

STUDENT HANDBOOK

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Non Discrimination Policy

St. James Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of education policies, admission policies, scholarship and financial aid programs, and athletic and other school-administered programs.

FORWARD

The purpose of this handbook is to familiarize new and returning students with the procedures of St. James Academy and to serve as a guide for anyone who has questions regarding the policies and procedures of the school. Since every student will be held responsible for the contents of this handbook, it should be read carefully and kept for reference throughout the school year. Please feel free to contact the Academy Office with comments and/or suggestions.

MISSION STATEMENT

St. James Academy offers, in a Christian environment, a program of excellence for the intellectual, social, emotional, spiritual, and physical development of our school community to promote a global perspective and intercultural understanding, to prepare each individual for life-long learning, and to live a creative and compassionate life worthy of a child of God and a contributing member of our world.

HONOR CODE

My goal is to be the best person that I can become. To this end I will strive: to develop my potential physically, intellectually, morally, and spiritually; to make careful choices, exercise self-discipline, and accept responsibility for my own actions; to respect the property, rights, and feelings of others; to fulfill the ideal of service to others. I will live by the St. James Academy Honor Code and will not lie, cheat, steal, or hurt; and I will discourage others from such actions, as well.

PHILOSOPHY

St. James Academy, founded in 1821, is a learning community dedicated to providing an Episcopal, coeducational experience for students (of any color, national, religious, or ethnic origin) in Kindergarten through Eighth Grades. The Academy provides small group instruction addressing student learning styles, individual attention, and personal concern for the individual facilitating a balance among *Pursuing Knowledge*, *Building Community*, and *Serving Others* as children are to become citizens of a global community.

Pursuing Knowledge by

- Promoting excellence through rigorous academic expectations;
- Encouraging open-minded curiosity, understanding and collaboration;
Promoting the value of lifelong fitness and principled competition

through participation in vigorous free-play, physical education, and intramural and interscholastic athletics;

- Emphasizing visual and performing arts to encourage self-confidence and self-expression;
- Expanding world-wide awareness through The International Baccalaureate Middle Years Programme (IB MYP) to develop knowledgeable, reasoned, critical thinkers, effective communicators, and risk takers ready to meet life challenges.

Building Community by

- Modeling a positive Episcopal ethos of open discussion and reflection;
- Nurturing relationships to foster a safe community that allows individuals to recognize mistakes, make amends, rebuild trust, and realize potential;
- Encouraging parent participation and collaboration as an integral part of school life.

Serving Others by

- Addressing spiritual and moral developmental needs and responsibilities in day-to-day relationships, daily prayer, regular worship, Faith in Action (community service), and Middle School Faith Development classes;
- Instilling a sense of balance, fairness, and mutual respect in a Christian environment;
- Committing to serve others through partnerships, individual and group projects.

OBJECTIVES

- To provide for the development of the intellectual, social, emotional, spiritual, and physical growth of each individual student.
- To maintain a positive environment and caring atmosphere that nurture close interpersonal relationships.
- To provide opportunities for students to achieve their full potential.
- To expose the children to language arts, mathematics, social studies, science, foreign language, performing and visual arts, religious instruction, physical education, and information technology to encourage each student to become self-motivated and well-rounded.
- To enable students to become life-long learners and apply this knowledge in everyday situations.

GLOBAL AWARENESS STATEMENT

The St. James Academy (SJA) community offers a multicultural curriculum to promote intercultural understanding and respect. Students are encouraged to take intellectual risks, to challenge their own assumptions, and to work cooperatively in order to understand and synthesize different points of view inclusive of gender, religion, national origin, and socioeconomic status. These pursuits create and sustain a culture of inclusion grounded in the SJA mission. SJA has incorporated the International Baccalaureate (IB) mission statement into daily planning: "IB aims to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through intercultural understanding and respect."

ST. JAMES ACADEMY PRAYER

Watch over this school, O Lord, as its years increase. Bless and guide its children wherever they may be, keeping them unspotted from the world. Strengthen them when they stand; comfort them when they are discouraged or downhearted; raise them up when they fall; And in their hearts may your peace, which passes all understanding, abide all the days of their lives; through Jesus Christ our Lord. AMEN.

A PRAYER OF THANKSGIVING AND DISMISSAL

Almighty and ever living God, we thank you for the gift of this day – for the opportunities to worship, work and play together. And now, Father, send us in peace to our homes and out into the world to love and serve you as faithful witnesses of Christ our Lord. To Him, to You, and to the Holy Spirit, be honor and glory, now and forever. AMEN

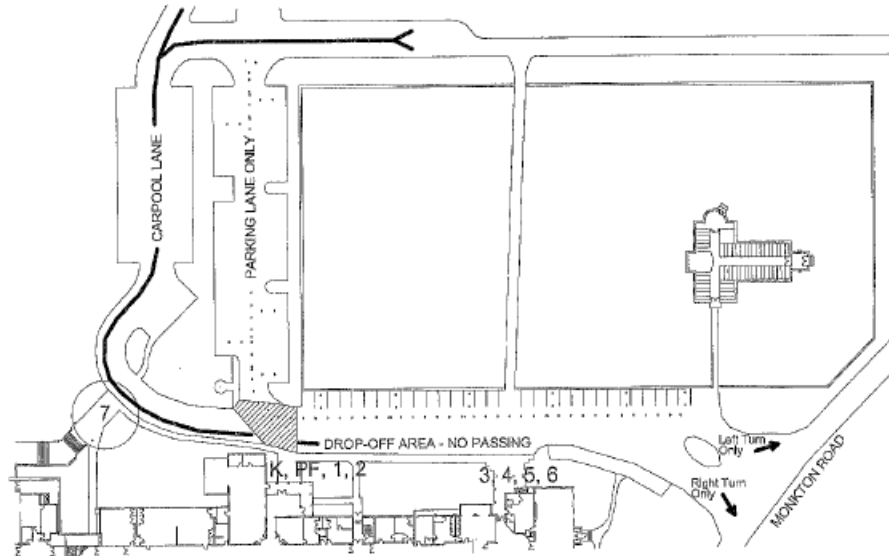
DAILY SCHEDULE & HOURS OF OPERATION

Arrival:	8:00-8:15
Prefirst-Grade 5:	8:15-3:00
Grades 6-8:	8:15-4:15 (M/T/W/TH for Athletics/Study Hall) 3:00 (Friday Dismissal)
After School Club:	3:00–6:00 (pre-registration required)

