



ST. JAMES EPISCOPAL SCHOOL PARENT/STUDENT POLICY HANDBOOK

-Reviewed in July 2019

Dear Parents and Students,

Welcome to St. James Episcopal School, a wonderful, nurturing place where your child will grow in wisdom, knowledge, and the love of God.

St. James Episcopal School has been serving the Del Rio community for over 60 years and I feel honored to be part of this great service. The rich traditions of our school have carried us through the years, and we will continue to enrich our students with the history that binds us together. Faith is one of the most foundational aspects of our school and will continue to be the cornerstone of our success. Excellence in education is key to the development of our students' high achievement and we will strive to develop high academic skills in a safe, nurturing, Christian environment.

It is my belief that a faith-based education is the element which will enable our students to grow into leaders who will make a difference in our world. Our commitment at St. James is to create an environment where students learn to love and love to learn.

The Parent/Student Handbook includes information about important school policies and procedures. Please read it carefully and use it as a ready reference throughout the year. Share the information with your children so they will also have a clear understanding of what is expected of them.

Sincerely,

Kate de los Santos
Head of School

The policies set forth in this handbook are defined as sets of principles and rules of conduct that have been adopted by our organization to assist in identifying and carrying out our mission.

These policies and procedures have been established to allow life at St. James School to flow smoothly and honorably. All members of the school community are expected to respect and comply with the policies and procedures of St. James Episcopal School.

Mission Statement

Students at St. James Episcopal School develop high academic skills in a safe, nurturing, Christian environment.

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BASIC INFORMATION

St. James Episcopal School
206 W. Greenwood St.
P.O. Box 4000
Del Rio, Texas 78841-4000
Phone: 830-775-9911

Office Hours:

7:30 a.m. – 3:30 p.m.
Early drop-off: 7:30 a.m.
Extended Day: 3:00 p.m. – 5:30 p.m.

Website:

www.sjesdelrio.org

E-mail:

office@sjesdelrio.org

Administration:

Kathryn de los Santos - Head of School
Ashlie Nebel- Business Manager
Crissy Garcia- Administrative Assistant

ACCREDITATION

St. James Episcopal School is accredited by the Southwestern Association of Episcopal Schools (SAES), an accrediting agency recognized by the National Association of Independent Schools in Texas and approved by TEPSAC and recognized by the Commissioner of Education.

I. SJES ADMINISTRATION POLICIES

A. GOVERNANCE

1. BOARD OF TRUSTEES

The policies and philosophies of St. James Episcopal School are directed and guided by a Board of Trustees in accordance with the State of Texas, the Southwestern Association of Episcopal Schools and the Episcopal Diocese of West Texas. SAINT JAMES EPISCOPAL CHURCH appoints a Vestry Representative to the School Board, and the Rector serves as a voting member of the school board. In the absence of a Rector the Senior Warden will serve as a voting member. A majority of the 7 – 9 member board must be communicants in good standing of St. James Episcopal Church. The other community delegates are nominated and elected by the board. Board meetings are held monthly. These men and women give generously of their time, talents, and treasure for the future of St. James School.

2. PARENTS INVOLVED IN EDUCATION (PIE)

All parents and guardians of currently enrolled students, faculty and staff of St. James are members of the PIE Committee. This organization provides parent leadership and a network of volunteers to support efforts sponsored by the School. Meetings are announced in advance and everyone is welcome.

B. ADMISSIONS

3. ADMISSION POLICY

- St. James Episcopal School shall admit students of any sex, race, color, religion or national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at St. James Episcopal School.
- The School observes the students chronological age in determining grade placement (a cut-off date of September 1st is used to determine grade level). No exceptions or waivers will be granted without permission from the Head of School.
- Students applying for acceptance to St. James shall provide past scholastic records and will be given an appropriate readiness or achievement test deemed necessary and administered by the St. James staff for grades K-5th.
- Applicants may be evaluated by the Head of School to determine proper grade placement; taking into account the student's level of achievement, his/her chronological age, and other social, physiological, and developmental considerations.

4. ADMISSION PROCESS

The initial contact is with the school office to receive information regarding our program as well as application instructions. All new applicants must go through the application process which includes submitting all formal applications, submission of student's birth certificate, a tour of the facility, a classroom visit with both the student(s) and the parents, as well as a meeting with the Head of School. Observations and assessments are administered as follows:

PreK3 & PreK4- While no assessment is required for this age group, The Gesell Observation for Readiness may be administered if deemed necessary (applicants are evaluated for age appropriate developmental readiness including fine and gross motor skills).

Kindergarten- The Gesell Observation for Readiness will be administered to evaluate the child's developmental, academic, social and behavioral readiness for Kindergarten. **Staff members are trained by the Gesell Institute of Human Development, to administer this observation to help determine a child's developmental progress and readiness for promotion.

First -Fifth Grade – A cumulative assessment of the St. James curriculum will be administered to

all applicants requesting entrance into the 1st – 5th grades. Test administrators will also observe the student for social, emotional and behavioral skills.

- Previous school records will be examined. Applicant must demonstrate a good academic history, good behavioral scores and emotional development.

If an applicant has been accepted, the parents will be notified, and an enrollment agreement is officially offered. If an application is not accepted, a call is placed to the parents and a meeting with the Head of School will be scheduled.

If the grade level is full, but the applicant meets the requirements for admission, then the parents are informed their child will be placed in a waiting pool and called when space becomes available.

A new student seeking admission during the course of the regular school year is required to provide, in writing, the reason for leaving the previous school. Any student seeking admission to St. James Episcopal School who for any reason is under suspension or expulsion from another school shall not be admitted.

5. OTHER REQUIREMENTS

a) English Proficiency - SJES admits a limited number of non-English speakers to our pre-school and kindergarten. In grades first through fifth, English proficiency is required in order that the quality of instruction is maintained. English proficiency will be determined by a reading/math test and an interview.

b) Placement - In grades with more than one class, the placement of your child is a Head of School decision. There are many factors that influence the decision of how children are placed.

c) Probationary Period - There will be a nine-week probationary period during which the child's adjustment to St. James will be closely monitored. During this time, the teacher will be in direct communication with the parents about any academic or behavioral concerns. At the end of this period, if deemed necessary, a conference will be held with the parents, the teacher, and the Head of School. If the student has been unable to adjust to the academic and social environment, or to the structure and discipline of the school, the school has the prerogative to ask the parent to withdraw the student at this time.

6. FINANCIAL CONSIDERATIONS

The non-refundable registration fee of \$250 is due annually during the enrollment and re-enrollment process. Tuition is due on the 5th of each month according to the payment plan chosen by the responsible party. Extended Day fees are billed on the last day of the month and due no later than the 5th of the following month. Any outstanding balances on the last day of school will result in the retention of student records until family accounts have been brought to a zero balance. All other fees are due upon receipt of the invoice.

