frame will vary depending upon the type of assignment given and the length of the absence. If the work is not completed within the time frame, no credit will be given. ***It is the responsibility of the student, not the teacher, to see that all missed work is completed and submitted within the established time frames.***

Arrival and Departure:

St. James' school hours are as follows:

8:00 a.m.	Classes begin for Grades K5 through 6
8:20 a.m.	Classes begin for Primer I, Primer II & Pre-K
3:00 p.m.	Dismissal time for Primer I, Primer II & Pre-K
3:15 p.m.	Dismissal time for K5 through 6

Students should not arrive at school earlier than 7:30 am since there is no one on campus before that time. ***Students arriving between 7:30 - 7:45 am should report to the Cafeteria, where a teacher is on duty.*** All students will go directly to their classrooms after 7:45 am.

Students are considered tardy after 8:00 am (Grades K5 -6), and 8:20 am (K3-Prep, K3, & K4) . We request that parents make every effort to have their children at school on time.

Procedures for Late Arrival:

All kindergarten through sixth grade students arriving past the start time or leaving before the dismissal time shall follow these guidelines:

If a student arrives on campus any time past the class start time, for any reason, the parent shall accompany the student to the school office to pick up a Class Admission slip. *If a child has been late for more than five times in a grading period, a conference with the parents will be requested.*

If a student must leave school prior to the dismissal time, for any reason, the parent shall first come to the school office to pick up a Class Departure slip. This slip must then be presented to the child's teacher for the child to be picked up.

Students should be picked up promptly at dismissal time. Younger children especially need this security. *Unless the teacher is notified, no child will be allowed to leave with anyone other than his or her regular car pool or family.* **Any child not picked up by 3:15 (preschool) or 3:30 (lower school and middle school) will be sent to the After School program and the applicable drop-in fee will be charged.** Any child who is not picked up by the 5:30 closing time will be assessed an additional \$25 late fee. Please finalize plans for picking up children before arrival at school. The School does recognize there will be occasional last minute changes of plans, but each message relayed disturbs the entire class during the learning day.

PHONE CALLS

Except for family emergencies, phone calls will not be put through to faculty or students during class time. Please call the office with messages, and we will ask the teacher to return your call at her conference period. Also be reminded that teachers are not allowed to answer their cell phones while they are teaching.

CAFETERIA

Students have the option of either purchasing their lunch at the cafeteria or bringing their lunch from home. **Cafeteria lunches may only be purchased on an annual basis.** Milk or juice is available for purchase daily. Parents and visitors are welcome to eat with the students occasionally, and advance notification to the cafeteria staff is appreciated.

Appropriate mealtime manners are practiced during lunch. Each student is responsible for his or her litter and for keeping the cafeteria clean and orderly. No food may be taken from the cafeteria. During the lunch period, students must remain in the cafeteria or the area designated by the teacher.

ALL-SCHOOL CHAPEL SERVICE

In that multiple faiths and denominations are represented at St. James, we consider a vital part of the daily curriculum to include recognition of God as the center of our environment. On Tuesday of each week, all-school chapel is conducted by the Rector or Curate of St. James Episcopal Church. Our Christian education studies come together with our patriotism at this time, in that we follow with the Pledge of Allegiance and singing of the National Anthem. Parents and friends are always welcome. On all other days, a classroom devotional is held or students participate in Christian education class from 8:00 - 8:20. Devotionals and religious study curriculum are scripture based and non-denominational.

CLASS PLACEMENT AND PROMOTION OF STUDENTS

Prior to promotion to the next grade level, children are expected to meet specific standards and display appropriate characteristics in the following categories: academic achievement, behavior, maturity, and social interaction. At the end of each school year, faculty members shall evaluate each student according to these guidelines:

- 1) **Academic/Aptitude:** appropriate academic achievement (no lower than a C average in core subjects) and aptitude for the work presented; completes assignments on time; listens and follows directions; (for preschool students, this area is judged in terms of appropriate readiness skills);
- 2) **Behavior:** works cooperatively with teachers and peers; follows classroom and campus rules;
- 3) **Maturity:** exhibits self control and self help skills; shows respect for self and others; displays positive self esteem; takes responsibility for actions
- 4) **Social Interaction:** interacts appropriately with peers and adults; displays age appropriate interests.

Parental involvement in a child's educational process is fundamental to that child's overall success. Such involvement will also be a consideration.

Current students meeting the grade/age appropriate standards will be promoted to the next grade level for the following school year. The school may recommend that a child be retained in a particular grade if one or more of the standards are not met. The child's current classroom teacher, along with the Head of School, are responsible for the final decision regarding the placement of a student.