Because **classes begin promptly at 8:15 AM**, it is imperative that students arrive between 8:00- 8:15. The school is not responsible for children who arrive prior to 8:00 AM, nor can the school attend children who are left after 3:15 PM (4:15 PM for Grades 6-8 registered for after school athletics, and/or study hall). Emergency situations may necessitate exceptions to these rules. Chronic lateness may necessitate mandatory registration and an accompanying fee to SJA's After

School Club. **Parents are responsible for the behavior of their children while in the school building or on the school grounds at any function, other than the daily operation of school.**

ARRIVAL



Beginning at 8:00 AM each morning, faculty members are assigned to greet your children at each of the two porch entrances. To ensure a safe and efficient entrance, **students who arrive between 8:00 - 8:15 AM** may wait for entrance into school as indicated below:

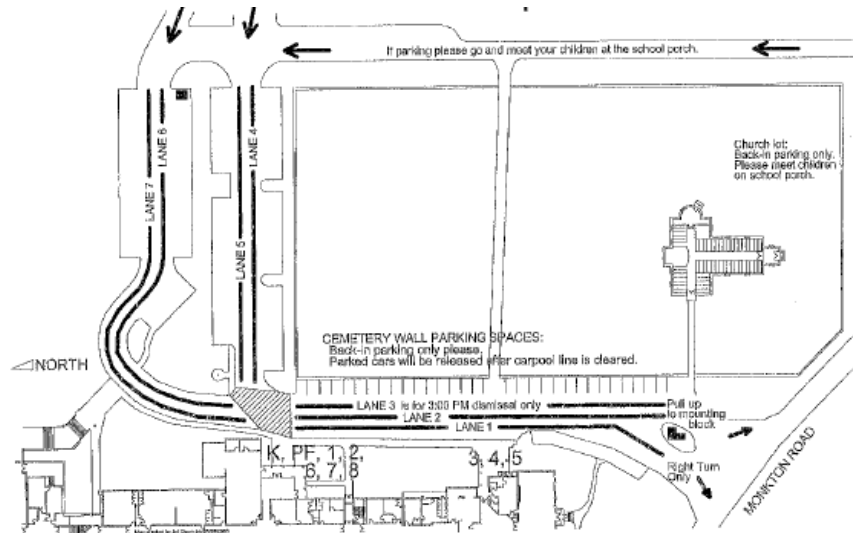
- Students in **Eighth Grade** may proceed to their Lounge after 8 a.m.
- Students in **Seventh Grade** assemble at the St. James Center Pavilion;
- Students in grades **Prefirst, Kindergarten, First, and Second** assemble at the **Academy porch entrance**. Students line up according to grade;
- Students in grades **Third, Fourth, Fifth, and Sixth** assemble at the **Parish Lobby porch entrance**. Students line up according to grade.

To maintain a one-way traffic pattern, all cars enter the LOWER ENTRANCES ONLY (from Monkton Road or Old York Road) and follow a single line through the lower parking lot. Pull your vehicle forward in a single line beginning at the upper (Parish Lobby Porch) entrance down to the St. James Center. **Children should exit car on passenger side directly onto the sidewalk. Once all cars are unloaded, this group of cars exits together. NO PASSING PLEASE.** It is

respectfully requested that parents **refrain from cell phone use** while in the carpool line.

If you must enter the building for any reason, please drop your child off in carpool and then proceed to a parking space. Should your child require assistance (crutches, projects, etc.) please park and enter the building with your child. Do not permit your child to leave the parked car and walk to the school or parish entrances unescorted.

DISMISSAL



At 3:00 PM carpool, park your car in one of three lines, bumper to bumper, in front of the school with the first cars stopping at the carriage steps (at 4:15 PM carpool, please form only two lines). **Please turn your car off before exiting to retrieve your child.** The dismissal duty teachers will release students from the porches when all cars have stopped and adults have arrived to retrieve them. Please stand clear of porch entrance areas as children exit the building so they may be identified, retrieved, and loaded into cars quickly and efficiently. **Escorted children may proceed to a parked car** (along the cemetery walls, the Old York Road Drive, or the school or church parking lots). If a duty teacher is in sight, please respect carpool signals. When the 3:00 p.m. carpool lines begin to exit, no pedestrians will be permitted to leave the porch areas. If you are in carpool and your child is not ready or has forgotten something in the building, please exit with the line of cars, reenter the lower driveway, and advance to the

end of the carpool. **Note that both the Monkton Road and the Old York Road entrances are two-way and extreme caution must be exercised at all times.**

PLEASE do not leave your car in the carpool line to enter the school building. Others may not be able to leave until you return. If you have business inside the school during carpool, please park so that your vehicle will not interrupt the flow of carpool. We ask that you comply with these guidelines to assure safety for all.

Parents and students may not enter the classroom after school unless a teacher is present in the room.

CELL PHONES & ELECTRONIC DEVICES

Students may use the phone in the School Office to call home for emergency reasons. There is **no need** for a child to have a cell phone between 8:00-4:15. Use of cell phones, electronic handheld games, and MP3 players by students, on school premises, is prohibited during instructional hours, including after-school activities. During instructional times, devices must be turned off and stored in lockers. **Student cell phones are not permitted on field trips.** Use of these devices during school hours results in removal, possible disciplinary action, and return of the device to parents. The owner assumes all responsibility for loss or damage of any electronic devices brought to school.