Late Payments

- a) A \$30 late fee will be assessed on all payments received after the 15th of the month.
- b) A past due invoice will be emailed if the account is 30 days past due, as well as correspondence from the Business Manager either by phone or email. If the account is not paid upon receipt of the 30 day past due notice, a second past due invoice will be sent at the end of the 60-day period, as well as correspondence by phone or email from the Head of School requesting a meeting. If the account remains delinquent for 90 days from the date tuition was first due, child/ren will be withdrawn from school and you will forfeit any and all assistance/scholarships.
- c) It is the responsibility of each family to keep the school informed of a request of any changes to the tuition payment plan through FACTS Tuition Management or Office Invoicing. Families on a payment plan that miss a payment due to insufficient funds will be assessed a missed payment fee of \$30 by FACTS. The missed payment will be reattempted by FACTS between five and twenty days.

Returned Check

There will be a returned check fee of \$25 on all school related payment checks that are returned for insufficient funds. (EDC, lunch tickets, etc.)

Tuition Increases

A review is planned by the School Board of Trustees every three years. Parents will be notified prior to enrollment of any changes to tuition or related fees.

7. TUITION ASSISTANCE

Applications for Tuition Assistance are available annually between February 1st and May 1st. Applicants may log on to online.factsmgmt.com to fill out an application for Tuition Assistance and submit financial records required. Assistance is awarded to students entering K – 5th grade according to financial need and to the extent of available tuition assistance funds. For further questions regarding Tuition Assistance please contact the Business Manager.

8. WITHDRAWAL PROCEDURES

If it becomes necessary to withdraw your child from St. James Episcopal School, parents shall report to the Business Office to begin the exit process. An appointment is required with the Business Manager to assess the family account for any remaining tuition, lunch and Extended Day charges or prorated refunds. A copy of military orders, transfer paperwork or any other documentation, where applicable, must be provided to the school office prior to any refunds being issued. Student records, including report cards, will not be released to parents or another school if the parents have any unpaid balances due to the school.

II. UNIFORMS

SJES students are required to wear uniforms and have good grooming habits. Parents are expected to support this policy by ensuring their children wear only the approved school uniform. Our exclusive uniform supplier is Lands' End and is available through catalog/internet order only. A link to their website is on our website home page (www.sjesdelrio.org) or at their website (<http://www.landsend.com>). Select the school uniforms option and enter the school code **900150483** to ensure that you purchase items that comply with the SJES uniform policy. Some items are listed as optional and may be purchased but are not required. Lands' End donates 3% of all purchases to the school, however you must use the school code and shop through the St. James School Uniform store link for us to receive the credit. **It is helpful to label clothing, especially outerwear, with student's name.**

BOYS Monday, Tuesday & Thursday Uniform

- Lands' End Uniform polo shirt in white, light blue or navy- **Logo required**
- Lands' End Light Blue button up oxford shirt- **Logo required** (Requested for formal events)
- Lands' End khaki pants or shorts- **Required** (Lands' End Preferred)
- Solid white or solid black uniform shoe- **Required, No flashing lights**
- Solid white or solid black socks any style- **Required**
- Black Belt- **Required** (shirts must be tucked in)

BOYS Formal Friday Uniform

- Lands' End Uniform oxford shirt, short sleeve or long sleeve-**Logo Required**
- Uniform khaki pants, Lands' End preferred- **Required**
- Black Belt- **Required**
- Solid white or solid black socks, any style- **Required**
- Solid white or solid black uniform shoe- **Required, No flashing lights**
- Lands' End plaid tie- Optional
- Lands' End navy vest- **Logo Required**- Optional

GIRLS Monday, Tuesday & Thursday Uniform

- Lands' End Uniform polo in white, light blue or navy- **Logo required**
- Lands' End Plaid jumper, skirt or skort- **Required** (No shorter than 3in. above the knee)
- Lands' End navy pants- *Optional*
- Solid black or solid white uniform shoe- **Required, No flashing lights**
- White socks any style- **Required**
- White or Navy knee socks- *Optional*
- White or Navy tights- *Optional*
- Solid navy or grey cardigan, zip up hoodie or light weight jacket- *Optional*
- **Navy or black bike shorts must be worn under jumpers and skirts at all times**

GIRLS Formal Friday Uniform

- Lands' End uniform polo in white- **Logo Required**
- Lands' End plaid jumper- **Required**
- Solid white or solid black uniform shoe- **Required, No flashing lights**
- Solid white socks- **Required**
- **Navy or black bike shorts must be worn under jumpers at all times**

Approved Accessories

- Girls may wear small hoop or small stud earrings
- A small religious necklace may be worn, but must be tucked into uniform polos for safety
- A small watch may be worn (No Smart Watches)
- Navy, black, white or Lands' End hair accessories ONLY

Monday Spirit Day Uniform Boys and Girls: optional

- School Spirit Shirts available through Lands' End
- Basic **blue** jeans, jean shorts or skirts (No torn, stretch, patterned or legging style denim)
- OR student may wear full uniform as listed above
- Athletic shoes of your choosing, **NO flashing lights & NO boots of any kind**
- Socks must be white or black
- Navy, black, white or Lands' End hair accessories ONLY

No Uniform Day/Fun Lunch Friday's

Students may bring a \$1 for the Penny Day offering to come out of uniform. On no uniform days: **NO** short shorts, mini-skirts, spaghetti strap tops, scary or offensive tee shirts, and no costume-like attire. Leggings are only allowed if worn under a dress or tunic. **NO** heels, sandals, flip-flops, flashing lights, boots or other unsafe footwear.

Cold Weather Uniform policy

- Students may wear a sweater, hoodie or windbreaker in the classroom, **solid navy or grey ONLY**
- All other outerwear is for outdoor activities and should not be worn in the classroom
- Solid white shirt may be worn under the uniform shirt
- Rain boots may be worn to school **ONLY** on rainy days and a pair of uniform shoes must be in the backpack for students to change into upon entering the building

Grooming

Hair for both boys and girls should be neat, clean and well groomed. Hair should not cover the face and should not be colored. Unconventional faux hawks, shaved designs or mohawks are not permitted.