When the total enrollment for a particular grade is determined, each student enrolled is evaluated, giving special attention to his/her particular academic, social, and emotional needs. When there is more than one section of a class, the teachers recommend to the Head of School appropriate placements to give each class proper balance regarding ability, gender, learning styles, and social interaction. Since careful planning takes place to insure proper placement for each child, *special requests for particular teachers and/or particular classmates will not be accepted.*

DISCIPLINE

Good discipline is essential if the School is to discharge its responsibilities in the development of citizenship. Acceptable behavior is very important for an effective teaching - learning situation. Unacceptable behavior will be dealt with fairly, with dignity, and in good temper. We urge full cooperation among parents, teachers, and administration.

All students are expected to display respect in speech, action, and manner toward all adults and all other students with whom they are in contact during the school day. They are expected to obey individual classroom rules set by their teacher and are expected to complete homework assignments on a timely basis. All students should have the necessary materials for class work and be prepared for daily lessons.

Because it is neither possible nor necessary to attempt to cover all behavior by specific rules, St. James Day School reserves the right to judge the seriousness or impropriety of any behavior. Although few students are ever involved in anything but minor disciplinary difficulties, a general outline of disciplinary procedures and regulations for the purpose of clarification is given:

Minor behavior and citizenship failings are handled by a faculty member counseling the student. Repeated offenses in this area may result in a telephone call to the parents.

Repeated or more serious citizenship lapses may necessitate a request that the student be removed from classes for the remainder of the day. Following this will be a conference with the student, parents, teacher, and Head of School. A letter will then be placed in the student's file.

Absences due to suspension are unexcused. Students will be required to complete any work assigned during this period but will not receive credit.

For major rule or policy violations or failure to respond to counseling or warnings, lengthier suspension or dismissal may be necessary.

The age of the student and his or her overall previous record affect the action taken in any disciplinary situation. Among the major actions that subject a student to suspension or dismissal are: leaving campus without permission; dishonesty, including lying, stealing, cheating, and plagiarism; willfully damaging property; physical violence; smoking. Having or using alcohol or other harmful or illegal drugs at school or at a school function is an offense in a class by itself and a student committing such an offense will be suspended immediately and may be dismissed from St. James Day School.

The St. James Faculty and Staff do not administer corporal punishment. Conduct Referral slips will be administered for disciplinary problems and consistent failure to complete assignments. The student is expected to return the slip signed by the parent. A copy remains in the student's file.

DRESS CODE POLICY

Appropriate student dress and grooming is conducive to good discipline and behavior. Only the style of dress that will lend itself to a proper learning situation for the student body will be permitted on our campus.

The St. James Day School uniform is intended to provide a common visual identity for St. James students, a uniformity of dress to reduce comparison, and a savings in overall costs for school clothing. Pride in one's school is demonstrated when uniforms are well kept, clean, and in good repair. School uniforms are required to be worn by ***all students Monday through Friday***. Any optional clothing listed may be worn Monday, Wednesday, Thursday, and Friday. ***Dress uniforms are required on Tuesdays and for all field trips and special performances*** and are optional on the other four days.

The following rules apply at all times:

- √ Students are to be neat in appearance and well-groomed.
- √ Makeup may not be worn by any student.
- √ If worn, jewelry should be simple and may not be distracting to the educational process. Earrings may not be worn by boys.
- √ Hats may not be worn at school, unless required for medical reasons.
- √ Hair shall not cover the eyes, or be styled in a way that is distracting and/or designed to be conspicuous.
- √ Official Scout uniforms may be worn on Scout meeting days.

The Head of School and Faculty have the authority to make judgments regarding any Dress Code issues. For the first two infractions, a parent will receive written notification when his/her child is not in compliance with the dress code. *The third infraction will result in the parent being called to immediately correct the situation.* Requests for revisions/changes in the Dress Code should be addressed in writing to the Head of School and will be considered for the following year.

Logos are required on all blouses, shirts, sweaters, sweatshirts, and turtlenecks, unless covered by jumper, crew sweater, or sweatshirt.

St. James does not permit substitutions for any uniform items.

No sweatshirts, light jackets, or sweaters other than those with the St. James logo will be permitted.

Clothing items purchased from any source other than the official sources listed will not be acceptable.