All school computers are used by students for academic purposes only. An "Acceptable Use Procedure" stating the appropriate use of school hardware and software is signed annually by students in Grades 4-8. The complete policy can be accessed on the school's website.

COMMUNICATION WITH SCHOOL

Messages are most efficiently communicated via e-mail or in writing. Send a note to your child's teacher if your child is going home in another carpool or with a friend.

After 8:30 AM, please respect the integrity of the classroom routine and deliver all items for students (including lunches and gym bags) to the Academy Office rather than the classroom.

The use of the office telephone by students is limited to emergencies. We do not permit students to call home to make after school social arrangements. Students may not be removed from class for telephone calls.

A class list of supplies will be posted on line. In addition, the following are required: art smock, full gym uniforms (Prefirst-Grade 8) and tennis shoes (non-scuffing/marking soles please). The SJA School Store is a good resource for supplies at a reasonable cost. Hours of operation are posted on our website.

ATTENDANCE

Regular school attendance is essential for school success. Students are expected to attend school every day unless sickness or special family circumstances necessitate absence. Call the school office before 8:30 AM to report your child's absence and to arrange for make-up work, if an absence of more than one day is expected. When a child returns to school, a written excuse explaining the absence is required. After an illness, participation in all curricular activities will be expected unless a written explanation is provided.

TARDINESS OR EARLY DISMISSAL

If your child arrives late to school, please stop in the Academy Office and sign in. When the office is notified, we will be sure your child is not marked absent for the entire day.

If your child needs to leave school before normal afternoon dismissal, please call the Academy Office or send a note with your child. Children will be dismissed directly from the Academy Office and must be signed out by the responsible party. Please do not interrupt your child's class by going directly to the classroom. As a courtesy, please notify the Office by noon.

VACATIONS

Every effort should be made to coordinate school and family vacations. A substantial part of each student's grade is determined by attendance in class. If a family vacation does not coincide with the scheduled St. James Academy calendar, it should be understood that the quality of the make-up class work will not match that of the original. Work assigned prior to the vacation is an approximation of anticipated class work. Therefore, additional make-up work should be obtained after the vacation.

LUNCHES & SNACK MACHINE USE

It is important that you send a daily lunch and beverage with your child. Limited facilities, as well as safety precautions, preclude use of a microwave by K – Grade 5 students. No refrigeration is available for students' lunches.

Children in all grades are provided with a brief snack time daily. Be sure to include snack items in the lunch for your child, if you choose. Healthy snack items, such as fruit, are encouraged. Gum is not allowed and candy is strongly discouraged. Children may not bring caffeinated beverages or drinks in glass bottles at any time. Daily milk and lunch programs, are offered for additional fees. Students in Grades 6-8 are permitted to purchase snacks and juice drinks from the vending machines during snack and lunch times and before study hall.

Food service is limited to the Macdonald Hall. We pride ourselves on the cleanliness of our building. Since sodas and food stains are very difficult to remove from carpeted areas, **please do not permit your children to eat or drink in the hallways, library, theatre, or gym after school.** Thank you for helping to keep our school clean.

SCHOOL DIRECTORY

The **SJA Directory/Handbook** will be distributed at the beginning of each academic year. During the course of the school year, be sure to notify the school office, in writing, of telephone number/ mailing address/e-mail address changes. Changes will be published in the school newsletter and updated, annually, in the Student Directory.

PHOTOGRAPHS

Photographs of St. James Academy students may be used for school related purposes unless written notification is received from the parent(s) stating otherwise.

EMERGENCY CLOSING

Morning Closings and Late Openings

Listen for weather related announcements on WBAL radio or TV, log on to our website www.saintjamesacademy.org or call 410-771-4816, Option #4.

- If schools in Baltimore County OR the HEREFORD ZONE of Baltimore County are closed, we are closed.
- If schools open **one hour late**, ALL GRADES will begin at 9:15 AM.
- If schools open **two hours late**, ALL Grades will begin at 10:15 AM, including AM Kindergarten, which will dismiss at 3:00 PM, the regular Lower School dismissal time. It is the AM Kindergarten parents' decision whether to take advantage of this extended day option for your child on 2 hour delayed days.
- In the event that the Baltimore County School System is closed for a scheduled holiday, St. James will follow the closing of Harford County.

- All lunch programs will be served as scheduled if the school opening is delayed and will be rescheduled if school is closed.
- Contact the Health Suite (410-329-3297) if your child takes medication during the school day and school medication times need to be adjusted based on altered home administration times.

Afternoon Early Dismissals

St. James Academy makes an **independent decision regarding early closings** due to weather. Please watch our website or call the school phone line and press Option #4 for emergency closing information. Parents with an email address on file in the school office will receive an email regarding early dismissals. Individual family decisions to pick children up earlier will be respected.

Academic Policy

HOMEWORK

Homework is assigned to all grades on a regular basis and is designed to reinforce work already introduced in class, to encourage responsibility, and to develop individual work habits at home. Introduction of new units or pre-tests to indicate the skill level of the students may also be included as homework. Although each child works at his/her own pace, the following guideline is provided to assist parents:

<u>GRADE</u>	K	<u>NO MORE THAN</u>	15 minutes
	PF		20 minutes
	1		30 minutes
	2		30-45 minutes
	3		45 minutes
	4		1 hour
	5		1 ½ hours
	6		2 hours
	7-8		2 ½ hours

If a student consistently requires more or less time, please document specifics and notify the child's teacher. A conference may be requested, if necessary.

Parents should value the student's ownership of his/her work. Any parental assistance may consist of locating resources for answers or indicating where incorrect answers exist without actually doing the work.

PROJECTS

Three types of long-term projects, paper based (notes, outlines, drafts, and final copies) three-dimensional, and/or technology based may be assigned. The purposes of project completion are to maximize independent study and follow-through, to culminate or reinforce skills, and to provide guided opportunities for time management and organization.