Exceptions

- Boys' pants seem to tear often. Lands' End offers a full refund on torn pants. An approved option for boys' khaki pants only is JC Penney, Children's Place or Target, classic uniform style

Not Permitted:

- No ripped clothing of any kind
- No jewelry except for approved items listed above
- No tights or leggings with designs
- No lipstick or colored fingernail polish

- No temporary tattoos or other body art
- No boots of any kind
- No flashing lights or glittery shoes of any kind

Uniform Non-Compliance Rule

- Uniform check is each morning at 8:05
- When a student is not in uniform, the parent may be called and asked to bring appropriate attire, the student may be asked to remove the item and place it in their backpack (if it is an outerwear item, jewelry, hair accessory or belt), and a notice will be sent home requiring parental signatures.

III. SJES ROUTINES AND OPERATIONS

A. DAILY SCHOOL LIFE

9. SCHOOL HOURS

8:00 a.m. – 3:00 p.m. Early drop off is allowed at 7:30. Drop off prior to 7:30 must be arranged with the school office in advance.

10. SCHOOL TRAFFIC AND PARKING

The safety of SJES students is of utmost importance, so the following guidelines must be adhered to by everyone:

- Drop off time is 7:45 a.m. - 8:00 a.m. and pick-up time is between 3:00 p.m. - 3:30 p.m.
- All students arrive and are dismissed through the drive-through portico or the east gate by the staff parking lot. If you are not utilizing the portico drop off, all students must be accompanied by a parent or authorized adult when entering the building. (Please use the crosswalk)
- **IT IS NOT SAFE** for children or parents to walk through the portico drop off and pick up line during arrival and dismissal times. To walk your child into the school building, please park and using the corner crosswalk and sidewalks, enter the school through the east gate. Otherwise use the drive-through procedures.
- Please **do not** turn left into the drop off/pickup lines or turn in front of cars already in line. If others are in line, drive all the way down past the playground, turn left and make a u-turn at Edna Street in order to join the drop off/pickup lines.
- During drop off and pickup times please do not park in front of the Magnolia courtyard so as to not disrupt the flow of traffic.
- St. James is a **NO CELL PHONE AREA**. Please end your call when entering this school zone, including handheld or speaker phones. *Students will not be loaded into a vehicle while the driver is on the phone.*
- The speed limit in the school zone is **15 mph**.
- If you are dropping off or picking up children in the drive-through portico, please pull forward to allow for three cars to load and unload at a time. **Do not block the path of pedestrians on the sidewalks.**
- ALL teachers and staff are on dismissal duty and not available for conferences with parents until 3:30 p.m. Parents should stay clear of the hallways from 2:55 – 3:30.
- Parking is at the curb on either side of Greenwood St. or around Greenwood Park, except for the portion that is the arrival/dismissal line.
- **PARKING IS NOT ALLOWED IN THE PORTICO, STAFF PARKING LOT, OR FIRE LANE DURING SCHOOL HOURS.**

11. EARLY ARRIVALS

Early arrivals will be supervised beginning at 7:30 a.m. Students who arrive before 7:45 a.m. are to sit in the hallway with the early arrival teacher. Students will be dismissed to their classrooms at 7:45 a.m.

12. LATE ARRIVALS

Students will be counted tardy after 8:00 a.m. Please make every effort to have your child to school on time. Late arrivals miss the opening activities and often have difficulty adjusting to the day's routine. Late arriving students disrupt the flow of teaching and instructional quality for all students in the classroom. ALL students must be walked into the office and signed in by a parent.

13. EARLY DEPARTURES

Students who leave campus during the instructional day **MUST** be signed out through the office. Please notify the office in advance if your child is leaving early.

Note: Leaving school early, at the end of the school day, especially unscheduled, is very disruptive to the classroom. Teachers cannot stop a lesson to prepare a student for early dismissal and therefore homework assignments and other class information may be missed. Teachers are not required to provide work for students leaving early unless an advance request is submitted to the teacher.

14. SCHOOL DISMISSAL

- **Half Day PK 3-** Dismissal will begin at 11:30 and end at 11:45 in the office. After 11:45, parents must park, walk into the school office and sign their child out on the late pickup sheet. A late fee of \$1.00 per minute will be assessed and billed on the last day of the month.
- **Full Day PK 3-5th-** Dismissal will begin at 3:00 at both the front doors and east gate and from 3:20-3:30 at the front doors ONLY. At dismissal time, students are seated in the hallways and teachers are assigned a duty station. Dismissal does not begin until all students are seated and quiet. After 3:30, students will be escorted to the extended day classroom and applicable fees will be applied and billed on the last day of the month. Students are supervised until all students have been picked up by a parent or another authorized person. Students will not be allowed to leave the teacher's supervision until their parent is present (or designated driver; see Security section 'Student Pick up policy').

15. EXTENDED DAY PROGRAM (EDP)

The Extended Day Program begins at 3:00 pm and ends at 5:30 pm. Students enrolled in the EDP will be escorted to the designated area at 3:00 pm during school dismissal. The EDP program is open to all students enrolled in the school and rotates between the four PreK and Kinder classrooms. Parents will need to preregister for EDP since we will only have ten spots available. The schedule includes a snack time, outdoor play time (weather permitting), study hall, and activities. Parents should provide a labeled snack for children utilizing the EDP full time. EDP fees will be billed to the individual family account. Any questions may be directed to the EDP Director or the School office.

- **EDP Fees:** \$10.00 per day for pre-arranged use. Parents must call to let the office know if a child will be staying in after school care if they are not a regular EDP program user. There is a \$10.00 per 15 minutes for late pick-up after 5:30 pm. ***The Extended Day Program closes promptly at 5:30 p.m.***
- **Billing is separate from tuition.** Billing is through the end of each month and due on the 5th of the following month. NOTE: May EDP use will be billed through the Friday before the last day of school. **EDP days used during the final week of school are required to be prepaid.** Full time use may be paid in advance for the year, please make an appointment with the Business Manager to discuss pricing. There is no Extended Day Program on noon dismissal days. Please make arrangements for your child to be picked up on those days.

16. STUDENT ATTENDANCE

In keeping with the mission of St. James Episcopal School, prompt and regular attendance is highly valued as one component of providing an enriched academic program for all students. **The School's commitment to the development of each child's potential cannot occur if the student is chronically tardy or absent from the classroom.** Parents are strongly discouraged from taking students out of class for reasons other than illness.

a) Perfect Attendance

Student attendance is monitored closely by the Administrative office. Perfect attendance is posted every 9 weeks and is defined as ZERO absences (excused or otherwise).

a) Excessive Tardiness

- Students arriving at or after 8:00 will be marked tardy and a parent **must** come to the office to sign them in. (See Late Arrival for instructions) Arriving late more than once a week is considered excessive and may not qualify for the honor roll.
- If and when a student is tardy more than three (3) times during a nine-week grading period, a letter may be sent, or a phone call may be received from the Head of School, reminding parents of the School's policy, emphasizing the importance of promptness and student will not be eligible for the honor roll.
- If and when a student is tardy (3) times, the parents may be asked to conference with the Head of School and the student's classroom teacher.
- Please call the school office if you know your child will be late to school.

b) Excessive Absences

As per state law, students absent more than 20 days of the school year may jeopardize promotion to the next grade level. Students with excessive absences will be reported to the Head of School. Students with more than 3 unexcused absences in a nine-week grading period will not be eligible for the honor roll. Parents may be called for a conference after 3 – 5 unexcused absences. Missing class more than 5 days in a nine-week grading period is considered excessive.