Official Sources for Uniforms:

PARKER UNIFORMS

- Navy plaid jumper (girls' preschool and lower school)
- Navy pleated skirts
- Navy plaid skirts and culotte
- Girls modesty shorts
- Light blue Peter Pan blouse
- White midi blouse with plaid tie

LANDS END

- Khaki, navy slacks, shorts
- Khaki, navy skort
- Polo shirt (red, white, evergreen, maize, or classic navy - with logo)
- Turtle neck shirt (red, white evergreen, maize, or classic navy - with logo)
- Peter Pan collar knit shirts, short and long sleeved - blue only
(logo not mandatory if worn under jumpers)
- 3/4 sleeve shirt in blue only (logo mandatory)
- Oxford shirt, blouse - Lt blue only with logo
- Sweatshirt (red, green, classic navy with logo)
- Cardigan sweater (classic navy with logo)
- Crew sweater (classic navy with logo)
- Fleece Jacket (classic navy, red - with logo)

Dress Uniforms

Required every Tuesday plus all field trips and performances.

If the weather is cool enough for any type of light jacket, **students must wear either the cardigan, crew sweater, sweatshirt, or fleece jacket as designated.** Any light jacket worn inside must bear the St. James logo. No other sweater or light jacket is permitted with dress uniform. Any type of outdoor winter coat is permitted in cold weather, but may not be worn inside. **No leggings may be worn with dress uniforms, only tights or knee socks.**

Girls

PreK through Third Grade:

- **Jumper - navy plaid (length shall be hemmed from knee length to 2" above the knee)
- **Blouse - Lt. blue, Peter Pan collar, short or long sleeve
- **Sweater-Cardigan - classic navy

Fourth through Sixth Grade:

- **Skirt or Culotte - navy plaid (length shall be hemmed from knee length to 2" above the knee)
- **Blouse - Lt. blue Oxford, short or long sleeve with logo
- **White midi blouse with plaid tie
- **Sweater - Crew

If girls wish to wear shorts under their skirts, they must wear only a modesty short or biker shorts that are shorter than the skirt. ***All skirts, shorts, or skorts must be no shorter than fingertip length for girls in grades 1 - 6.***

Hair ribbons and bows: Hair ribbons and other ornaments (barrettes, combs, bows, etc.) shall also be color-compatible with the uniform.

Boys

PreK and K:

- **Shorts, Pants - khaki (Preschool students may wear the sport pant)
- **Shirt - Lt. blue Oxford, button-down, short or long sleeve with logo
- **Sweater - Cardigan - classic navy or Sweater Vest with logo

First through Sixth Grade:

- **Belts (brown or navy)
- **Shorts, Pants - khaki
- **Shirt - Lt. blue Oxford, button-down, short or long sleeve with logo
- **Sweater - Crew - classic navy with logo
- **Sweater Vest with logo

Everyday Uniform - All Students - Monday, Wednesday thru Friday

- **Skort/culotte - navy plaid, khaki, navy
- **Pleated skirt - navy
- **Shorts, Slacks -khaki, navy (Preschool students may wear the sport pant)
- **Cargo shorts - khaki, navy (boys & girls)
- **Cargo pants - khaki, navy (boys)
- **Polo shirt (Interlochen knit)- short or long sleeve -
red, navy, white, evergreen or maize
- **Feminine fit polo
- **Turtleneck, mock or regular - white, red, evergreen, maize, or classic navy
- **Sweatshirt - red, evergreen, or classic navy
- **Sweater - Crew, Cardigan - classic navy
- Fleece vest or jacket with logo

Belts:

Shirts must be tucked in at all times. Solid brown or navy blue belts shall be worn by students in grades Primer through sixth. Belts are not required for K3-Prep through Kindergarten students.

Socks:

White or navy crew socks or knee socks. Tights in the sock colors are optional in cold weather.

Shoes:

- #1: White, navy or black tennis shoes. ***(No high tops allowed.)*** White shoes may have navy or black accents, and navy or black shoes may have white

accents. The brand name or any third color may be visible, but only in a minimal, discreet manner.

#2: Any closed toe and closed heel leather shoes which are brown, navy, white or black. Such styles as loafers, top-siders, saddle shoes, etc. are acceptable.

#3. Snowboots or rainboots are permitted only in bad weather and only outside.

School shoes must be worn inside.

For #1 & #2: There are to be ***no lights & no wheels***; the soles and lining must be a neutral color; ***laces must be white or the color of the shoe.***

ENROLLMENT POLICIES

A student is considered officially enrolled when the Enrollment Contract or Re-enrollment Contract, signed by the parent financially responsible for the student, and the registration fee have been received by the School.

