

St. James Day School

# Parent Handbook



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### MISSION

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

### VISION

To develop globally aware citizens who are life-long learners and compassionate leaders.

St. James Day School believes in turning experience into knowledge through...

- Engaging students in developmentally appropriate active learning—indoors and outdoors
- Nurturing students in small classes
- Challenging students to meet their personal best
- Encouraging self-confidence and independence
- Fostering responsibility, respect, and reflection
- Developing principled communicators and problem-solver

### **St. James School Song**

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

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

Words by Dee Miller

Sung to traditional Irish folk tune, *The Minstrel Boy*

### **School Prayer**

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

# Philosophy of St. James Day School

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

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

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

## **OBJECTIVES:**

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

- To help each student develop his or her own personal and academic abilities in such a way as to acquire a passionate love of learning that does not end with graduation from any institution but continues throughout a lifetime.
- To seek to discover each child's learning style and make the tools for self-discovery a part of his or her daily life, so that every student can take pride in his or her academic achievements.

- To teach, and in fact to demand, within a stable, loving, and Christian atmosphere, the highest ethical and moral behavior.
- To plant in each child's mind a deep understanding, appreciation, and respect for the history of our civilization and of our country.
- To combine this understanding of classical knowledge and education with insight of our own culture to format logical projections for the future.
- To foster in our students a broad sense of self-esteem and belief that they can achieve whatever goals they set for themselves, while providing the intellectual and academic foundation to make those goals a reality.
- To instill in every person on this campus, an understanding for individual differences, tolerance of differing viewpoints, and respect for all of God's children.
- To send our students into the world equipped not only with an outstanding educational foundation for their own lives, but also the character and self-discipline to use that education for the good of mankind.

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

### **NISI DOMINUS**

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

Our motto, *Nisi Dominus*, is the very foundation on which St. James Day School stands. We firmly believe that whatever academic excellence we offer is of no value unless sustained and directed by our Christian faith. We welcome and embrace children of all faiths and denominations, striving to foster global understanding and acceptance of all people. St. James attempts to provide this direction through daily devotions and Christian education. An All-School chapel service is conducted by the Rector or the Rector's appointed personnel

from St. James Episcopal Church once each week and follows the Order of Morning Prayer throughout the Liturgical year.

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

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

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

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

(J. Bettis Lawrence, Headmaster 1953-59)

## Accreditation

St. James Day School maintains accreditation with the Southwestern Association of Episcopal Schools (SAES), an organization recognized by the Texas Private School Accreditation Commission and approved by the



Commissioner of Education. The National Association of Independent Schools (NAIS), and the National Association of Episcopal Schools (NAES) further recognize SAES as an accrediting agency. St. James Day School is therefore recognized by the Texas Education Agency as a private accredited school. St. James was awarded re-accreditation status at its 10-year site visit in October of 2009, and accreditation was extended after our three-year report in 2013 and then again in 2016. The School began re-accreditation in 2018, which concluded with an on-site audit in 2019-2020. The school was awarded full re-accreditation status in January of 2022.

## Admissions

St. James Day School offers education in an atmosphere that is healthy, moral, and intellectual. Students believed to have ability, discipline, and a record of academic achievement will be considered for admission when there is an opening in a grade level.

Preschool Admissions: Prior to admission, preschool applicants must be three years old for admittance to our preschool program.

Class	Age Requirement
Primary	3 years old by September 1 <sup>st</sup>
Pre-K	4 years old by September 1 <sup>st</sup>
Kindergarten	5 years old by September 1 <sup>st</sup>

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

Parents should have an understanding and willingness to support St. James Day School's philosophy and curriculum as we consider parents our partner in education. Parents are responsible for advising St. James Day School about

any IEP's, educational testing results, or learning disabilities at the time of application. Acceptance of children from outside our school is provisional for the first eight weeks of enrollment and is subject to review at that time.

### **ADMISSION PROCEDURE**

- 1) **SCHOOL VISIT:** Families interested in enrolling a child at St. James are requested to visit with a school administrator and tour the campus.
- 2) **APPLICATION:** Submit a completed application along with a non-refundable \$100 application fee.
- 3) **SCHOOL RECORDS:** Parents must have a transcript from the applicant's current school sent directly to the School Office. Request for Records Transfer forms may be obtained in the School Office.
- 4) **RECOMMENDATIONS:** Teacher Recommendation Forms are given to parents upon receipt of the student's application. Students applying for first through third grade must have one teacher recommendation. Students applying for grades four through eight must have two teacher recommendations, one from the classroom teacher and one from another teacher. All recommendation forms are to be completed by the appropriate teacher(s) and mailed directly to the School.
- 5) **ASSESSMENTS:** Assessments will be administered to all students entering Pre-K through grade eight as needed on an individual basis.

Admission is guided by the following criteria:

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

***The enrollment contract, along with the registration fee, birth certificate, and immunization record, are due within ten days of notification to reserve the student's place for the next school year.***

The following students will be given priority regarding admission:

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

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

If your child has been previously enrolled at St. James Day School and has been withdrawn for any reason, but would like to return, the admissions process must be started over at the application stage and there will be an additional parent interview with the Head of School.