- **An unexcused absence is any absence not excused due to illness, bereavement, court date, family emergency or approved vacation. A written note from the parent or doctor is required to be turned into the office.**

c) Family Vacations during the school year:

Parents are asked to inform the teacher two weeks prior to scheduled vacation plans that result in absence from school. A teacher does not have to provide all missed schoolwork in advance when students are absent on consecutive school days for vacations. Students are given up to three days to complete make-up work assignments upon their return to school.

17. CHAPEL AND RELIGIOUS INSTRUCTION

St. James Episcopal School is an independent day school affiliated with the Episcopal Church. Chapel services are held four times a week for all students Pre-Kindergarten through Fifth grade. Bible instruction and devotion is conducted at all grade levels. The Bible is used as the basic text as well as the *Book of Common Prayer*. Students are encouraged to follow the religious beliefs and practices of their homes, but chapel attendance is required for all students and faculty. St. James Episcopal Church provides the chaplain for the School.

The Chapel Schedule is as follows: Tuesday: with Mrs. de los Santos, Wednesday: with Mrs. Miller, Thursday: with Mrs. Finley and Friday: with Mrs. Partee. Each class also has a Bible lesson or story time in their classrooms on Mondays where the memory verse is introduced.

- Chapel service will begin promptly at 8:15 a.m. and lasts approximately 30 minutes.
- Parents and guests are welcome to attend chapel services. Please sign in at the office prior to 8:15.
- Teachers will conduct a devotional lesson in the classroom during the week.

18. LUNCH

SJES Lunch program will begin on the first day of classes. Parents are invited to join their child for lunch any time, but we request that they sign in at the school office and wait for their child in the lunchroom. Students are encouraged to bring a nourishing lunch from home, or they may purchase a catered hot lunch. The cost is \$4.00 - \$4.50, with water being the beverage offered. **Lunch vendors may change without notice. Water is always available for students to refill water bottles or if they do not have a drink in their lunchbox. No sodas/carbonated beverages may be brought to school when a student brings his/her own lunch.

*A monthly menu will be available in the school office and on the website prior to the first day of each month.

a) Purchasing Hot Lunch

- Lunches will be sold on the first day of the school week in the main hallway by the double doors. Calendars for the month may be turned in at this time, as well as any families wishing to pay by the week. Monthly lunch order forms are available in the school office or on the school website and may be paid for with cash or check only.
- Last minute lunches throughout the week need to be purchased through ParentsWeb, or the RenWeb App. ParentsWeb can be accessed through the school website for those who do not have the RenWeb App and lunches may be purchased using ACH payments (on-line charges apply per transaction). The RenWeb App is available for iOS and Android devices and can be used to purchase lunches using ACH payments as well. All lunches need to be purchased no later than 9:00am to ensure correct quantities are ordered for students.

b) Please call the office before 9am if your child is absent on a day for which you have paid for lunch. *Credit can be given and applied to another day, if we know in advance.* Once a lunch is ordered, the charge is not refundable, unless the child is sent home due to illness.

c) If your child brings a lunch from home, please see that it is nutritious. Sodas are not allowed even if you bring a fast food lunch to share with your child. Do not send food which requires heating as we do not have time, facilities, or staff to heat lunches. The child's name must be written on the lunch or lunchbox.

d) No sharing of food

Students are not allowed to share lunch food with other students unless it is a special occasion such as a birthday or holiday and food is brought for the entire class.

e) Forgotten lunches

If a child does not have a lunch every effort will be made to contact a parent, but the child will not go hungry. A peanut butter and jelly sandwich will be provided and charged to the student's account.

19. MONTHLY FUN LUNCH

The last Friday of the month is Friday Fun Lunch. Parents from an assigned class plan, prepare, and serve the lunch. The school pays for a portion of the ingredients needed. This lunch coincides with No Uniform Day each month. Please refer to the No Uniform portion of the uniform policy for rules and guidelines regarding No Uniform Day. **There is no lunch served on early dismissal days.**

20. SNACKS

Daily snack time is a scheduled part of the Pre-Kindergarten and Kindergarten routine. The classroom teacher will inform parents of their expectations. Teachers in grades 1st - 5th may arrange for a short daily snack time but it is not required. Please send healthy snacks with your child to reinforce a healthy lifestyle. Sodas, candy, and other dessert type items are not allowed as snack. Instead include fresh or dried fruits and vegetables, protein snacks such as cheese, yogurt, or peanut butter, or non-sweet snacks such as crackers or bread. Students must have a refillable water bottle for snacks and lunch. Research has shown that drinking water during the day "feeds the brain" and helps students focus and think better. Water breaks are scheduled throughout the day.

21. PHYSICAL EDUCATION

The physical education program at SJES promotes basic physical fitness skills. The physical education program teaches students to develop a Christian, sportsmanlike attitude. Children are expected to participate each day unless a note is sent requesting the child be excused due to illness or injury. A long-term absence of 3 or more days from P.E. requires a doctor's note.

B. OTHER DETAILS OF SCHOOL LIFE

22. HOMEWORK

Homework serves four educational functions:

1. to reinforce skills and concepts being taught at school
2. to develop student responsibility and foster independent study habits
3. to improve student performance in reading and math skills
4. to provide a link between home and school.

Suggested time allotments for homework activities by grade are:

* 1st and 2nd grade a maximum of 30 minutes per evening

* 3rd – 5th grade a maximum of 60 minutes

- Homework may be assigned to students in 1st through fifth grade Monday through Thursday. Unfinished class work may also be sent home in addition to regularly assigned homework.
- Occasionally a long-term project may be assigned that will need to be completed on the weekend. (3rd – 5th only) These suggested times may include a daily time of reading which should be 10 minutes or more to improve fluency and comprehension. Homework is graded upon its return and reflected in subject grades and/or work habits on the report card. It is at the discretion of teachers to establish their own homework policies based on educationally sound practices as they see fit.

23. ENRICHMENT CLASSES

Students in grades K – 5th have weekly art and music classes. Chimes class is offered based on enrollment for 2nd, 3rd, 4th and 5th grade students only. Other after-school enrichment classes are offered from time to time.

