

**St. James' Episcopal School
Parent and Student Handbook**

2009-2010

This handbook for parents and students provides information regarding the rules, expectations, and practices of St. James' Episcopal School. It answers many questions that arise during the course of the school year and serves as a useful reference tool for parents or guardians. Parents are responsible for knowing the information provided in the handbook: enrollment of a student implies agreement by parents and students to support the policies and practices of the School. The content of this handbook is also available on the school website at www.sjsla.org; any updates to the handbook will be posted on-line. If you have any questions about the content of this handbook, please contact us.

St. James' Episcopal School

625 S. St. Andrews Place

Los Angeles, CA 90005

Telephone: (213) 382-2315

Fax: (213) 382-2436

School Website: www.sjsla.org

E-mail Address: info@sjsla.org

School Hours: 7:30 a.m. - 6:00 p.m.

Office Hours: 8:00 a.m. - 5:00 p.m.

Non-Discrimination Statement

St. James' Episcopal Church and School affirm that all persons are created equal in the eyes of God, deserve to be treated with dignity and respect, and have a full and equal claim to the love, acceptance, and pastoral care of the Church and School. We therefore welcome all people without regard to their race, ethnic origin, gender, sexual orientation, or economic or social circumstances. St. James' Episcopal Church and School conduct all programs and ministries in accordance with this affirmation and commitment.

TABLE OF CONTENTS

1. ST. JAMES' AS A CHURCH SCHOOL	6
MISSION	6
PHILOSOPHY	6
HISTORY AND PURPOSE OF THE SCHOOL	6
WORSHIP	7
RELIGIOUS INSTRUCTION	7
COMMUNITY SERVICE	8
RELATIONSHIP OF PARISH AND SCHOOL	8
RELATIONSHIP OF RECTOR AND HEAD OF SCHOOL	8
ACCREDITATION AND MEMBERSHIP	9
2. ST. JAMES' EPISCOPAL SCHOOL CORE BELIEFS	10
SPIRITUALITY	10
STUDENTS AND TEACHERS	10
THE SCHOOL COMMUNITY	10
THE WORLD	11
3. ADMISSIONS	12
APPLICATIONS AND ACCEPTANCES	12
MIDDLE SCHOOL PLACEMENT	12
WITHDRAWAL FROM SCHOOL	12
4. ACADEMICS	14
PROGRAM OF STUDY	14
SKILLS MATRIX	14
TEXTBOOKS AND SUPPLIES	14
REPORT CARDS	14
PARENT CONFERENCES	15
HOMEWORK	15
STANDARDIZED TESTING	15
PROMOTION	16
TEACHER ASSIGNMENTS	16
CLASSROOM OBSERVATIONS AND SCHOOL VISITS	16
AVOIDING CLASSROOM INTERRUPTIONS	16
FIELD TRIPS	17
MEDIA CENTER	17
STUDY HALL	18
TECHNOLOGY PROGRAM	18
INTERNET POLICY	18
TUTORING AND SPECIAL SERVICES	19
STUDENT LEADERSHIP COUNCIL	20
5. DAILY SCHEDULE	21
DAILY SCHEDULE	21
LUNCHEES AND SNACKS	22
RAINY DAYS	22
6. AFTER-SCHOOL ENRICHMENT PROGRAMS	23
ACADEMICS	23
ARTS, CRAFTS, AND DRAMA	23
ATHLETICS	23
MUSIC	23
SCOUTS	24
TECHNOLOGY	24

7. UNIFORMS, PERSONAL APPEARANCE, AND PROPERTY	25
UNIFORMS.....	25
PERSONAL APPEARANCE.....	25
PERSONAL PROPERTY	26
LOST AND FOUND	26
8. ATTENDANCE AND HEALTH	27
ATTENDANCE	27
TARDIES AND ABSENCES.....	27
ILLNESS	27
HEALTH FACILITIES	28
HOMEWORK DURING AN ABSENCE	28
9. FINANCES.....	29
TUITION AND FEES.....	29
TUITION ASSISTANCE	29
ANNUAL GIVING	30
ENDOWMENT	30
10. COMMUNITY EXPECTATIONS	31
OBJECTIVES.....	31
EXPECTATIONS OF STUDENTS	31
EXPECTATIONS OF PARENTS	32
EXPECTATIONS OF VOLUNTEERS.....	32
EXPECTATIONS OF FACULTY AND STAFF MEMBERS.....	33
ACADEMIC HONESTY.....	33
11. STUDENT DISCIPLINE.....	38
12. SAFETY AND SECURITY	38
TRAFFIC SAFETY	38
CHANGES IN TRANSPORTATION ARRANGEMENTS	39
BICYCLING AUTHORIZATION.....	39
ACCESS TO BUILDING AND GROUNDS	39
SUPERVISORY RESPONSIBILITY	39
TELEPHONE CALLS.....	40
CHANGE OF ADDRESS OR FAMILY INFORMATION	40
REPORTING SUSPECTED CHILD ABUSE.....	40
13. DISASTER AND EMERGENCY PROCEDURES	41
EMERGENCY PHONE TREES	41
EMERGENCY DRILLS.....	41
EARTHQUAKE PREPAREDNESS	41
EVACUATION DRILLS	41
SERIOUS INJURY OR ILLNESS	42
14. SPECIAL EVENTS.....	43
ART FAIR	43
BACCALAUREATE SERVICE	43
BACK-TO-SCHOOL NIGHT	43
BIRTHDAY PARTIES.....	43
BOOK FAIRS.....	43
CHRISTMAS PAGEANT	44
COMMENCEMENT	44
FAMILY WEEKEND	44
FIELD DAY.....	44
GRANDPARENTS' AND SPECIAL FRIENDS' DAY	44