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

## Enrollment Policies

A student is considered officially enrolled when the Enrollment/Re-Enrollment Contract is signed by the parent/guardian that is financially responsible for the student, and the School has received the registration fee.

**The obligation to pay the charges for the entire year is unconditional and no portion of such charges (paid or outstanding) will be refunded.** If the parent finds it necessary to withdraw a student, the Head of School must be notified in writing. The registration fee is forfeited, and the Parent/Guardian shall be responsible for a withdrawal penalty equal to 50% of tuition per the enrollment contract. If the withdrawal occurs during the school year, the tuition will be prorated by the number of days the student was in attendance plus 50% of the yearly tuition, minus any payments to date.

Should a student's withdrawal from school occur due to a move out of town of 65 miles or more, and proof of registration at a new school has been received, the remaining tuition amount will be prorated depending upon the dates of attendance and no withdrawal penalty will be applied.

St. James offers the following four payment plans:

Plan #1: Tuition and applicable fees paid in full by July 10

- Plan #2: 50% tuition and applicable fees paid by  
July 10 with remaining 50% paid by January 10th
- Plan #3: 25% tuition and applicable fees paid by July 10th  
with remaining 75% paid in three equal payments by October  
10th, January 10th, and April 10th
- Plan #4: By the 10th of each month beginning July -  
June (12 equal payments)

A 3% tuition discount applies on tuition for families with three or more students enrolled.

TADS is an integrated web-based tuition management, admission, enrollment, financial aid, and school management system for private and public schools, and it is all available through a user-friendly website. We use this online management system to ensure that our families are taken care of from every aspect of their journey, all the way from the application process through their personalized billing management.

A 5% surcharge for processing will be added to all payments made by MasterCard, Visa, or American Express. Returned checks will be added to the student's account as past due, and a \$35 Returned Check Charge will be added. If the school receives two NSF checks from an individual, future payments from that individual may be required in the form of cash, money order, or cashier's check. **TADS will charge a \$40.00 late fee on all payments that are past due. This fee must be paid to TADS.**

When an account is in arrears, the following procedure shall be followed:

1. If payment has not been received by the 15th day of the month, or the 5th day in arrears, a Past Due Notice shall be sent by the school to the parents, either through TADS or some other means. TADS will apply their standard late fee.
2. If full payment has not been received on an account in arrears by the last day of the month, the Head of School or designee shall contact the parent to discuss the arrears.
3. No student with an account more than 60 days in arrears shall be permitted to attend class or school activities until the account is brought

current. Exceptions to this provision, including the establishment of a payment plan, must be granted in each instance by the Board.

4. Should no payment plan or other arrangements be authorized by the Board, the student's enrollment at St. James shall be deemed concluded.
5. Should a family fail to comply with any authorized payment plan or other arrangements, the student's enrollment at St. James shall be deemed concluded.
6. If a student's enrollment at St. James is deemed concluded, the School shall also deem the enrollment contract breached, and reserves all rights under law to enforce the contract and collect any outstanding balance. In the event financial aid was awarded, upon being sent to collections those funds will be forfeited, thus making you liable for reimbursement of any financial aid funds.
7. If a student account is in arrears during the re-enrollment period, preference for class places in the next grade level shall be given to those applicants who are in good standing with their accounts with the school.
8. St. James will not issue report cards, test scores, letters of recommendation or transcripts of a student unless all tuition, fees, and charges are paid in full. Exceptions to this provision must be granted in each instance by the Board.
9. A student may not graduate from St. James unless all tuition, fees, and charges are paid in full. Exceptions to this provision must be granted in each instance by the Board.
10. In cases when the Board does not have a meeting scheduled within the sixty-day window, or is otherwise unable to meet, the Executive Committee of the Board may, in each instance, permit temporary continued enrollment of the student until the next regular meeting of the Board.

**Refund of Tuition and Fees:** If a parent or guardian chooses to withdraw their child after signing the enrollment contract or at any point during the school year, a withdrawal penalty equal to 50% of tuition for the upcoming school year will be charged, except under the provision of a relocation. A relocation is considered a move of the student's primary residence greater than 65 miles. Once proof of a student's registration in a new school has been provided, the remaining tuition balance may be prorated.

Should a major financial difficulty arise in a family, the parent should contact the school office as soon as possible to discuss the matter.

## Financial Aid Policies

Financial aid may be awarded to students in grades preschool through eighth.

All aid will be based on demonstrated financial need. Financial aid will be granted in the following order of priorities:

- 1) students currently enrolled and receiving financial aid;
- 2) students currently enrolled seeking assistance for the first time;
- 3) accepted new students applying for assistance.

In the case of a family's reapplication for financial aid, in addition to need, the applicant's academic progress, and the family's overall contribution to the school will be considered.

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

### Application and Award Procedure:

1. Apply online via TADS
2. All financial aid grants are for one year only. A family must reapply each year for renewal.

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

## After School Program

St. James offers optional after school care for our students. This care is available from school dismissal time until 5:30 p.m. It is offered on most days

that school is in session with the exception of most early release days. Notice will be provided on such early release days. We ask that each child be picked up promptly, since it is a long day for both the child and our staff. A light snack and beverage are provided daily.