24. PERSONAL POSSESSIONS

Students are not to bring anything to school that will distract them or other students from learning. This includes computer devices, gaming devices, music devices, phones, and communication devices. Children are not allowed to bring toys and electronic devices to school unless requested by the teacher for a specific purpose. If a fast food lunch is delivered to a student, any toys in the bag must be removed before dropping off the lunch. The School reserves the right to restrict items that a student may bring into the classroom. St. James Episcopal School, its employees or agents will not be held responsible for lost, stolen or damaged items. Students may not bring a cell phone to school.

25. LOST AND FOUND

Please put names on all items that you want your student to be responsible for especially coats, jackets and sweatshirts. All items brought to school should be marked with your child's name. "Lost and Found" for jewelry, headbands, etc. is located in the office. Lost clothing is hung on hooks outside the teachers' lounge door. Items not claimed by semester break in December, and the last day of school for the second semester, are donated to charity.

26. BIRTHDAY CELEBRATIONS

Birthdays are very special to children. Parents are allowed and encouraged to bring refreshments (sodas and gum are not permitted) for their child's special day. Please make arrangements with the teacher *in advance* for bringing refreshments. Birthday celebrations must take place in the classroom and are limited to 30 minutes. Special deliveries will be held in the school office until the end of the school day.

27. CLASSROOM PARTIES AND CELEBRATIONS

Holidays and special events may be celebrated with a classroom party. All holidays are celebrated with an emphasis on Christian traditions and values rather than secular customs. The focus of study during holidays such as Christmas and Easter will be the Christian significance of these holidays. All Saint's Day is celebrated instead of Halloween and no costumes are allowed. The amount of dessert type items should be limited during these events in order to reinforce a healthy lifestyle.

IV. STUDENT BEHAVIOR AND CLASSROOM DISCIPLINE

28. SCHOOL-WIDE DISCIPLINARY POLICY

SJES incorporates the principles outlined in the book **Teaching with Love and Logic Taking Control of the Classroom** by Jim Fay and David Funk, as well as a behavior board to guide our school-wide discipline program. This program teaches students to develop wisdom in choosing their actions and promotes reflection and independent problem-solving in responding to situations that keep a student or those around them from learning in a safe, positive, Christian environment.

29. STUDENT BEHAVIOR EXPECTATIONS (applied age appropriately; taught and modeled consistently)

a) Expected classroom behavior

- Use good manners in the classroom, the hallways, and the lunchroom.
- When speaking to others say: 'please'; 'thank you'; 'may I'; and 'excuse me.'
- When speaking to adults say, 'Yes, ma'am', and 'no, ma'am'; 'yes, sir' and 'no sir'.
- Enter the room quietly. Use quiet voices in the classroom and chapel.
- Walk in quiet, orderly lines.
- Take good care of school property, show respect for the personal belongings of others. Keep your own supplies and books neatly organized.
- Follow the teacher's directions and do your best to stay on task.
- Other rules are listed that pertain to each grade level.

b) Expected Chapel behavior:

- Enter and exit chapel silently.
- Participate by singing the songs and reciting the prayers.
- Look at speakers when they are talking.
- Help others worship (hands and feet to yourself, no talking or whispering).
- Respect the church property.

c) Expected Bathroom behavior: *Bathrooms are for business only.*

- Enter and exit in an orderly manner.
- Wash hands thoroughly and return to class promptly.
- Respect school property and supplies.
- Wait outside the bathroom door or return to class if the bathroom is crowded.
- Always ask permission to use the pass or use the class system correctly.

d) Expected Lunchroom behavior (posted in the lunchroom)

- Sit where assigned.
- Use quiet, polite voices and good manners.
- Eat your own lunch (no sharing or begging from others).
- Follow the supervisor's instructions and ask permission to leave your seat.
- Leave your table and floor area clean.

e) Expected playground behavior:

- Stop, listen, and follow directions when the signal is given.
- Play in a safe manner: Ex: no jumping from high places, throwing rocks, sticks or sand, etc.
- Treat others kindly in word and deed.

- Use equipment properly. Ex: jump ropes are for jumping only, soccer balls are for kicking, don't climb the slide, etc.
- Enter and exit the playground in an orderly fashion.

**The behaviors listed above are expected behaviors and do not need a reward. When students go above and beyond the expected behaviors a reward can be given to the student. These rewards should not consist of sugar filled items in order to reinforce a healthy lifestyle. Other alternatives have been suggested to the staff.

**A citizenship grade on the report card reflects the student's success in following these rules.

30. DISCIPLINARY ACTIONS

a) Unacceptable Behavior

At SJES students learn to be kind in words and actions. If unacceptable behavior is exhibited a student will lose recess or other privileges. Parents will be notified in writing of any disciplinary action taken. If a parent has been contacted due to discipline issues more than 3 times in a nine-week grading period, the student will not qualify for Honor Roll. A repeat of such behaviors may result in suspension, or expulsion at the discretion of the Head of School and will result in a review come reenrollment for the following school year. Student(s) may also be subject to a behavior contract if they continue to display the same unacceptable behavior multiple times.

The following behavior is not tolerated at SJES:

- NO BULLYING at St. James School. Bullying is teasing, frightening, or hurting others as a game or in a threatening manner. It is any use of aggression that is hurtful to another. *Always tell an adult when you see someone being a bully. (Say to a person who is being unkind, "We don't act that way at St. James School.")
- NO Inappropriate language and gestures at St. James School.
- NO Dishonest behavior at St. James School: lying, stealing, or cheating.
- NO Fighting at St. James School. *When you are angry learn to forgive. Practice self-control and patience.

b) Recovery space - In the classroom a child who is keeping others from learning may first be reminded of the expected behavior, then given two reasonable choices for consequences. One of the choices may be "Recovery time". A space is designated in each classroom, where a student may go to reflect, have time to redirect, or simply be still and quiet for a short period of time.

c) Endangering self or others - If a student endangers himself/herself or another student or exhibits an extreme lack of self-control, the student will be removed from the classroom and remain in the office for a period of time or could be sent home. A parent-teacher-administrator meeting will follow. Students will get: 1) verbal conference; 2) parent notification 3) sent home for a day or more if necessary.

d) Vandalism Parents are financially responsible for any damage or act of vandalism to St. James Episcopal School property that is committed by their children.

V. SJES ASSESSMENTS

31. REPORT CARDS

Pre-Kindergarten assessments go home every 12 weeks for a total of three assessment reports. Report Cards for kindergarten through fifth grade go home every 9 weeks for a total of 4 assessment reports. The first, second, and third report cards are emailed to the parents, and the last report card will be sent home as a hard copy.

a) Grading Rubric

- Third, fourth, and fifth grades will receive number grades for academic progress.
- First grade and second graders will receive a letter grade of A, B, C, D, F,
- Kindergarten students are graded with the code B for Beginning, D for Developing, and S for

Secure.