Teachers provide clear requirements and objective criteria to support their students. Parents may provide support by discussing possible topics, assisting in locating resources, and signing on-going progress reports. Projects are graded on content, appearance (appropriate to student grade level), oral presentation, mastery of information, and timely completion. Those projects which are completed outside of school are less heavily weighted.

CONFERENCES

A parent/teacher conference is scheduled in October. If you would like an additional conference with a teacher, please make an appointment by calling the Academy Office or e-mailing your child's teacher. Conferences during the school day may be arranged in advance since teachers are focused on the children during regular school hours.

Please respect a teacher's family and personal time by contacting him/her during normal school hours. Issues concerning the school or your child may be discussed with the Head, Division Heads, or the School Counselor by appointment after consultation with your child's teacher. Every effort will be made to return initial contacts within 24 hours of a business day.

CLASSROOM VISITATION

Visitors are always welcome. Please call to arrange a mutually convenient time and check in with the office prior to your visit.

TESTING & GRADE PROMOTION

Standardized tests are administered each spring to evaluate curriculum, as well as individual student progress. These scores represent one aspect of the whole child, and results are not recorded on report cards.

The Otis-Lennon Mental Ability Test is administered each fall in Grades 2, 5, and 7. Achievement tests are administered as follows: Metropolitan Readiness Tests to Kindergarten and Prefirst, and CTP IV from ERB to Grades 1-8 (with electronic administration in Grades 6-8). Every student must pass each grade level before promotion to the next level. If a child is having learning difficulties, the teacher will inform the Division Head and the parents in order that solutions to the problem

can be addressed by all parties. In some cases, further evaluation by independent consultant or team evaluation through the public school system may be recommended. An individual plan for the student's education will then be implemented. Subsequently, the progress of the child will be monitored by the teacher and the resource staff. If St. James Academy does not have the personnel and/or the resources to meet the needs of any student, recommendation will be made for alternate placement.

GRADING PERIODS

The three scheduled grading periods conclude in mid November, mid-March, and the first week of June. Middle School students receive an Interim Report at the approximate mid-point of each marking period which is to be signed by the parents and returned to school.

Grading System in Grades 4 – 8

A = 93-100	B+ = 88-89	B- = 80-82	C = 73-77	D = 65-69
A- = 90-92	B = 83-87	C+ = 78-79	C- = 70-72	F = Below 65

Final report cards are held for the following reasons: tuition or After School Club payment in arrears; non-return of text books, library books, or team uniforms. Please contact the School Office as soon as possible, if you do not receive a report card for your child.

ACADEMIC RECOGNITION

St. James holds that each individual is a child of God endowed with gifts from God. To develop these gifts in a spirit of mutual support and cooperation, students in Grades 6-8 earn grades for three trimesters in each core academic subject of English, Science, Mathematics, Humanities, and World Language. All final decisions regarding academic recognition are determined by the Head.

Heads' List

All A's/A-'s and 1's or 2's in effort for **three trimesters** in core academic subjects; no NI's

Honor Roll

Honors - More A's than B's in all core academic subjects; all 1's or 2's in effort; no C's, D's, failures, or NI's for **three trimesters**

Effort Honors - More 1's than 2's in effort for **three trimesters** in core academic subjects.

All final decisions regarding academic recognition are determined by the Head of School.

RECORDS

Records are maintained for each student from entrance into St. James Academy until transfer to another school. The types of records on file include personal information, test results, health records, report cards and conference reports. All information contained in a student's file is confidential to be used only by school personnel for educational programming and evaluation. When a student graduates or transfers, his/her cumulative school records are mailed to the new school (upon receipt of parental signed "Release of Records" form).

REENROLLMENT

The enrollment process begins in January. Reenrollment contracts must be returned with book fee and tuition deposit by **February 1** for the next school year. The school may withhold a student's contract if there is a question about student's return for academics, disciplinary issues, or for non-payment of tuition.

CLASS ASSIGNMENT

Our faculty thoughtfully make class assignments with guidance from the Division Heads. This is done collaboratively by the teaching team of each grade - with consideration of student relationships, balanced academic levels, the interpersonal dynamics of students and teachers and teaching styles. We understand the importance of the dynamic interplay between students and students, and students and staff. We ask that you kindly respect staff's unique, educational perspective and trust that teachers and administrators will make class placements with the best interest of every student in mind.

RIGHT OF PRIVACY

The Right of Privacy of pupils and their parents and guidelines for access to, and release of records for individual pupils are as follows:

St. James Academy will provide the complete record of a student to the parents/legal guardian of that child upon written request. St. James Academy has a responsibility to provide parents with an appropriate interpretation of school records (especially standardized test results). The school will arrange for any such discussion of records.

No cumulative school records will be released to another school without written permission from parents/legal guardian and full payment of all financial

obligations.

Business Office Policies

TUITION

In order to meet financial obligations, a regular schedule of tuition payments must be followed. Parents have a right to choose the method of payment - monthly, semi-annually, or annually. However, once chosen, payment must be timely. Payments may be mailed to the school (Attn: Business Manager) or made online through our website (www.saintjamesacademy.org).

Bills are sent on the fifteenth of each month for payment by the first of the next month. Late payments will be assessed a fee of 1.5% on the outstanding balance. In addition, in accordance with the enrollment contract, the expectation is that tuition payments do not exceed two months in arrears or the Academy may exercise the unpleasant right of dismissing the student until tuition payment is brought up to date. Specifically:

- Tuition due July 1 (annual, semi, and monthly) and August 1 (monthly) must be received prior to the start of school in order for the student to attend.
- Tuition due September 1, October 1, and November 1 (monthly) must be received by Thanksgiving in order for the student to attend after Thanksgiving Break.
- Tuition due December 1 (monthly), January 1 (semi and monthly) must be received by Spring Break in order for the student to attend after Spring Break.
- Tuition due February 1 and March 1 (monthly) must be received by the last day of school in order for the student to receive his/her report card/transcript.