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

Parents wishing to leave a student on a daily (drop-in) basis must notify the child's teacher or the school office no later than 1:00 p.m. that day. The drop-in fee of \$5.00/hour is applied beginning at 15 minutes after the regular dismissal time. For example, if the dismissal time is 3:00 the after school fee of \$5.00 will be charged at 3:15, if the dismissal time is 3:15 the fee will be charged at 3:30. Payment is required when the child is picked up.

If the drop-in fee is not paid by the end of the week in which the service was provided, the drop-in fee will be billed to the parent(s) and a billing fee of **\$10.00** will be added. Any child who is not picked up by the 5:30 closing time will be assessed an additional \$25 late fee.

## Arrival and Departure

St. James' school hours are as follows:

8:00 a.m.	Classes begin for Grades K— 8
8:15 a.m.	Classes begin for Preschool
2:50 p.m.	Dismissal time for Preschool
3:00 p.m.	Dismissal time for Kindergarten
3:10 p.m.	Dismissal time for Grades 1—4
3:20p.m.	Dismissal time for Grades 5—8

Students should not arrive at school earlier than 7:30 am since there is no one on campus to supervise students before that time. *Students in grades K–8<sup>th</sup> arriving between 7:30–7:45 am should report to the Cafeteria, where a teacher is on duty. Students in preschool arriving between 7:30–7:45 should be dropped off at the preschool building where a teacher is on duty.* All students will go directly

to their classrooms after 7:45 am. Preschool students will be taken to their respective classrooms at 8:05.

Students are considered tardy after 8:00 am (Grades K -8), and 8:15 am (Preschool). We request that parents make every effort to have their children at school on time.

### **Procedures for Late Arrival:**

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

(1) If a student arrives on campus any time past the class start time, for any reason, the parent shall accompany the student to the school office and check the student in. *If a child has been late more than five times in a grading period, a conference with the parents will be requested.* Continued excessive tardiness may affect the student's grade.

(2) If a student in grades 1-8 must leave school prior to the dismissal time, for any reason, the parent shall first come to the school office to check the student out.

Students should be picked up promptly at dismissal time. Younger children especially need this security. Unless the teacher is notified, no child will be allowed to leave with anyone other than his or her regular carpool or family.

**Any child not picked up by 3:05 in Preschool, 3:15 in Kindergarten, 3:25 in Lower School, and 3:30 in Middle School will be sent to the After-School program and the applicable drop-in fee will be charged.** Any child who is not picked up by the 5:30 closing time will be assessed an additional \$25 late fee.

## **Traffic Guidelines**

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



Please do not ask to be “the exception” to any of the following rules.

*Do not leave your car unless parked in a parking space.*

*Do not visit in the roadways and cause traffic flow backups.*

*Do not park in the circle during dismissal times. Use a parking space please.*

*Do not leave your car running and unattended at any time.*

*Do not leave car running with an unattended child inside ever.*

**No students will be allowed to play on any playground until after 3:35 p.m. This will allow pick-up traffic to finish.**

Parents may supervise children to play on school grounds and equipment after 3:35 p.m. when pick-up traffic is finished. An adult must always monitor and supervise the children. Parents and students who use the playground after school are asked to be respectful of students and teachers in the After-School Program that may be utilizing the outdoor space. The After-School Program has priority use of the equipment. Parents and children are expected to follow all school rules and must follow the direction of the employee on duty. Students on the playground after school hours without supervision will be charged for After-School care. Abuse of these privileges will result in suspended private usage.

### **Traffic Flow Guidelines**

#### **Primary and Pre-K**

Drive directly to your building. Form a single line for drop off and pickup.

#### **Kindergarten**

Drive directly to your building. Form a single line for drop off and pickup.

## **Lower School**

Drop off and pick up is between the Cafeteria building and Lower School. Do not turn left into the parking lot. Please go around the circle and turn right into the parking lot.

- All traffic should proceed around the circle and form a line on the right side.
- **No left hand turns from the road during drop off and pick up – no exceptions. Drop off time is from 7:30-8:05. Pick up time is from 3:00-3:30.**

## **Middle School**

Drop off and pick up is at the front entrance of the Middle School (not the circle entrance)

We understand many of our families have multiple children. To help with traffic flow please use the following guidelines for pick-up.

- If you have a Kindergarten and Middle School student, pick up at Kindergarten first then proceed to the Middle School.
- If you have a Lower School and a Middle School student, please pick up at the Middle School first, and then proceed to Lower School.

## **Phone Calls and Text Messaging**

The best way to communicate with the teacher during the day is through email. The teacher will answer your email when the teacher is not teaching or overseeing students.

Teachers are not allowed to answer their cell phones during class time. If an emergency should occur, please contact the school office and the teacher will be notified of the emergency. The teacher will return your call as soon as possible. Teachers are not allowed to answer text messages during the school day.