- Pre-K 3 and 4 and Kindergarten are assessed through observational reports showing academic and developmental progress.

b) Grading Scale (1st – 5th grade)

A+	98-100	A	94-97	A-	90-93
B+	88-89	B	84-87	B-	80-83
C+	78-79	C	75-77	C-	73-74
D	70-72	F	69 & Below		

32. HONOR ROLL

Students in first through fifth grade are eligible to qualify for Honor Roll each nine-week grading period.

Eligibility for Honor Roll:

- Student must have all A's and no lower than S- to qualify for the "All A" Honor Roll.
- Student must have all A's and B's on their report card and no lower than an S- to qualify for the "A/B" Honor Roll. (Student must have at least one A)
- Students must have less than 3 unexcused tardies, (arrival after 8:00 a.m.) or 3 unexcused absences to qualify for Honor Roll.
- If a parent has been contacted due to discipline issues more than 3 times in a nine-week grading period, the student will not qualify for Honor Roll.

33. STANDARDIZED TESTING

The Iowa Test of Basic Skills (ITBS) is administered to students in grades first through fifth in the Spring. This test is a nationally normed standardized achievement test. A mandatory parent teacher conference will take place 4-6 weeks after testing is complete to get scores and discuss your child's successes and any areas of concern. The results are analyzed by the school faculty and administration annually to assist with curriculum development.

St. James does not

- Use standardized tests to label students
- Use standardized tests to place students
- Use standardized tests for report card grades
- Use standardized tests to determine promotion or retention of students

34. GRADE LEVEL PLACEMENT

Student placement is determined by a process that considers the student's level of achievement, his/her chronological age, and other social, physiological, and developmental considerations. On occasion, it may be the professional assessment of St. James that it is in the best interest of a student to repeat a grade.

35. PROMOTION OR RETENTION

A student is promoted if, considering his/her abilities, he/she has satisfactorily completed the work for the current grade level. A student who fails two or more major subjects may not be promoted. Each teacher will keep parents informed when there is a concern about a child's progress. If a teacher is considering the retention of a child, a meeting with the Head of School, the teacher, and the parents will be held at the teacher's request. **St. James Episcopal School reserves the right to make all final judgments regarding grade placement.**

Before such a decision is made, the following steps will be taken to ensure that the student's best

interest is being served:

- When the classroom teacher becomes aware that a student is having difficulty performing, the teacher will inform the Head of School and schedule a parent conference.
- The Head of School and the parents shall be informed as to the ongoing progress of the student. Records of conferences will be kept by the teacher and relayed to the Head of School.
- If progress has remained limited and the classroom teacher recommends retention, the Head of School will make the final decision. Parents will be informed in a final conference.

VI. COMMUNICATION

St. James Episcopal School office communications are primarily through e-mail. **Please check your email daily.** If you are having trouble receiving e-mails from the school, please contact the office.

- Any change of mailing address, phone numbers (home and cell), or email address should be reported immediately to the school office so there is no interruption of communication.
- Teachers should be communicating with parents regularly with weekly folders, newsletters, and email.
- Arrangements can be made if you need communication translated from English to Spanish.
- Always feel free to communicate with teachers, office, or Head of School with any concerns or questions. Your thoughts and opinions are very helpful in shaping policy and programs.

36. CHANGE OF INFORMATION

To ensure prompt communication between home and school, be certain to inform the administration office when there is a change of home, business or cell phone numbers as well as changes in email or mailing addresses. If you call our office during the summer months, please leave a voicemail message or email the office staff at office@sjesdelrio.org.

37. LIFESTYLE CHANGES

Please inform the classroom teacher of any lifestyle changes. These changes could include (but are not limited to) return to work, change of residence, illness, and relationship changes. These changes may affect children in different ways, and it is helpful for classroom teachers to be aware of these situations.

38. COURT ORDERS

In the event parents are separated or divorced, the school must be furnished with a certified copy of the Court Order wherein one of the parents is granted custody of the child, hereinafter called managing conservator, then the child will be released to the managing conservator. If the child is to be released to someone other than the managing conservator, then St. James School must receive written instructions from the managing conservator regarding the release of the child/children. A copy of these instructions must be given by the managing conservator to the person to whom the child is to be released and to the possessory conservator. In cases where there is a joint managing conservatorship, then the terms of this policy shall be applicable to each managing conservator.

39. WRITTEN COMMUNICATION

- The Head of School must approve **ALL** memos, letters, information sheets, field trip announcements, etc. prior to the release to parents – this includes memos written by parents.
- Memos and all other correspondence to parents are kept on file in the School office.
- The School provides consistent and accurate communication to parents and students through weekly newsletters from classroom teachers and the Head of School. These newsletters are posted on our website.

40. PARENT TEACHER CONFERENCES

A parent-teacher conference will be scheduled in the fall. Student performance will be reported at other times through progress reports and report cards. Conferences are encouraged at any time throughout the year when either the parent or the teacher deems it necessary.

41. PROGRESS REPORTS

- Student progress reports will be sent home four weeks prior to each report card.
- Report cards will be sent home every nine weeks in accordance with the School calendar.

VII. SCHOOL SECURITY AND SAFETY

For the safety of all the children at SJES, all entrances are locked except for the front door by the school office during operating hours. As added security, an interior security door, may only be unlocked by the administrative staff for approved visitors.

A. PROCEDURES

42. SIGN IN/SIGN OUT

Students who leave campus during the instructional day MUST be signed out through the school office. Parents must sign out their child if they are leaving school during the day. An office staff member will call your student to the office. For safety reasons, parents are not allowed to take their children directly from the classroom. Please notify the office in advance as well as the teacher if you know you will be picking your child up early so the teacher can be prepared. A parent or guardian must give the school written permission or call the school office for anyone other than those listed on the enrollment application to take a child from school. Students must sign in at the office when returning to school.

43. VISITORS TO CAMPUS

All visitors to St. James Episcopal School, including parents, are required to stop by the office to obtain a visitor's name badge. This policy is for the safety of all the students and will help the staff and faculty keep track of persons on the campus in case of any emergency. Any individual on campus without the proper badge will be asked to report to the office immediately to obtain a visitor's pass.

44. STUDENT PICK-UP POLICY

- Any individual picking up children not known to staff will be asked for identification.
- We will not release a student to anyone who is not listed on the enrollment forms.
- Please let the School Office know in writing or by phone (830-775-9911) if your child will be picked up by anyone other than their parents, grandparents or prearranged carpool.
- If your student is going home with another SJES family, please contact the school prior to pick up so the loading staff can be notified and to minimize delays during pick up.
- If someone unknown to the school will be picking up your child, the St. James staff must know in advance who that person is. The person must present a picture ID to pick up the student.