The obligation to pay the charges for the entire year is unconditional and no portion of such charges (paid or outstanding) will be refunded. In the event that the parent finds it necessary to withdraw a student, the parent must notify the School in writing by *June 1*. The registration fee is forfeited, but the parent will not be responsible for the remainder of tuition. No refunds will be made for absences, withdrawal, or dismissal. Should a student's withdrawal from school occur due to a move out of town, the remaining tuition amount shall be prorated depending upon the dates of attendance. If written notice of withdrawal of student is not received by school on or before June 1, Parent/Guardian shall be responsible for a late withdrawal penalty equal to 50% of tuition and fees for that tuition year.

St. James offers the following four payment plans:

- Plan #1: Tuition and applicable fees paid in full by August 15th
- Plan #2: 50% tuition and applicable fees paid by August 15th
Remaining 50% paid by January 15th
- Plan #3: 25% tuition and applicable fees paid by July 15th
Remaining 75% paid in three equal payments by October 15th,
January 15th, and April 15th
- Plan #4: By the 15th of each month beginning July - June
(12 equal payments)

A 5% discount applies on tuition only for families with three or more students enrolled.

A 5% surcharge for processing will be added to all payments made by Master Card Visa, or American Express. Returned checks will be added to the student's account as past due, and a \$25 Returned Check Charge will be added. If the school receives at least three NSF checks from an individual, future payments from that individual may be required in the form of cash, money order, or cashier's check. **A 5% late charge applies to payments received after the 20th of the month.**

When an account is in arrears, the following procedure is in place:

- 1) If payment has not been received by the 20th day of the month, the 5th day in arrears, a Past Due Notice is sent by the School Office, applying the 5% late charge.
- 2) If payment has not been received by the 5th of the following month, the parent is informed via mailed statement that the child may be denied admission to class on the 15th of the month.
- 4) If payment has not been received by the 30th day, the student is denied admission to the School until such time as the account is brought current.

St. James Day School will not issue report cards, test scores, or release transcripts of a student until all tuition, fees, and charges are paid in full. St. James is cognizant of the fact that various situations may change through the course of a school year. Should a major difficulty occur, it is requested that the parent contact the school office as soon as possible for discussion of various options. The School is always willing to work with a parent as long as there is open and honest communication and any agreed to arrangements are followed.

EMERGENCY AND FIELD TRIP PERMISSION FORM

Parents are requested to complete an emergency and field trip permission form at the start of each school year, giving detailed information regarding who to contact should an emergency arise, and also giving consent for their child to travel on school field trips throughout the year. If in the course of the school year, a family moves or has changes in any of this information, please notify the School Office immediately.

FIELD TRIP POLICY

Field trips are planned by faculty members to enhance the current curriculum and educational experiences of their students. The number of field trips and length of travel time involved shall be carefully considered in relationship to the ages of the students and the value of the experiences. Written parental consent is required for children to travel on school field trips. This permission is obtained at the start of each year on a universal field trip permission form. *Field trips are a part of the regular curriculum at St. James and, therefore, are not a matter of choice.* All students are expected to participate in all field trips unless they are ill or qualify in some other manner for excused absences.

Parents are invited to participate on field trips since this grants wonderful opportunities for additional involvement with their children's education and also provides the school with the chaperones and/or drivers needed to take such trips. Faculty members shall determine the number of chaperones and drivers needed for each trip. ***All drivers are required to sign a form which verifies liability insurance and adequate number of seat belts. St. James Day School mandates there must be one seat belt available for every child, seat belts must be worn at all times during travel to and***

from such trips, and children under the age of nine must have carseats or booster seats. Children under the age of 10 are not permitted to ride in the front seat.

Only St. James students may participate on school field trips. Siblings, whether or not St. James students, may not attend since parents are acting as chaperones, thereby requiring their attention be directed to the students in the class. In rare instances, if a student has special medical or behavioral needs, it may be required that his/her parent accompany the class on field trips in order for the child to attend. The location, itinerary, size of the class and gender balance will determine the number of drivers and chaperones needed for overnight field trips. School policy requires that one adult chaperone be assigned per every hotel room housing students. Parents may submit a Volunteer Chaperone Request Form if they desire to help chaperone students on an overnight trip. These forms verify their willingness to abide by all school regulations, and also indicate the parents' experience levels in working with groups of children. Chaperones and drivers for overnight trips will then be randomly selected from this group of parents.