## Cafeteria

Parents and visitors are welcome to eat with the students occasionally. Per our current Covid guidelines, you may eat at the designated picnic tables outside with your child.

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

## Visitation Policy

Per our current Covid guidelines, parents and visitors must check into the office prior to visiting any of our classrooms. Parents and other relatives are welcome to visit the St. James campus and classrooms with approval. However, please bear in mind that constant and continuous presence in a classroom may be disruptive to the children, and courtesy requires the teacher be notified in advance of such visits. Should such visitation cause an impact on the educational process, a conference with the teacher, parents, and Head of School will be scheduled.

Third parties are not allowed to have direct access to any student without the express permission of the parent and/or guardian. Without permission, such access will only be permitted upon presentation of a valid court order or subpoena. Third parties must register with the office before admittance to the classroom.

## All-School Chapel

In that multiple faiths and denominations are represented at St. James, we consider a vital part of the daily curriculum to include recognition of God as the center of our environment. On Tuesday of each week, the Rector or Rector's designated person of St. James Episcopal Church conducts an all-school chapel. Our Christian education studies come together with our patriotism, in that we follow with the Pledge of Allegiance and singing of the

National Anthem. On all other days, a classroom devotional is held or students participate in Christian education class. Devotionals and religious study curriculum are scripture based and non-denominational.

## Class Placement and Promotion of Students

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

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

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

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

When the total enrollment for a grade is determined, each student enrolled is evaluated, giving special attention to his/her academic, social, and emotional needs. When there is more than one section of a class, the teacher recommends to the Head of School appropriate placements to give each class proper balance

regarding ability, gender, learning styles, and social interaction. Since careful planning takes place to ensure proper placement for each child, *special requests for a certain teacher and/or particular classmates will not be accepted.*

## Discipline

A variety of classroom strategies are used to maintain a safe and orderly environment conducive to learning. Engaging curriculum, scheduling, and classroom set-up are all designed to enable students to manage their behavior as developmentally appropriate. St. James Day School approaches behavior management and discipline as a means of helping children learn how to control their own behavior and to act in an acceptable way according to their own emotional, intellectual, and physical development. Children are taught they may not hurt themselves or others while at the school.

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

All students are expected to display respect in speech, action, and manner toward all adults and all other students with whom they are in contact during the school day. They are expected to obey individual classroom rules set by their teacher and are expected to complete homework assignments on a timely basis.

All students should have the necessary materials for classwork and be prepared for daily lessons.

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

A faculty member counseling the student handles minor behavior and citizenship failings. Repeated offenses in this area may result in contacting the parents.

Repeated or more serious citizenship lapses may necessitate a request that the student be removed from class and sent to the Head of School. If this discipline is not successful a conference with the student, parents, teacher, and Head of School will be held and a discipline plan will be put into place. A letter will then be placed in the student's file. Parents may be required to seek appropriate professional services for their child as a requirement for their child remaining at the school.

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

The age of the student and his or her overall previous record affect the action taken in any disciplinary situation. Among the major actions that subject a student to suspension or dismissal are: leaving campus without permission; dishonesty, including lying, stealing, cheating, and plagiarism; willfully damaging property; physical violence; verbal violence; smoking and vaping.

Having or using alcohol or other harmful or illegal drugs at school or at a school function is an offense in a class by itself and a student committing such an offense will be suspended immediately and may be dismissed from St. James Day School.

The St. James Faculty and Staff do not and will not administer corporal punishment.

## School Jurisdiction

Attending St. James Day School is a privilege, not a right. Whether on or off campus, in session or out of session, all St. James students are expected to be responsible representatives of the St. James community. If a St. James Day School student's behavior draws negative attention to the school or threatens

the safety of those in the campus, the School has the right to deal with that student through its disciplinary procedures.

## Behavior – Parent Expectations and Rules

St. James Day School expects parents to model respect towards their child, his or her classmates, parents of classmates, teachers and other school staff—in short, everyone associated with the School. Respect begins with “grace and courtesy” and deepens into trust. One of our fundamental guidelines for students is to “respect yourself, respect each other, and respect the environment.” The same holds true for all adults, parents, faculty, and staff within the school community, and applies equally to all speech and behavior on and off school grounds. Behaviors outside of these parameters will be taken seriously with thoughtful discretionary action taken by the School.

### Anti-Bullying Policy

St. James Day School believes in an atmosphere of safety, courtesy, and respect are critical in order to ensure optimal learning. The school’s curricula and schedules are all designed to foster an environment that nurtures caring, principled young people who demonstrate empathy, cooperation, and integrity. Bullying, harassment, and intimidation have no place in the St. James Day School environment, and are prohibited, as they create an atmosphere of fear, mistrust, and suspicion which negatively impacts learning.

St. James Day School defines bullying, harassment, and intimidation as any intentional written, verbal, or physical act, including an electronic communication, that:

1. Physically harms an individual;
2. Damages an individual’s property;
3. Is intended to frighten or intimidate;
4. Creates a sense of inferiority in an individual;
5. Creates an unpleasant or hostile situation by uninvited and/or unwelcome verbal or physical conduct;
6. Substantially interferes with an individual’s education or learning environment; or

7. Places an individual in reasonable fear of harm to the individual's person, property, or mental state.

Individuals who witness or become aware of bullying, harassment, or intimidation by St. James Day School community members are responsible for informing the St. James Day School administration so that consequences and remedial action may take place. Individuals who provide such information are protected from reprisal or retaliation. However, individuals who make false claims of bullying or intimidation will receive consequences.