45. STUDENT SUPERVISION

Students shall never be in the lunchroom, on the playground, or any other area of the School unsupervised.

B. TRAINING, GUIDELINES, DRILLS

46. SAFE GUARDING GOD'S CHILDREN

All Volunteers and Chaperons (faculty/parents) must have taken the "Safeguarding God's Children" training as required by The Episcopal Diocese of West Texas. Volunteers and Chaperons are defined

as any parent or guardian who will be on campus for extended periods of time during the school day for PIE events, Fun Lunches, Fun Day, Fun Run, gardening etc. This does not include classroom parties throughout the school year. We encourage anyone who wishes to volunteer throughout the school year to attend one of the two classes offered throughout the school year. There is a \$25 fee for the class, and it is offered in the Fall and in the Spring. Information will be sent home to notify of dates and times of the training allowing for sufficient time to make arrangements to attend. The training is valid for 5 years and records of authorized volunteers is kept in the school business office. Please contact the school office for questions regarding this training.

47. STUDENT ONLINE SAFETY

Computers are intended for the educational or administrative use of the employees and students of St. James Episcopal School.

While on the SJES campus and using SJES school equipment each St. James student shall:

- Use computers only while a St. James teacher is present.
- Use only the software programs authorized by a St. James teacher.
- Navigate only to the site(s) authorized by a St. James teacher.
- Edit or change only the computer files created by the student.
- Do not give any personal information to anyone on-line. St. James does not subscribe to social networking for pre-school or elementary aged students.
- Do not delete any file or program from any St. James computer.
- Do not purposefully damage any St. James computer equipment.
- Report to a teacher or the Head of School any time the Guidelines for Student On-Line Safety Procedures are not being followed.

48. INTERNET PUBLISHING GUIDELINES/CELL PHONE PHOTOS AND SOCIAL MEDIA

The school may publish information about students' accomplishments, examples of student work and photos of students on the Internet according to the following guidelines. These guidelines are meant to ensure students' privacy and safety. They apply to any website the school or any representative of the school may use to publish student work, information or photos.

- Parents are to notify the school in writing if they do not agree to the publication of their children's first name, work, or photo on the Internet.
- No personal information such as family name, address, phone number or e-mail may be used.
- Pictures must include two or more students and may not be identified in caption or text.
- Contact information must be for an employee of the school at the school's address or phone.
- Parents may not publish group photos of any St. James event or activity via social media unless the photo is of their child only and the school is not identified by name or location.

49. FIRE AND WEATHER SAFETY/EMERGENCY PLANS

- Fire and severe weather drills are conducted on a regular basis and may be announced or unannounced.
- Schedules and records of completed drills are maintained in the Business Office and a copy is provided to the City of Del Rio Fire Department.
- All classrooms have emergency evacuation routes posted at the eye level of the students.
- Fire drills will be signaled through our school security system.
- Severe weather drills will be announced over the intercom. "All Clear" will be announced over the intercom system to signal students and teachers to return to the classroom.
- Inclement Weather – The Head of School will determine when travel and/or weather conditions for students and staff are considered hazardous, and therefore necessitate cancellation of classes. St. James will follow the decisions made by the SFDR-CISD.
- When classes are canceled, the School will send a notification through RenWeb's Parent Alert system.

50. LOCK DOWN/LOCK OUTS

- “Mr. Bundy is IN the building” is our drill code for lock downs. This drill is practiced three times per year and is a drill for a school safety concern located inside the school.
- “Mr. Bundy is OUTSIDE” is our drill code for lock outs. Lock Out drills are for a safety concern that is outside the school and requires all doors to be locked, blinds closed and the school day to continue as normal with no outside movement of students until given an all clear signal. Students may or may not know we are in Lock down mode. Parents will be informed afterwards.

VIII. HEALTH AND MEDICATIONS

51. IMMUNIZATION REQUIREMENTS

Immunizations records must be in compliance with Texas State Law. A current copy of the immunization record with the student’s name and birthday must be remitted to the office when you register for enrollment each year. If your student is unable to receive an immunization due to medical condition, exemption must be validated by a physician’s written statement. Records must be available for inspection by representatives of the Texas Education Agency, the Texas Department of Health, or local health departments/districts at all reasonable times.

Any Affidavit of Exemptions from Immunizations submitted must be notarized. *This form is only valid for two years from the date of notarization.*

52. ILLNESS

Parents should call the School by 8:30 a.m. to report illness or absence.

a) Students should not attend class if they:

- have or have had a fever greater than 100 degrees within the past 24 hours.
- have been diagnosed with a contagious illness, such as strep throat, tonsillitis, bronchitis, conjunctivitis, or influenza, within the past 24 hours.
- have experienced vomiting or diarrhea within the past 24 hours.
- are experiencing uncontrolled coughing or an asthmatic episode.

b) Students may return to class:

- after their temperature has remained below 100 degrees for 24 hours without medication.
- 24 hours after beginning antibiotic treatment, provided the student is able to participate in regular class activity.
- 24 hours after the last episode of vomiting or diarrhea without medication.
- once coughing or asthmatic episode has subsided.
- with written permission from a physician, if applicable.

c) A doctor’s note is required for students absent for 3 or more consecutive days due to illness. All doctors’ excuses can be turned in the main office and will be filed with your child’s records.

d) Students must provide a note from home in order to not participate in daily recess or P.E. - If a child cannot participate in recess, or P.E. for longer than two consecutive days a physician’s note may be required.

e) If a student becomes ill during the day, the student will be sent to the Office and parents contacted. If the student is ill or is injured at school, the student’s parents will be notified. If neither parent is available, the persons listed as emergency contacts will be notified.

53. EMERGENCY CONTACT INFORMATION

Emergency contact information should be kept current at all times. Please call the office with any changes during the year. Current Student Health Inventory, Immunization Records, and Food Allergy Action Plans (for any child with a diagnosed food allergy), **MUST** be kept on file in the office.

54. FOOD ALLERGY ACTION PLANS/EMERGENCY ACTION PLANS (FAAP/EAP)

A current Food Allergy Action Plan/Emergency Action Plan for any child with a diagnosed food allergy, **MUST** be kept on file in the office. The FAAP/EAP provides information about the child's food allergy, outlines the care that the child will need in managing the food allergy, and outlines the actions to be taken in the case of an allergic reaction. The FAAP/EAP should be developed by the child's healthcare provider in collaboration with the parents or legal guardians.