Additionally, it is the general policy of the Academy that Enrollment Contracts be signed by both parents so as to ensure a commitment by the family to the continued enrollment of their child. Consequently, the obligation under the Enrollment Contract supersedes any independent agreement reached between parents, in the event of a divorce or separation. As a matter of course, the Academy will send its invoices to both parents so as to ensure that the parties know the status of the account.

AFTER SCHOOL CLUB

A registration form for After School Club may be downloaded from our website and requires an annual registration fee per family. Based on the registration option selected, billing will be sent the beginning of each month and will be due approximately two (2) weeks later. Full and part time registrations will be billed

monthly from September through May. Drop-in registrations will be billed for the dates attended the beginning of the month following the month of attendance. Late payments will be assessed a fee of 1.5% on the outstanding balance. As with tuition, payments exceeding two (2) months in arrears will prohibit the student from attending until payment is received. In addition, late pick-up beyond the 6:00 dismissal time will result in a cost of \$20 until 6:10 with an additional \$1 per minute beginning at 6:11 until pick-up time. Excessive disregard for the 6:00 dismissal time may necessitate removal from the program.

FINANCIAL ASSISTANCE

Financial assistance, based on demonstrated need, is available to families with children in K-Grade 8. Instructions and links for financial assistance application are on our website. Please be assured that information is handled confidentially.

Standards of Behavior

PHILOSOPHY

One of the goals of St. James Academy is to develop students with a sense of self-discipline and an acceptance of responsibility for their own actions. Character is strengthened by respecting the property, rights, and feelings of individuals, as well as the community as a whole. In addition, students are encouraged to take pride in their appearance by following a code of good grooming and proper attire. Appropriate behavior, consistent with the values and ideals established by the school, is expected at all times.

MANNERS

Rigorous academics are a primary concern at SJA, but we also must be mindful of important life lessons of etiquette, good manners, and respect for one and all. We value these important social skills and our excellent reputation of being a caring and sharing community and would appreciate your help with these important learning opportunities. Please continue to reinforce good manners and respect for all as together we guide your children to develop into “contributing members of society”.

SOCIAL & EMOTIONAL DEVELOPMENT

A priority at SJA is to insure that all students come to school feeling both physically and emotionally safe. Each day, classes begin with Morning Meeting, part of the Responsive Classrooms curriculum, to address the social and emotional development of children. From time to time, students experience normal social pain

(i.e. hurt feelings). Classroom teachers or middle school advisors should be able to resolve most issues, and may or may not contact parents. Bullying occurs when a student or group of students targets an individual repeatedly to create an imbalance of power. Any action by a student where the intent is to harm another, beyond normal social interactions, will be taken seriously and addressed. The school's bullying and cyber bullying policy is available on the website.

If you have concerns regarding your child's social and emotional development, please contact your child's teacher or advisor.

CODE OF CONDUCT

In addition to the highest standards of behavior expected from SJA students in personal deportment, dedication to academic activities is also expected. We expect students to be motivated, to strive to do their best work possible, and to maintain a friendly, cooperative, and responsible attitude toward all persons in the SJA community. We cannot accommodate students who are unable to live up to these standards. If students damage school or personal property, they and their families will be billed for the cost of repair or replacement.

Students may be dismissed from school for not attending to their academic work in a satisfactory manner; use of alcohol, drugs, paraphernalia, tobacco, or weapons; leaving school grounds without parent or teacher pre-approval; or any violation of the safety and well being of any person. No refunds will be made to the families or students dismissed from school for disciplinary reasons.

These expectations are reiterated in the **Code of Conduct for Students** which is distributed to every student at the beginning of each year to be read, signed by both student and parent(s), and returned to school. SJA is a redemptive community. When the bonds of community trust are weakened through misbehavior, true repentance, amendment of life, and/or restitution must occur in order to restore respectful membership in the community. Accordingly, discipline actions are sculpted to specific situations within the consistent parameters set forth below. Individual disciplinary actions are discussed privately. We strive for confidentiality and respect for all students and their families. Incidents of misbehavior are reviewed by the Discipline Committee. The Discipline Committee reserves the right to keep final decisions confidential.

Records of individual disciplinary actions are maintained in separate files and expunged annually.

DISCIPLINE COMMITTEE

The Discipline Committee consists of teachers and administrators who review the discipline policies of the school to ensure age-appropriate consequences. The Discipline Committee views school infractions in three tiers.

Tier 1: Behavior Infractions. Behavior infractions are minor breaks to the daily expectations of the classroom and school day. Behavior infractions may require verbal reminders, time outs, review of the School's Honor Code, brief reflective writing assignments or restricted recess. The goal of consequences at this level is to alert students to the policies and proper behaviors.

Tier 2: Patterns Forming. When a student displays a pattern of not meeting expectations, the goal of consequence is to change the behavior. Consequences at the second level can include: demerit warning, academic or behavioral demerits, lunch or Friday detention, phone call or email home from the division head.

Tier 3: Entrenched Patterns of Honor Code Violations. When a student shows continued pattern of not meeting classroom expectations or violates the School's Honor Code, the goal is to invite parents on board to change the behavior immediately. Consequences can include academic or behavioral demerits, parent conference, in-school or out of school suspensions, or dismissal. The Discipline Committee will review and determine consequences if there is a major violation of the Honor Code.

Patterns or incidents of behavior that are disrespectful are not tolerated at SJA. Students and parents who are aware of such behavior are strongly encouraged to take a stand against these behavioral choices in our community by reporting them to school personnel.