The Head of School, Curriculum Director, or their designee will respond immediately (within 24 hours) of a report of bullying, harassment or intimidation by investigating the allegations. During the investigation time, close attention will be paid to the alleged victim(s) to ensure that additional acts and/or retaliation do not occur.

If bullying, harassment, or intimidation are determined to have taken place, an appropriate consequence that includes education about the effects of bullying, harassment, and intimidation, as well as action to restore a safe environment, will be given. In addition, the parents of the perpetrator(s) and the victim(s) will be contacted and informed of the event(s).

If repeated acts of bullying, harassment, or intimidation take place, suspension and/or expulsion of an individual from the school year may occur. Parents may be required to seek appropriate professional services for their child as a requirement of the child remaining at the school.

### Hazing Policy

St. James Day School does not tolerate hazing in any form. Hazing is defined as any practice whereby one part of a group is made or "asked" to do something that is against their will, and the remaining part of the group is exempt from doing it by virtue of seniority or other "privileged" status. Obtaining consent from the targeted group or individual is not a defense for hazing. Incidents of hazing, on school property or in connection with school sponsored activities (even if occurring off of school property), will be dealt with in accordance with disciplinary procedures.



# Electronic Device Policy

Electronic devices like cell phones, smart watches, iPads, etc., have become a way of life, a technological convenience that has impacted all our lives in one way or another. However, in the school environment, these electronic devices have become a distraction, interruption, and a method of untimely exchange of information. The ringing of cell phones during class, the buzz of a text message, Twitter posts, or a Snapchat, all take away from the valuable time needed for instruction and most importantly, student learning.

Personal cell phones/communication devices/smartwatches may not be used while on campus. If you feel your child must have a personal cell phone/communication device/smartwatch, it must remain in their backpack, TURNED OFF while at school and during extended care. Texting and videotaping are not permitted anytime during the school day. Using a personal mobile device to intentionally record (photograph, video, audio) any member of the St. James Day School community who is unaware that he/she is being recorded is prohibited.

Cell phones/devices/smartwatches, that are brought into school, will be the sole responsibility of the child concerned and the school will accept no responsibility for any subsequent damage or loss.

Failure to follow these guidelines will result in disciplinary action and confiscation of the cell phone/communication/device/ smartwatch. The child may retrieve the device at the end of the day. This policy is in effect throughout the entire school day including extended care.

If a child needs to use their personal cell phone, permission from the adult in charge is required, and the conversation may be monitored.

## Emergency and Field Trip Permission Form

Parents are requested to complete an emergency and field trip permission form at the start of each school year (on your TADS account), giving detailed information regarding who to contact should an emergency arise, and giving consent for their child to travel on school field trips throughout the year. If,

during the school year, a family moves or has changes in any of this information, please notify the School Office immediately. Also, please change this information on your TADS account.

## Field Trip Policy

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

A parent is invited to participate on field trips since they provide wonderful opportunities for additional involvement with their children's education, and affords the school with the chaperones and/or drivers needed to take such trips. Faculty Members shall determine the number of chaperones and drivers needed for each trip. *All drivers are required to sign a form, which verifies liability insurance. Drivers must also have a seat belt for every person in the car. St. James DaySchool mandates there must be one seat belt available for every child, seat belts must always be worn during travel to and from such trips. Drivers must follow the state law for car seats or booster seats. Children under the age of 13 are not permitted to ride in the front seat.*

Only St. James students may participate on school field trips. **Siblings, whether they are or not St. James students, may not attend** since parents are acting as chaperones, thereby requiring their attention be directed to the students in class.

In rare instances, if a student has special medical or behavioral needs, it may be required that his/her parent accompany the class on field trips so the student may attend.

The location, itinerary, size of the class, and gender balance will determine the number of drivers and chaperones needed for overnight field trips. School policy requires that one adult chaperone be assigned per every hotel room housing students. Parents may submit a Volunteer Chaperone Request Form if they desire to help chaperone students on an overnight trip. These forms verify their willingness to abide by all school regulations, and indicate the parents experience levels in working with groups of children. Chaperones and drivers for overnight trips will then be randomly selected from this group of parents.

## Uniform Policy

The St. James Day School uniform is intended to provide a common visual identity for St. James students, a uniformity of dress to reduce comparison, and a savings in overall costs for school clothing. Pride in one's school is demonstrated when uniforms are well kept, clean and in good repair. Appropriate student dress and grooming is conducive to good discipline and behavior. Only the style of dress that will lend itself to a proper learning situation for the student body will be permitted on our campus.