FINANCIAL AID POLICIES

Criteria for Financial Aid:

All grants will be based on demonstrated financial need. Financial aid will be granted in the following order of priorities: 1) students currently enrolled and receiving financial aid; 2) students currently enrolled seeking assistance for the first time; 3) accepted new students applying for assistance. In the case of a family's reapplication for financial aid, in addition to need, the applicant's academic progress, and the family's overall contribution to the school will be considered.

Financial aid shall be reserved for students in grades kindergarten through six. Because our funds are limited, St. James is not in a position to award any financial assistance to preschool students. Kindergarten students may only be considered for financial aid under extraordinary circumstances.

Amount of Financial Aid:

Under normal circumstances, financial aid shall be partial in nature (10% to 50% of tuition) rather than full to allow for increased participation and to establish a financial commitment by the family.

Application and Award Procedure:

1. Submit completed Application for Financial Aid form to the School Office by the required deadline.
2. Submit most recent 1040 U.S. tax return and all accompanying schedules, including all corresponding W-2 forms and 1099 forms to the school office by the required deadline.
3. Complete and send the Parents' Financial Statement (PFS) to the School and Student Service for Financial Aid (SSS). There is a nominal fee payable

to SSS for this service.

4. After the school has received the evaluation from SSS, the application form and the tax return, the Financial Aid Committee will make its decisions and send written notification.
5. All financial aid grants are for one year only. A family must reapply each year for renewal.

Financial Aid Committee:

The Financial Aid Committee shall have authority to award such assistance as it deems deserving, and as is within the fiscal capacity of the School, as defined by the Board of Trustees. All financial aid information is confidential. The Financial Aid Fund shall be maintained in an interest-bearing account.

FUND-RAISING PROCEEDS POLICY

Any fund raising in the name of St. James Day School must have prior approval by the Head of School or Board of Trustees.

GRIEVANCE POLICY

The final authority at St. James Day School is the Board of Trustees. The Head of School is given the responsibility and the authority by the Board to run the school. The Board is responsible for hiring and evaluating the performance of the Head of School.

The acceptance or hiring, promotion, retaining, and dismissing of students, staff and faculty is the responsibility of the Head of School.

From time to time parents may have questions about assignments, grades, notes from teachers, interactions between children, or other normal occurrences of the school day. After conferencing with the teacher, if a parent remains unclear or concerned about a situation, he/she contacts the Head of School, who shall render a decision on the matter.

In any situation where a difference of opinion arises with the Head of School's decision, the matter may be brought to the President of the Board, in writing. A copy of the complaint will be given to the Head of School and Rector. The President may choose to call a meeting of the Executive Committee of the Board and may include the parent and/or others at the President's discretion. The decision of the Executive Committee is final.

It should be made clear that in all adversarial situations, St. James expects that any and all communications will be civil, polite, and in keeping with the Christian environment that St. James seeks to promote. We do not accept communication which includes abusive language, or personal attacks on campus or within earshot of children or adults on campus.

HEALTH CARE REQUIREMENTS

Immunizations:

No person may be admitted to school unless a validated document immunization form is submitted to the School office prior to the beginning of the school year (for all new students). The School office will notify the parents of any returning student needing an updated immunization form, and the parents must submit this form within 30 days of this written notification. The Texas Board of Health requires that all children be immunized against diphtheria, rubeola (measles), HibCV, rubella, tetanus, poliomyelitis, varicella (chicken pox), hepatitis B, mumps, and for some students, hepatitis A.

Communicable Diseases:

Exclusion - The major criterion for exclusion from attendance is the condition's probability of spread from person - to - person. The Head of School shall exclude from attendance any student suffering from a reportable disease, as defined by the Texas Board of Health, until the criteria for readmittance is fulfilled. The Head of School may exclude at her discretion, students suffering from scabies, impetigo contagious, ringworm of the scalp, common cold, infectious forms of conjunctivitis, pediculosis (lice), severe coughing, and undiagnosed skin rash.

Readmittance - Students excluded for reason of communicable disease shall be readmitted by one or more of the following methods: 1) *Certificate of the attending physician attesting to their recovery and non-infectiousness;* 2) *Permit for readmission issued by the local health authority;* or 3) *After a period of time corresponding to the duration of the communicability of the disease, as established by the Commissioner of Health.*

A list of communicable diseases, their condition and readmission qualifications is available in the School Office.