DEMERITS

BEHAVIOR DEMERITS - A behavior demerit will be issued to a student (Prefirst - Grade 8) for inappropriate activities within the classroom, the school building, or outside the building at any time. Violation of or disrespect for the property, rights, feelings, or safety of others may result in a demerit, multiple demerits, suspension, or expulsion. A double demerit may be issued for blatant or serious offenses and will result in notification to parents that the student is suspended for the remainder of the school day. A parent conference will be required before the student may return to school the next morning. Behavior demerits accumulate over the course of the school year.

ACADEMIC DEMERITS - An academic demerit will be issued for three missed

assignments in one week (Monday-Friday) for students in Grades 4-5. Academic demerits accumulate for the length of only one trimester. In Grades 6-8, late and/or incomplete assignments are subject to penalty outlined in classroom procedures of individual teachers. Friday working lunch is provided for those students with outstanding work at the end of each week. Academic demerits accumulate for only one trimester.

UNIFORM DEMERITS - A uniform demerit will be issued for any infraction of the uniform code. Two uniform demerits issued in one trimester will result in an after school or lunch detention. Please refer to Uniform Requirements for Boys and Girls included in this handbook. Uniform demerits accumulate for only one trimester.

DEMERIT WARNINGS - A student may be issued a demerit warning to alert the child and his/her parent(s) that the specified behavior, attitude, habit, or act is of particular concern to the teacher. The warning is intended to alert parents and enlist their assistance in working with the child at home to eliminate the potential for demeritable action.

DETENTION

Notification will be sent home when a demerit or demerit warning is given. Parents must sign and return the demerit or warning slip the following day.

One detention will be assigned for each academic, behavior and/or two uniform demerits. Earned detention(s) will be served on the next available detention day(s). Detention will occur from 3:00-4:00 for all Middle School students. Lower School students will serve a lunch/recess detention unless otherwise determined by the Discipline Committee. Any missed detention other than for a medical reason (note required) will be made up on the next TWO (2) successive detention days.

If a student accumulates five (5) demerits during one school year, he/she will be required to serve a one (1) day in-school suspension following a conference between the student, his/her parents, the Division Head, and/or the Head of School. If seven (7) demerits are received during one school year, a conference will be scheduled between the parent(s), teacher(s) and the Head to reevaluate enrollment status. *Please note that behavior demerits accumulate over the course of the school year.*

ACADEMIC REVIEW

Middle School students with two (2) “Ds” or one (1) “F” on a report card or interim report may be restricted from after school activities, including theater, teen centers, and dances. The student is given the opportunity to reengage in these activities by grade improvement.

MIDDLE SCHOOL ATHLETIC ELIGIBILITY

Fifth through Eighth Grade students participating in SJA after school athletics will not be eligible for participation with two (2) "D's" or one (1) "F" in any of the core academic subject of English, Science, Mathematics, Humanities/Social Studies, and World Language upon grade submission at the end of the trimester. Students with two (2) "D's" or one (1) "F" at the end of the third trimester are subject to weekly monitoring until the first interim of the new school year at which time students not meeting the requirements for eligibility will be dismissed for the remainder of the fall season.

PLAYGROUND RULES

The following rules are designed for safe play on the playground:

1. Please show respect to the teacher on duty. He/she is in charge.
2. No wrestling, tackle football, or any other contact sport is permitted during recess or organized play. Baseball bats are not allowed.
3. Sit on swings. Do not twist the chains. Do not jump from swings. One person on a swing at a time.
4. Students in Grades 3-8 may play lacrosse catch on Ebs Field (with "pinkie" balls only) with parent's permission. No checking of sticks or goalie play will be allowed.
5. In order to go sledding in the winter, students must wear snow pants, boots, gloves, etc. A second pair of pants may also be worn. Students may bring large trash bags from home to use as "sleds". No sleds or toboggans, snowball throwing, or ice play are allowed.
6. Lower school students will stay inside if the outside temperature is 23 degrees or lower. All students must wear a coat if the outside temperature is lower than 40 degrees. Middle school girls must wear sweatpants if the outside temperature is lower than 23 degrees.
7. Please do not play on the driveways, or throw sticks, stones, or balls against the building.
8. Girls must wear bloomers or shorts under their uniform jumpers and skirts.
9. Jump ropes are for jumping only.
10. Each class is responsible for its own equipment.
11. Stop playing as soon as you hear the bell or whistle sound and line up at the door. When the second signal sounds, students will stop talking and proceed quietly to their classrooms.
12. No running games allowed on the playground or mesa.

TOYS AND SPORTS EQUIPMENT

Children may not bring toys to school. Only Kindergarten and Prefirst students

may share toys during "show and tell." Sports equipment (soccer, baseball, football, lacrosse, etc.) should be stored in designated classroom areas at all times other than recess and after school sports. Faculty reserves the right to rescind the use of sports equipment at any time.

UNIFORMS

The uniform policy at St. James Academy is an expression of classic good taste with a long tradition of excellence. Wearing a uniform is a privilege and sets a standard for appropriate behavior. Parents are strongly encouraged to maintain student uniforms in a **good state of repair!**

Uniforms for boys and girls may be purchased through:

Flynn & O'Hara (local - order in store, by phone, or www.fando.net)
8868 Waltham Woods Road 410-828-4709 (store)
Parkville, MD 21234 800-441-4122 (by phone)

Girls in Grades K – 5

1. Navy plaid jumper with white Peter Pan collar blouse, long or short sleeves, or plain white turtleneck with SJA monogram
2. Navy SJA cardigan or navy crewneck/hooded SJA sweatshirt
3. Navy tights, navy knee-highs, navy leggings, or **white crew socks to cover ankles**; navy bloomers, navy leggings, SJA boxers, or gym shorts must be worn under jumper.
4. Brown tie Oxford Buck leather or suede dress shoes (below the ankle) with smooth soles
5. Optional for cold weather: navy leggings or SJA sweatpants may be worn to and from school and during recess, but may not be worn in the classroom.
6. Optional for hot weather in September through mid-October and mid-April through June: khaki shorts, brown leather belt. Peter Pan collar blouse or white knit SJA polo (short-sleeved), and white crew socks
7. Gym uniforms are not required for Kindergarten, however it is optional for Kindergarteners to wear the SJA gym uniform on Fridays only.