- Students are to be neat in appearance and well groomed.
- Makeup may not be worn by students in Preschool through Lower School.
- Light, non-distracting make-up may be permitted for Middle School girls.
- If worn, jewelry must be simple and may not be distracting to the educational process. Boys may not wear earrings.
- Hats may not be worn at school, unless required for medical reasons.
- Hair shall not cover the eyes or be styled in a way that is distracting and/or designed to be conspicuous.

### **Uniform Vendor:**

Lands' End – [www.landsend.com](http://www.landsend.com)

School ID#: 900029174

Lands' End uniforms are required to be worn by all students Monday through Friday. **Dress uniforms may be worn on any day, but are required on Tuesday for all school chapel, for all field trips, and special performances, or as**

**directed by the Head of School.** Official Scout uniforms may be worn on Scout meeting days.

Exceptions shall be made for belts, shoes, socks, and hair accessories and bows, which may be purchased from any source. Hair accessories and bows must color coordinate with the uniform.

Uniform tops shall display the St. James Day School logo, except for the blue Peter Pan knit top that is covered by the jumper (primary-4<sup>th</sup>). Only approved outerwear will be permitted to be worn inside.

## **GIRLS**

- **Socks** – Solid white, navy or black
- White or navy knee socks are permissible.
- **Leggings/Tights**– Solid white, navy or black. Must be ankle length with no lace or skin showing. The Head of School may prohibit leggings/tights at special events to ensure uniformity.
- **Undergarments** – **MUST** wear modesty shorts or biker shorts beneath skirts and jumpers: should not be visible.
- **Jumper/skirt/skorts/shorts**– the length must range from 2” above the knee to 2” below the knee.

### **Primary through 4<sup>th</sup> grade**

#### **Monday, Wednesday, Thursday, Friday**

Lands’ End navy or red polo shirt and Lands’ End approved khaki or plaid bottom.

#### **Tuesday**

Lands’ End plaid jumper with blue Peter Pan knit shirt. Navy sweater with a logo is optional.

#### **Friday (Optional)**

Spartan Spirit t-shirt with Lands’ End approved khaki or plaid bottom. T-shirts do not need to be tucked in.

### **5<sup>th</sup> and 6<sup>th</sup> grade**

#### **Monday, Wednesday, Thursday, Friday**

Lands’ End navy or red polo shirt and Lands’ End approved khaki or plaid bottom.

#### **Tuesday**

Lands' End plaid skirt with girls Oxford blue shirt. The Oxford shirt must have the logo and be tucked in. Navy sweater with a logo is optional.

Friday (Optional)

Spartan Spirit t-shirt with Lands' End approved khaki or plaid bottom. T-shirts do not need to be tucked in.

**7<sup>th</sup> and 8<sup>th</sup> grade**

Monday, Wednesday, Thursday, Friday

Lands' End cobalt, white, navy or red polo and Lands' End approved khaki or plaid bottom.

Tuesday

Lands' End plaid skirt with French blue shirt with logo. The French shirt must have the logo and be tucked in. Navy sweater with a logo is optional.

Friday (Optional)

Spartan Spirit t-shirt with Lands' End approved khaki or plaid bottom. T-shirts do not need to be tucked in.

**BOYS**

- **Socks** - Solid white, navy or black
- **Belts** - Students in grades 1<sup>st</sup>-8<sup>th</sup> are required to wear a black, brown, or navy belt.
- **Undergarments** - Only solid white short-sleeved undershirts may be worn beneath the uniform shirts but should not be visible.
- **Shorts** - must be mid-thigh or longer.

**Primary through 6<sup>th</sup> grade**

Monday, Wednesday, Thursday, Friday

Lands' End navy or red polo shirt and Lands' End approved khaki shorts or pants. Tucked in, with belts for 1<sup>st</sup> grade and above.

Tuesday

Lands' End Blue Oxford or Pinpoint button down shirt with logo and Lands' End approved khaki shorts or pants. **NO CARGO SHORTS.** Tucked in, with belts for 1<sup>st</sup> grade and above. Navy sweater with a logo is optional.

Friday (Optional)

Spartan Spirit t-shirt with Lands' End approved khaki shorts or pants. T-shirts do not need to be tucked in.

## **7<sup>th</sup> and 8<sup>th</sup> grade**

### **Monday, Wednesday, Thursday, Friday**

Lands' End cobalt, white, navy or red polo and

Lands' End approved khaki shorts or pants. **Tuesday**

Lands' End French Blue Oxford or Pinpoint button down shirt with logo and Lands' End approved khaki shorts or pants. **NO CARGO SHORTS.** Navy sweater with a logo is optional.

### **Friday (Optional)**

Spartan Spirit t-shirt with Lands' End approved khaki shorts or pants. T-shirts do not need to be tucked in.

## **Jackets/Coats**

Any type of outdoor winter coat is permitted in cold weather but may not be worn inside. If students are cold inside the buildings, they may only wear Lands' End uniform approved navy outerwear such as a jacket, sweater, or hoodie.

## **Shoes**

Shoes must be closed toe and closed heel. Styles may be athletic, loafers, top-siders, dress, or saddle shoes. NO shoes with lights, wheels, sounds, cartoons, or excessive decorations. No sandals, Croc-style, boots, slippers, or flip flops.