Illness:

If a child becomes ill during the day, he or she will report to the school office. The parent will be called and an authorized adult must come and pick up the child. If the parent or guardian cannot be reached and a communicable disease is suspected, the child will be isolated from the other students until contact can be made. We ask that any communicable diseases be reported to the School Office as quickly as possible. *A child should be symptom and fever free for 24 hours before returning to school.*

Medication:

If your child is required by a physician to take prescription medicine during the school day, or if you wish for school personnel to provide your child with "over the counter" oral medication as needed for aches and pains, the following procedure must be followed:

1. The medication must be sent to school in the prescription / original container with the doctor's / manufacturer's instructions printed on the front.
2. A note from the parent giving permission for his or her child to take such medication must accompany the medicine.
3. Upon receipt of any medication, the school will place the medicine, along with the parent's written permission, in a ziplock bag with the child's name and grade marked clearly on the front. This medicine will then be available to the child in accordance with the directions provided by the physician / parents.

School personnel will dispense medication only when the parents have provided such medicine in compliance with the above stated rules. At the end of the school year, parents may pick up their child's medicine; after June 10th of each year, all remaining medication will be disposed.

Any child that is advised by a licensed physician to take medication in an effort to control attention deficit disorder or other special learning situations (including hyperactivity), shall take the medication as prescribed by the physician. Should problems arise regarding classroom behavior, such problems will be dealt with under the guidelines established for discipline as set forth in this Handbook.

HOMEWORK AND GRADING SYSTEM

Homework is an extension of classroom work and a meaningful experience. Most students find the intellectual challenge exhilarating rather than exhausting. Preparation need not inhibit extra-curricular participation. The time required for homework will vary from class to class and student to student. Each student is unique; therefore each student works at an individual pace. Homework helps a student to develop study skills and to develop responsibility. Parents need to provide time and an appropriate place for homework to be completed. Please remember that homework is for the student, not the parent. Should questions arise regarding the length of time being spent on homework, parents are encouraged to contact the appropriate teacher.

PreSchool:

Progress reports for students in PRIMARY I and II, and PRE-K are given twice a year during parent/teacher conferences. Student evaluation is based on age-appropriate skills for each level.

Kindergarten and Primer:

Progress reports for Kindergarten and Primer students are given every nine weeks. Student evaluation is based on age-appropriate areas of cognitive, social, and physical development.

Grades 1-6:

Report cards are sent home every nine weeks. At the five-week interval, a general report of averages in major subjects is sent home to parents for their review. Parents are to indicate their review of grades by signing in the appropriate place and returning the report promptly to the School.

Grading System for Grades 1:

<u>Core Subjects</u>		<u>Minor Subjects & Conduct</u>	
"M"	Meets expectations	"M"	Meets expectations
"E"	Exceeds expectations	"E"	Exceeds expectations
"N"	Needs Improvement	"N"	Needs Improvement
"U"	Unsatisfactory	"U"	Unsatisfactory

Grading System for All Subjects and Conduct - Grades 2-6:

"A"	100 to 94	Excellent
"B"	93 to 86	Above Average
"C"	78 to 85	Average
"D"	70 to 77	Lowest Acceptable Average
"F"	Below 70	Failure
"M"		Meets expectations
"E"		Exceeds expectations
"N"		Needs Improvement
"U"		Unsatisfactory

Required School Events:

Candlelight (December), the **Spring Concert** (usually held in April), and **6th Grade Graduation** (late May or early June) require attendance by all students in grades 1-6, and possibly K5 and Primer. These events are the culmination of the school's music curriculum, and the school's closing exercise for the year. These performance events are a major part of our whole-child curriculum and count as a major portion of a student's music grade.

Dress for Candlelight is Sunday attire, with coat and tie required for boys. Tennis shoes are not acceptable for this event. Attendance at 6th Grade Graduation is required for grades 1-6. Sunday attire is the dress for 4th and 5th graders. 6th grade boys wear coat & tie and girls usually wear white dresses.

HONOR ROLL

Students in grades 2-6 are eligible for the Honor Roll each nine-week grading period. The following criteria must be met for inclusion on the Honor Rolls:

- A Honor Roll** 94 or higher in all academic subjects*
- A-B Honor Roll** 50% A's in academic subjects and B's must be 86 or higher.*

*A grade of N or U in any non-academic subject, or a conduct grade of N or U in any subject automatically make a student ineligible to be placed on either Honor Roll during that nine-week period.

Students and parents are discouraged from sharing grades and report cards with their friends. Grades are a very personal evaluation and should not be viewed in a competitive light.