55. STAFF TRAINING

SJES provides in-service education and training in first aid, CPR, Food Allergies/Anaphylaxis/Epipen, to its faculty and staff and will adhere to all current policies and regulations on these issues.

56. INCONTINENCE

It is our policy that students who are enrolled in pre-kindergarten or a higher grade must be toilet trained and must be able to take care of all personal bathroom needs (including wiping) independently. We are not able to meet the needs of children who are not fully toilet trained. If a problem persists, we will need to review the appropriateness of the student's placement.

57. DISPENSING OF MEDICATIONS

- Only office employees may dispense medication for students.
- All student medication will be kept in a cabinet in the office.
- No medications will be kept in the classrooms.
- For any medication, either prescription or over-the-counter, to be administered to a student by the St. James Episcopal School office staff, the following procedures will be followed:
- Both *prescription* and *non-prescription* medication must be brought by a parent, legal guardian, or other person having legal control of the student to the School office in the **original container**.
- No student shall be in possession of, or transport medication on campus, with the exception of authorized Epipens and rescue inhalers.
- A Medication Authorization Form must be completed prior to the first scheduled school dose.
- Prescription containers must be clearly labeled with: Student's name, Medication name and strength, Instructions for use, Prescription number and date, Prescribing physician or practitioner, and address of pharmacy.
- The parent may choose to either administer the dose themselves or hold the dose until after school.

IX. OTHER POLICIES AND PROCEDURES

58. RELEASE OF RECORDS

Records are considered confidential. Only authorized personnel have access to these records. Copies of Permanent Records and Health Records will be released to a receiving school when requested directly by the school. Records will not be released if the parent has an outstanding debt to St. James Episcopal School (tuition, EDP fees, Field trip fees, school property).

59. SCHOOL SUPPLIES AND TEXTBOOKS

Each teacher compiles a supply list of no more than 20 items that are supplied by the student. All other supplies are supplied by the school. Supply lists are posted on the website. Please do not label the supplies with your child's names. The classroom teacher will see that this is done on the items that are necessary. Textbooks and library books are expected to be kept in good condition. A replacement fee will be charged for lost or damaged books and other classroom materials.

60. TEACHERS' LOUNGE AND WORKROOM

Students are not allowed in the teacher lounge. This area is designated for staff only.

61. FUNDRAISING, MEMORIAL, SCHOLARSHIP, AND CLAUDIA BALL ENDOWMENT FUND

Tuition covers only a small portion of the cost of operating the school. St. James School welcomes any gift in the form of a donation or a memorial. Gifts may be designated for a specific use, such as for tuition assistance, the scholarship fund, the capital funds campaign, or computer equipment. If not specified, gifts will be left to the discretion of the Administration and/or the School Board of Trustees.

Efforts to raise additional funds for expanded programs and future growth are a normal part of the life of a private school. The Claudia Abbey-Ball Endowment Fund was established for the exclusive purpose of enhancing teacher salaries at St. James Episcopal School. A portion of the annual fundraising goes to the Claudia Abbey-Ball Endowment and the school board will host fund-raisers designed to grow the account as well.

Parents are an important part of fundraising planning, executing, and contributing. Your support is always appreciated and necessary to the success of the school.

62. DEVELOPMENT, PUBLIC RELATIONS AND FUNDRAISING

The core of public relations for SJES is effective communication and cooperation between the Board, administration, faculty, PIE Committee, and parents. In order to provide coordination, prevent duplication or conflict, and to present a consistent and positive image of the School within the community and with the parents, faculty, and students, the following guidelines apply concerning all fundraising and advertising activities:

- All requests for advertisement **must be approved by the Head of School**.
- All requests for fundraising (to include donations, projects, sales, and events) must be presented to a member of the office staff.
- The Business Manager will consult with the Head of School concerning all fund-raising and advertising activities before granting any request.
- The Development and Fundraising Committee of the Board of Trustees shall work with the Business office staff to create a positive image of the School and to coordinate development and fundraising.

63. PARENTAL RESPONSIBILITIES

Parents play a vital role in the success of the school as well as their child's education. Parents are reminded of the following responsibilities:

- Proper uniforms and appearance of their children.
- Ensuring children arrive on time and are picked up on time.
- Monitoring homework and encouraging reading time at home.
- Reading and responding to school emails and other communications.
- Teaching students to be responsible for checking backpacks for necessary school items.
- Notifying the school of any health changes, guardian changes, telephone or address changes or any family situation that might affect the child's academic progress or behavior at school.

X. FIELD TRIPS

64. RULES AND REGULATIONS

- Field trips must be pre-approved, have a clear educational purpose, and be related to the curriculum. The content of field trips must be age appropriate and include a proportional number of adult chaperones based on class size. Field trips are designed for the education and enrichment of the students. *Some field trips during the school year may require a fee for participation.*

- **Siblings and other children are not permitted on school field trips.** The teachers and/or Administration oversee all field trips, establish and approve itineraries and agendas. Chaperones are expected to follow these plans and remain with the group at all times. Chaperones are expected to provide leadership and cooperation with the teachers to ensure a safe and enjoyable time for everyone.
- Advance notice will be given to parents concerning each scheduled field trip throughout the year. All classes will have walking field trips to sites near the school such as the Public Library, Paul Poag Theater, Whitehead Museum, and the community art center.
- Grades 1st – 5th will be allowed to travel in cars one or more times during the school year.
- Parents will be asked to help in transporting students to and from these field trips. It is required that two non-related adults travel in each car to help with supervision.
- All chaperones **MUST** have completed the course for Safeguarding God's Children through St. James Episcopal School. The course is valid for five years and a \$25 fee for the course must be paid for by the parent.
- Out of town trips will be attended by two St. James Episcopal School staff members.
- All students under the age of 8 are required to be in a car safety seat as per state law.

65. DRIVER INFORMATION

A drivers' information form will be signed by each person transporting students and can be picked up in the school office.

Drivers will adhere to the following guidelines:

- Proof of insurance must be given, and drivers must have a valid driver's license.
- Inspection sticker must be current.
- All students must wear seatbelts. Only one child per belt and boosters when appropriate.
- Teachers will provide a list of occupants for each vehicle.
- All cars will travel the same route in a caravan.
- All drivers will exchange cell phone numbers.
- Each driver will carry emergency information on the students.
- Each driver will carry a basic emergency kit.
- No children are allowed in the front seat.
- Car doors need to be locked while traveling.
- Drivers must strictly adhere to speed limits.
- Convertibles or other soft-top cars **CANNOT** be used to transport students.
- Do not plan other errands while transporting students on a field trip.
- No texting, talking, or any other form of cell phone use by the driver while transporting students.
- **Make sure students are always accounted for when entering or exiting vehicles.**