Shoes with laces must be laced and tied; shoes with Velcro must be fastened. Snow or rain boots are permitted only in bad weather, and only outside. School shoes must be worn inside the buildings.

## **Physical Education**

All students are required to have school approved tennis shoes for their designated P.E. days.

**6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students** will be expected to change into a St. James P.E. short or long sleeve t-shirt and plain black shorts or pants for class. The t-shirts will be available for purchase prior to the first day of school. Shorts must be mid-thigh or longer. These clothes will be sent home every Friday and need to be returned clean on Monday.

### **Spartan Spirit Days**

Fridays, unless otherwise communicated by the Head of School, will be Spartan Spirit t-shirt day. The t-shirts are to be worn with Lands' End approved bottoms. Belts are not required, and the t-shirts do not have to be tucked in. All other uniform policies are still in effect.

### **Non-Uniform Dress Code**

Special occasions may arise when the Head of School declares a non-uniform day. On or off campus, students are expected to dress in a neat and tasteful manner. Skirt and short length requirements listed remain in effect. Uniform shoe requirements also remain in effect.

The following types of clothing are not permitted:

- Clothing with inappropriate language or graphics
- Pajamas and lounge clothes (unless otherwise approved)
- Spaghetti strap, tank top, bare midriff, or sleeveless shirts

Students who elect not to participate in the non-uniform days (or who are ineligible) must be dressed in appropriate school uniform. Other special occasions will give students the opportunity to wear special clothes that are related to specific themes. The specific options will be given to students on those occasions. These days are not non-uniform days, and students who do not choose to wear the themed clothing must wear the school uniform.

### **Interpretation and Enforcement**

The Head of School and Faculty have the authority to make judgment regarding any Uniform Policy issues and determine whether clothes or grooming are considered distracting or inappropriate. For the first two infractions, a parent will receive written notification when his/her child is not in compliance with the uniform policy. The third infraction will result in the parent being called to immediately correct the situation.

Requests for revisions/changes in the Uniform policy should be addressed in writing to the Head of School and will be considered for the following year.

# Fundraising Proceeds Policy

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

## Health Care Requirements

No person may be admitted to school unless a validated document immunization form is submitted to the School office prior to the beginning of the school year (for all new students). The School office will notify the parents of any returning student needing an updated immunization form, and the parents must submit this form within 30 days of this written notification. For a child to attend school the Texas Board of Health requires that all children be immunized or they must provide a certified waiver exemption from the state. The school office will notify a parent if a child is out of compliance.

### Illness

If a child becomes ill during the day, he or she will report to the school office. The parent will be called and an authorized adult must come and pick up the child. If the parent or guardian cannot be reached and a communicable disease is suspected, the child will be isolated from the other students until contact can be made. We ask that any communicable diseases be reported to the School Office as quickly as possible. *A child should be symptom and fever free, without medication, for 24 hours before returning to school.*

### Communicable Diseases

**Exclusion** - The major criterion for exclusion from attendance is the condition's probability of spreading from person to person. The Head of School shall exclude from attendance any student suffering from a reportable disease, as defined by the Texas Board of Health, until the criteria for admittance is fulfilled. The Head of School may exclude at their discretion, students suffering from, but not limited to, scabies, impetigo, contagious ringworm, common cold, infectious forms of conjunctivitis, pediculosis (lice), severe coughing, and undiagnosed skin rash.

**Admittance** - Students excluded for reason of communicable disease shall be readmitted by one or more of the following methods: 1) *Certificate of the*



*attending physician attesting to their recovery and non-infectiousness; 2) Permit for readmission issued by the local health authority; or 3) After a period-of-time corresponding to the duration of the communicability of the disease, as established by the Commissioner of Health.*

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

### Medication

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

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

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

Any child that is advised by a licensed physician to take medication to control attention deficit disorder or other special learning situations (including hyperactivity) shall take the medication as prescribed by the physician. Should problems arise regarding classroom behavior, such problems will be

dealt with under the guidelines established for discipline as set forth in this Handbook.

## Required School Events

**Candlelight, Spring Musical, and Middle School Graduation** require attendance by all students in grades 1-8, unless changed by the Head of School. These events are the culmination of the music curriculum, and the closing exercise for the year. These performance events are a major part of our whole-child curriculum and count as a major portion of a student's music grade.

Dress for Candlelight and graduation requires a coat and tie for boys. All girls should wear an appropriate dress. Tennis shoes or flip flops are not acceptable.

## Grading and Homework

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

### Preschool:

Progress reports for students in Primary and PreK are given twice a year. Student evaluation is based on age-appropriate areas of cognitive, social, and physical development.

### Kindergarten:

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

Grades 1-8:

Report cards are sent home every twelve weeks. At the six-week interval, a progress report of averages in major subjects is sent home.