PARENT - TEACHER CONFERENCES

The best educational atmosphere that can be set for our children is one of parents, teachers, and administration working as compliments to each other. Our commitment is to work professionally and constructively for the education of each child. Our lines of communication need to be open and direct. Hasty remarks or judgments made to other parents or people outside of St. James only hamper the goals we are all striving to achieve. Parent - School relations and communications that are handled confidentially are our best ingredients for success.

There are two formal parent - teacher conferences set during the school year: one at the end of the first nine weeks and one in the middle of the third nine weeks. Teachers are also available to meet with parents concerning their children during their school day planning periods and after school. Please schedule conferences with teachers in advance. This way, our faculty can best prepare for a conference that will provide a much more satisfactory conversation for the benefit of the child. *There can be no conferencing during pickup or dropoff since teachers are responsible for many students during that time.*

All concerns pertaining to a student's development should first be discussed with the individual teacher. Situations are usually handled most satisfactorily on the level at which they occur. Therefore, please attempt to settle any problems with the teacher first. If a satisfactory conclusion cannot be reached, parents may schedule an appointment that will include themselves, the teacher, and the Headmistress. If after this meeting there is still no satisfaction, the parents may petition the School Board. Petitions are requested to be sent to the School Board President in writing.

PARENTS' CLUB (& VOLUNTEERING!)

St. James Parents' Club is the "PTA" of our School. This organization is responsible for one major fund raiser at the beginning of the school year, and various activities during the year. A parent from each classroom serves as a Parent Club liaison for Parent Club sponsored events. All parents automatically become members. Officers are elected annually, and meetings are usually held once per month to coordinate all of the activities.

St. James relies solely on tuitions and fund raising efforts to provide continued excellent educational opportunities for our students. Therefore, the volunteer hours given by our parents and friends are most valuable to us. The School also appreciates the contributions and donations of labor, time, and materials given by various individuals and businesses.

PARTIES

Sharing a child's birthday with God is a very important part of his or her life. Special prayers are said for the birthday child during the morning Chapel service. For a child's birthday, parents may bring or send some treats that the child may share with classmates. Please check with the teacher in advance as to the appropriateness of time. ***At no time are complete birthday parties held in the classroom. Birthday invitations may be distributed at school only when there is an invitation for each child in the room.***

ST. JAMES WEEKLY & THE SPIRIT of ST. JAMES

The *St. James Weekly* is emailed to each family each week. (Hardcopies can be sent in backpacks if requested.) This newsletter is an excellent way for parents and friends to keep informed regarding what is happening on our campus. Please be sure to read the newsletter carefully, since it will also contain important reminders regarding early dismissals, special events, fund raisers, etc. Teachers also send weekly newsletters and/or post information on their WIKI WEB each week.

The Spirit of St. James is a more in-depth publication of major events, curriculum spotlights, alumni connections and achievements, and parent education resources. This newsletter is emailed to current St. James families, alumni, parents of alumni, and interested community member four to six times a year. Hardcopies available by request.

SCHOOL CALENDAR

The school calendar is distributed to all parents at the start of the school year. Should inclement weather days occur, parents will be notified as to when these days will be made up. Please make special note of holidays, early dismissal days, parent - teacher conference days, and teacher in-service days. Sufficient notice will be given should any changes in the calendar occur. The academic calendar can also be found on the school web site, and on each teacher's WIKI. A continuing update calendar is posted on the St. James Administration Wiki.

SCHOOL WEB SITE CLASS BLOGS

The school maintains a web site at www.stjamesdayschool.org with photos of events, class information, historical information, curriculum overviews, alumni news, and other news of interest for our school family. Additionally, the school periodically publishes E-NEWS to those parents on the school's email list. Teacher email addresses can be found on the web site and class blogs as well as in the school directory. Teachers update their individual class blogs each week with important information for parents and students.

SCHOOL DIRECTORY

The Directory for St. James Day School is published at the beginning of each school year. Each family receives one free copy of this directory. Additional copies may be purchased in the school office. This is a Parents' Club project.

In order to protect both staff and students from sales pressures, exploitations, and the use of our mailing list by other schools and organizations, etc., it is the policy of St. James to only release this directory to those individuals or firms approved by the Head of School. *We request that our parents abide by this policy as well.*

SCHOOL EQUIPMENT AND SCHOOL PROPERTY

Students are responsible for the books (library books, textbooks, and workbooks) assigned for their use. They must pay the replacement cost when a book is lost, stolen, or damaged. We request that all books be taken care of properly.

St. James encourages all students to treat the school grounds and property with respect. No littering is allowed. Playground and gym equipment is to be used for intended purposes only. Students are responsible for equipment and supplies that are damaged or destroyed when misconduct is involved.