Boys in Grades K - 5

1. Khaki pants - light tan, permanent press, with white SJA turtleneck or white knit SJA polo shirt (long or short sleeves) - shirts are to be tucked in at all times
2. Navy V-neck SJA sweater or navy crewneck/hooded SJA sweatshirt
3. Brown leather belt (Optional for Kindergarten through January)
4. **White or navy socks to cover ankles**
5. Brown tie Oxford Buck leather or suede dress shoes (below the ankle) with smooth soles

6. Optional for hot weather in September through mid-October and mid- April through June - Khaki, pleated shorts (no cargo or baggy shorts) with white SJA polo shirt (short-sleeved) and **white crew socks to cover ankles**
7. Gym uniforms are not required for Kindergarten, however it is optional for Kindergarteners to wear the SJA gym uniform on Fridays only.

Girls in Grades 6 - 8

1. Navy plaid skirt - hemmed to **a conservative length** (measure no more than 3” above the knee) with yellow Oxford blouse, yellow SJA knit blouse, or white SJA turtleneck
2. Navy or red SJA cardigan sweater, navy crewneck/hooded SJA sweatshirt or hooded SJA athletic jacket
3. Navy tights, navy knee-highs, navy leggings, or SJA sweatpants or athletic pants; navy bloomers or SJA gym shorts must be worn under skirt; girls may wear **white crew socks to cover ankles**
4. Brown tie Oxford Buck leather or suede dress shoes (below the ankle) with smooth soles
5. Optional for hot weather in September through mid-October and mid-April through June – Khaki shorts or skorts, brown leather belt, navy or red SJA polo and white crew socks **to cover ankles**

Boys in Grades 6 – 8

1. Khaki twill trousers with **pastel** blue, pink, or yellow Oxford dress shirts (long or short sleeved) - shirts must be tucked in at all times
2. Navy or red SJA cardigan sweater, navy crewneck/hooded SJA sweatshirt, or hooded SJA athletic jacket
3. Brown leather belt
4. Tie (uniform regimental and other conservative choice), brown leather belt, navy or white socks **to cover ankles**. (Regimental tie must be worn for pictures, special occasions, and graduation)
5. Brown tie Oxford Buck leather or suede dress shoes (below the ankle) with smooth soles
6. Optional for hot weather in September through mid-October and mid-April through June- Khaki shorts (no cargo or baggy shorts), brown leather belt, navy or red SJA polo shirt and white crew socks **to cover ankles**

ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH STUDENT'S NAME.

Casual Dress Days

Several times each year, casual dress is granted to the student body as a fundraising effort of the Student Council. Wearing casual dress is a privilege. Students must dress conservatively - no short skirts/shorts, costume dress, or sloppy clothing is permitted.

Clothing depicting the use of alcohol or drugs is not permitted. Hats, jewelry, and sandals are not permitted on casual dress days. Please be assured that this privilege carries with it the same dress, jewelry, makeup, and behavior guidelines as a normal school day.

JEWELRY AND COSMETICS

The following guidelines apply to the use of jewelry and cosmetics:

- watches are permitted; no bracelets, necklaces, or multiple rings.
- Girls may wear post earrings only, no hoops or drops (actual earring size should be no larger than a dime).
- As a statement of faith, crosses on a necklace may be worn by boys and girls. For safety, these necklaces must be removed during gym and athletics. Should you permit your child to wear a cross in school, you thereby agree to assume the responsibility for any resulting loss or damage. Kindly use parental discretion in guiding your child's decision.
- Use of cosmetic make-up and/or nail polish during school hours (field trips included) is not acceptable. The exception to this rule would be school plays, presentations, etc.

HAIR

Hair should be maintained in a conservative style. No etchings, shavings, dyes, or extreme haircuts or styles are permitted. Boys' hair should be above the eyebrows and collars. No hats may be worn by any student within the building. Uniform hair ornaments for girls are available in the School Store. Other small hair ornaments of any kind may be worn.

PHYSICAL EDUCATION UNIFORMS

Kindergarten students need only a pair of athletic shoes (labeled). Soles must be identified by the manufacturer as non-marking. No skateboarding shoes.

Students in Prefirst - Grade 5 need SJA navy blue gym shorts, red SJA t-shirts, SJA sweatsuits and a pair of athletic shoes (soles must be identified by the manufacturer as non-marking). No skateboarding shoes are permitted. SJA navy blue hooded sweatshirts may be worn indoors only with hood down. All items will be available through uniform companies (except shoes).

Middle School students wear red microshorts and navy t-shirts ordered through Ace Sportswear. No skateboarding shoes are permitted.

The School Store carries a supply of book bags, totes, and many other school needs. The hours of operation are posted on the SJA website and store door.

All items of physical education clothing should be clearly marked with student's name on the outside for easy identification and avoidance of mix-ups.

Activities & Special Programs

EXTRACURRICULAR ACTIVITIES

The Academy sponsors periodic extracurricular activities including arts and crafts, athletics, chess, creative writing, dance, drama, karate, scouts, music lessons, Teen Centers/dances, technology, and tennis. Additional fees are required for these activities.

ASSEMBLIES

Assembly programs are presented throughout the year at various times. These programs include class presentations, as well as guest productions. Parents are always welcome to attend.

BIRTHDAY CELEBRATIONS/SOCIAL ACTIVITIES

If desired, students may share a treat with classmates on their birthdays. Individually portioned snacks i.e. cupcakes are appropriate for in-class celebrations. Treats will be shared during morning or afternoon recess. Please verify the date with each child's teacher before making plans to accommodate schedules and possible food allergies.