**Grading System for All Subjects and Conduct - Grades 1-8:**

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

**HONOR ROLL**

Students in grades 1-8 are eligible for the Honor Roll each twelve-week grading period. The following criteria must be met for inclusion on the Honor Rolls:

**A Honor Roll**                      **94 or higher in all academic subjects\***

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

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

# Parent-Teacher Conferences

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

For grades 1-8, there is one formal parent- teacher conference set during the school year in the fall. For Preschool and Kindergarten, there are two formal parent-teacher conferences, one in the fall and one in the spring. Teachers are also available to meet with parents concerning their children during their school day planning periods or after school. Please schedule conferences with teachers in advance. This way, our faculty can best prepare for a conference that will provide a more satisfactory conversation for the benefit of the child. *There can be no conferencing during pickup or drop off since teachers are responsible for many students during that time.*

**All concerns pertaining to a student's development should first be discussed with the individual teacher.** Situations are usually handled most satisfactorily on the level at which they occur. Therefore, please attempt to settle any problems with the teacher first. If a satisfactory conclusion cannot be reached, parents may schedule an appointment that will include themselves, the teacher, and the Head of School.

## Evaluation of Students

The School may request, or parents may independently seek, an impartial professional evaluation for their child. In either case, the school should be an informed participant in such a process. If the school has requested an evaluation, the results of such an evaluation will be provided to the Curriculum Director in a timely manner. All costs associated with the evaluation will be borne by the parents. Compliance with the school's request,

including the evaluation, may determine enrollment, re-enrollment or continuance at the School.

## Testing

National standardized tests are used as part of the evaluation program. They provide a basis for educational guidance and measure the effectiveness of curriculum, teaching procedures, and student achievement. Standardized tests are given in the spring of each year to students in grades 1-8. Once these results are received and analyzed, the individual student's scores are mailed directly to the parents. Parents and or school personnel may request a conference to discuss these results, a conference will be scheduled accordingly.

Occasionally the need for special testing arises. St. James will work with parents in accomplishing this. When this need occurs, parents shall have the recommended testing completed within the time frame agreed upon by the School. Parents are strongly encouraged to follow through with the recommendations and suggestions presented by the evaluating agency. Please see Policy "Evaluation of Students".

## School Calendar

The school calendar is distributed to all parents at the start of the school year. Please make special note of holidays, early dismissal days, parent - teacher conference days, and teacher in-service days. Sufficient notice will be given should any changes in the calendar occur. The School calendar can also be found on the school website.

## School Communications

Teachers communicate through email. Both weekly and individual emails are sent to parents/guardians. Teachers may also choose to communicate through phone calls as well.

School Messenger is used by Administration and Parents' Club to send school-wide emails and text messages.

## School Website and Class Blogs

The school maintains a website at [www.stjamesdayschool.org](http://www.stjamesdayschool.org) with photos of events, class information, historical information, curriculum overviews, alumni news, and other news of interest for our school family. Teacher email addresses can be found on the website and class blogs. Teachers update their individual class blogs bi-monthly with important information for parents and students.

## Parents' Club

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

St. James relies solely on tuition and fundraising efforts to provide continued excellent educational opportunities for our students. Therefore, the volunteer hours given by our parents and friends are priceless.

The School also appreciates the contributions and donations of labor, time, and materials given by various individuals and businesses.

## Birthday Parties

Sharing a child's birthday with God is a very important part of his or her life. Special prayers are said for the birthday child during the all school Chapel service. For a child's birthday, parents may bring or send treats to be shared with classmates. Please check with the teacher in advance as to the

appropriateness of time. *At no time are complete birthday parties held in the classroom. Birthday invitations may be distributed at school only when there is an invitation for each child in the room.*

## School Equipment and Property

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

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

## Sharing

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

Failure to follow these guidelines will result in disciplinary action and confiscation. The article/device may be retrieved by the child at the end of the day. This policy is in effect throughout the entire school day including extended care.

## Grievance Policy

The final authority at St. James Day School is the Board of Trustees. The Head of School is given the responsibility and authority by the Board to run the

school. The Board is responsible for hiring and evaluating the performance of the Head of School.

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

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

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

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

## Weather

If during the school year unsafe weather conditions should occur, the closing of St. James Day School will be announced via email, phone call, and text message to all the parents who have opted in to the School Messenger alert system. The information will also be posted on the school Facebook page and the school website at [www.stjamesdayschool.org](http://www.stjamesdayschool.org).



# Crisis Action Plan

Emergencies and disasters can happen at any moment and they usually occur without warning. When an emergency strikes, the immediate safety of our students and faculty will be the first concern. Each building on campus has an individual assigned to coordinate safety functions as needed and will communicate directly with Administration if an emergency should occur. All faculty and staff members are required to carry a communication device (handheld two-way radio) and all faculty/staff have been trained in all procedures from severe weather to an all-school lock down. This is also practiced with the students during the school year. All faculty and staff are first-aid and CPR trained.

During an emergency the administration, faculty, and emergency response professionals will communicate on the radios. Parents will be notified of the emergency or disaster as soon as possible via phone call, e-mail, and/or text. This message will contain information about the specific emergency, how to proceed in picking up your child, and any other pertinent information.

## Emergency Contact Phone Numbers

Susannah Joyce  
*Head of School*  
(903) 278-8382

Lindsey Looney  
*Faculty Management and Marketing*  
(318) 560-3182