Parents who allow their children to play on school grounds and equipment after school are asked to have at least one adult monitoring the children. Our After-School children also use the equipment after school hours, and personnel cannot be watching your children as well as caring for their classes.

SHARING

We encourage students to bring articles of interest to show to their classmates if they desire. These items (such as models, stories, news articles, art work, collections) should have some correlation to what is presently being studied in the class. Stickers, comics, or toys are not encouraged as a part of sharing unless special permission is obtained from the teacher. *Handheld electronic games, iPods, and other CD or tape players with headphones are not allowed at school, unless special permission is obtained from the office.*

TELEPHONE

Students may not use the telephones on campus except in case of emergency. Permission must be granted from a teacher or the School Office. The use of the school telephone is to be limited to brief, necessary calls. Students will not be called out of class to receive phone calls. Messages will be taken through the School Office and delivered to the students. Students may not have cell phones on campus. **If a student brings a cell phone, iPad, or any electronic device to school, it must remain in his backpack at all times during school hours.**

TESTING

National standardized tests are used as part of the evaluation program. They provide a basis for educational guidance and measure the effectiveness of curriculum, teaching procedures, and student achievement. Standardized tests are given in

the spring of each year, and as soon as these results are received and analyzed, the individual student's scores are mailed directly to the parents. If the parents and/or school personnel request a conference to discuss these results, a conference will be scheduled accordingly.

Occasionally the need for special testing arises. St. James will work with the parents in accomplishing this. When this need occurs, parents shall have the recommended testing completed within the time frame agreed upon by the School. Also, parents are encouraged to follow through with recommendations and suggestions as presented by the evaluating agency.

TRAFFIC GUIDELINES

Considering the design of the St. James campus, traffic safety is extremely important. Please drive no faster than 15 MPH anywhere on campus and obey all traffic signs. **Children should leave and enter on the right side of the car only.** Since we utilize single line formation at dismissal time, please exercise extreme caution.

Please do not ask to be "the exception" to any of the following rules! They have been designed by concerned parents and faculty members for the safety of our children.

- ✓ Primer I, Primer II, and Pre-K
Drive directly to your building at 3:00. Form a single line for pickup. Do not leave your car unless parked in a parking space.
- ✓ Kinderbarten, Lower School, and Middle School
Kindergarten pick up - in front of Morriss Building
Lower School pick up - between the cafeteria and Lower School
Middle School pick up - at the front entrance of Middle School
(not the circle entrance)

If you have a kindergarten students, pick them up first, then proceed to Middle School if you have a Middle School student. If you have a Middle School and a Lower School student, please pick up at the Middle School first, and then proceed to Lower School. All traffic should proceed around the circle and form a line on the right hand side. No left hande turns from the road please.

- ✓ The parking spaces marked "staff only" are reserved for our faculty and staff at all times. *Please do not park there at any time!*

Dismissal Guidelines

Students will not be dismissed before dismissal time.

VISITATION POLICY

Parents and other relatives are always welcome to visit the St. James campus. Please notify the cafeteria in advance if visitors will be staying for lunch. Parents are welcome to visit their child's classroom. However, please bear in mind that a parent's constant and continuous presence in a classroom may be disruptive to the children, and that courtesy requires the teacher be notified in advance of such visits. Should such visitation cause an impact on the educational process, a conference with the teacher, parents, and Head of School will be scheduled.

At no time will any third party be allowed to have direct access to any student without the express permission of the parent and/or guardian. Without permission, such access will only be permitted upon presentation of a valid court order or subpoena.

WEATHER

If during the school year unsafe weather conditions should occur, the closing of St. James Day School will be announced by the local radio and television stations, as well as on the school's web site: www.stjamesdayschool.org

School Prayer

Almighty God, the fountain of all wisdom: Enlighten by your Holy Spirit those who teach and those who learn. Bless this school, St. James, that it may be a center for learning and worship, and that all who enter this place may receive the light of the Gospel. through our Lord and Savior, Jesus Christ, who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen



CRISIS ACTION PLAN

St. James Day School takes its responsibility to our community seriously. As such, we are in the process of developing a new plan of action that will be instituted should any crisis occur during the school day. The new plan will include an evacuation plan, communication procedures, and classroom directives. Each teacher will also be provided with a communications device which is carried at all times.

Upon completion of our new crisis plan, copies will be mailed to each family and the process explained at MEET THE TEACHER.

Emergency Contact Phone Number

Dee Miller - 903-244-4444