All arrangements for social engagements and after school visiting should be made at home in advance. **Please do not send party invitations to school for distribution.** Parents are urged to include all of the class (boys and/or girls) or less than half of the group. Avoidance of situations which create hurt feelings is very important.

CHAPEL

All students and faculty attend a weekly chapel service conducted by the chaplain. Worship is planned largely according to the principles of the *Book of Common Prayer*. Students are encouraged to actively participate as readers and acolytes. Chapel is a focus of the school's communal life and an integral part of our educational experience. Parents are always welcome to attend.

FAITH IN ACTION (COMMUNITY SERVICE)

Fostering a sense of service to others is an essential element of being a successful student at St. James Academy. Students apply what they have learned in the classroom to develop leadership and communication skills, become more caring and responsible citizens, and help to meet community needs in the process. Among the many activities planned are: food collection, toy collection, chapel collection, tutorial, and multiple volunteer opportunities. All school wide Faith in Action opportunities must be approved by the Faith in Action Committee.

FIELD TRIPS

Educational field trips are scheduled for different grades at various times throughout the year to reinforce the curriculum. Teachers focus on proper preparation, careful supervision, and follow-up activities. Participation on a field trip is a privilege, and a student may be denied that privilege, if the faculty feels that his/her behavior is not satisfactory. **We request that chaperones refrain from using cell phones during school trips except in the event of an emergency.**

PATRONS' ASSOCIATION

Parents play an important role in school life at St. James Academy. Their participation in school events helps to instill in the child a sense of continuity with home, community, and school. Interaction among parents, faculty, and staff creates an atmosphere conducive to fostering close, interpersonal relationships that are necessary for the enrichment of children. Parents are members of the Patrons' Association which provides supplementary funds for the purchase of school equipment and sponsors social events that contribute to that "family feeling" at St. James Academy.

STUDENT COUNCIL - GRADES 3-8

The Student Council meets monthly and is composed of representatives from each classroom. Representatives are expected to promote the Code of Conduct System, support school events, and act as a sounding board for recommended activities and improvements to the school program. Bake sales, school dances, casual dress days,

and other fundraising events are sponsored by the Student Council throughout the school year.

NEWS & COMMUNICATION

The Academy communicates with parents regularly through a blast email every Friday. Parents are encouraged to read these messages to remain in touch with current events at SJA. Please be sure to notify the School Office of any changes in contact information.

Health and Safety

CHILD ABUSE AND NEGLECT

The policy of St. James Academy regarding child abuse:

1. It is the policy of the Episcopal Diocese of Maryland that all clergy, lay employees, and volunteers who regularly supervise youth activities receive training in issues of child safety.
2. Every member of the staff is familiar with Title Five, Subtitle Seven of the Family Law Article of the Maryland Code, a copy of which is maintained in the Head's office.
3. Any teacher or other employee of the school who suspects or has reason to believe that a pupil has been abused or neglected is required to make a report in the form and manner provided in Section 5-704 of the Family Law Article.

HEALTH RECORDS & IMMUNIZATIONS

Health inventories must be completed for all new students and for all students entering sixth grade. Both an *Immunization Certificate* and a *Dental Form* are requested for new students. The *Annual Student Medical History* and the *Consent for Administration of Approved Discretionary Medications* forms must be completed annually for all students. If your child has an allergy requiring an epinephrine auto injector for anaphylaxis, an *Allergy Action Plan* must be filled out each school year. All forms must be returned to the school prior to September 1. Parents of students who transfer from another Maryland school should contact that school to forward records. Compliance with the Maryland Department of Health and Mental Hygiene is required for attendance in school. Please contact the health suite at 410-329-3297 with any questions and for clarification of current requirements.

ILLNESS AND MEDICINE

Please call and speak with the nurse about any concerns related to a child's health. When children have minor discomforts and are not suffering from a contagious illness, they should be sent to school, as regular attendance is critical to a child's school success.

If a child shows symptoms of an impending illness, is experiencing vomiting, has a temperature of 100 degrees or above, or has evidence of conjunctivitis (pink-eye), please keep the child home until the symptoms are resolved and/or until the child is evaluated by your health care provider. If a child has had a fever, the child must be free of fever, without the use of a fever reducing medication, for a full 24 hours before returning to school.

The following procedure is in place for administration of medication during school hours:

- **Written doctor's orders** including the child's name, medication name, dose, and time and circumstance of administration.
- The **parent's signature** is required to authorize administration.
- Prescription medication should be in the **original, labeled prescription bottle**, and over-the-counter medications should be in their **original packaging**.
- Medication must be delivered to the health suite by the parent. In order to ensure safety for all children, children may not carry medication into the school.
- The only over-the-counter (OTC) medications that may be distributed in school are those on the *Approved Discretionary Form*. Any other OTC medications including, but not limited to, cold medicine, eye drops herbals must have a doctor's order. A new doctor's order is required each school year.

FIRE DRILLS/EMERGENCY

In accordance with Maryland State Law, unannounced fire and emergency drills are held monthly throughout the year. During the first week of school, all students are instructed in proper evacuation/emergency procedures.

SECURITY

The probability of violence in a school is one in one million, according to the National Association of School Psychologists. Planning for the possibility of a natural and/or man-made emergency in our community, however, is appropriate. A user-friendly copy of the SJA Emergency Response Plan is posted in every classroom in the building. You are most welcome to review that abbreviated copy

or spend time in the SJA Office to review our full administrative document. Students and their teachers regularly practice the plan.

There is limited access to our school building. All visitors/volunteers are required to sign-in at the office and be buzzed into the interior of the building. Vendors wear badges. All adults in this community are also invited to be observant and meet, greet, introduce, and guide those that they meet in the hallways and/or report anything that makes them feel uncomfortable.

We faithfully strive for a balance between building security and providing students, teachers, and parents with a healthy, nurturing, normal school environment. Your constructive input is welcomed and will be carefully considered.