HALLOWEEN PARADE	44
LARCHMONT FAIR	44
OPEN HOUSE AND SCIENCE FAIR	45
PARENT-TEACHER CONFERENCE DAYS	45
TALENT SHOW	45
15. PUBLICATIONS, COMMUNICATIONS, AND WEBSITE	46
ADVANCEMENT REPORT	46
BACKPACK EXPRESS	46
FAMILY DIRECTORY	46
HUSKY HIGHLIGHTS	46
ST. JAMES' MAGAZINE	46
ST. JAMES' NEWS	46
WALL CALENDAR	47
WEBSITE	47
YEARBOOK	47
16. VOLUNTEERS.....	48
PARENT SUPPORT FELLOWSHIP	48
ROOM PARENTS	48

1. ST. JAMES' AS A CHURCH SCHOOL

MISSION

St. James' Episcopal School, a ministry of St. James' Episcopal Church, serves students of diverse economic, ethnic, racial, and social backgrounds through an enriching program of academic rigor within a supportive Christian environment that emphasizes respect for all of God's creation and the value of service to others.

PHILOSOPHY

St. James' Episcopal School provides children with a solid academic base for further school and for daily living, gives them a sense of individual worth and dignity, directs their energies toward the service of others, and assures them that God loves them, their families, and the world in which they live.

St. James' Episcopal School affirms the basic purpose of an Episcopal day school:

To help each child understand that the knowledge and service of God lie at the heart of wisdom and to make faith in God the unifying force which relates each student and teacher to the church, the home, and the world.

HISTORY AND PURPOSE OF THE SCHOOL

St. James' Episcopal Church founded St. James' Episcopal School to provide a high-quality elementary education grounded in the Christian faith for families of the Parish and others in the parish neighborhood.

Recognizing the Church's long-standing commitment to excellent education at all levels and relying on his own training and interest, the Rector, the Reverend Dr. Samuel D'Amico, proposed a day school to the Parish. The Parish agreed to the undertaking and appointed Dr. D'Amico Head of School.

The School opened in 1968 with four Kindergarten students and one teacher. The School, located in an apartment building on Gramercy Place, was the gift of Joseph DeBell, a member of the Parish, a friend of Dr. D'Amico, and an advocate of youth causes including schools and scouting.

From the beginning, the School offered a challenging academic program within a caring environment. Kindergarten candidates were screened for admission and evaluated annually for academic progress. From the School's inception, students have worshipped and received regular religious instruction.

Each year, a grade level was added up to Grade Six. The original building was designed for two sections of each grade level, Kindergarten through Grade Six. The School reached its full complement of Kindergarten through Grade Six in 1984.

The purchase of several lots by the parish and a major gift by Joseph DeBell for the building itself made possible the construction of a new facility on St. Andrews Place, which opened in 1981. A grant from the Ahmanson Foundation helped purchase most of the furnishings for the new facility.

In 1997, commercial property known as Belden's was razed, and a grass field was established in that space. A capital campaign followed that led to a new building which doubled the square footage of the School.

In 2008 the School merged with the St. James' Preschool, located at 4270 W. 6th Street. We are a school of 340 students, with two sections at each grade level.

The student body over the years has been bright, well-behaved, and highly motivated and has come from a variety of ethnic, racial, economic, and religious backgrounds. The diversity reflects both the mid-Wilshire area in which the Parish and School are located and greater Los Angeles.

The School's purpose remains strong academic training for qualified youngsters in a caring environment. We ground this effort in the Christian conviction that we are all God's children, each with gifts and talents to be recognized, developed, and applied in God's service.

WORSHIP

Daily worship is at the center of St. James' Episcopal School. One day each week, the children worship in the Church, Grades Four through Six on Wednesdays and Kindergarten through Grade Three on Thursdays. The first Wednesday of each month, the entire school worships together in the Church. We encourage children to bring an offering of non-perishable food for distribution to needy families through St. James' Church's Food Pantry. Parents are always welcome at chapel. The remaining four days of the week, each class begins the school day with prayer conducted by the teacher and students in the classroom.

Several times each year, the Eucharist (Holy Communion) is celebrated. The Chaplains provide special instruction for this service; student participation in the receiving of the bread and wine is optional.

RELIGIOUS INSTRUCTION

The Chaplains conduct classroom religious instruction. Each class, Kindergarten through Grade Six, receives instruction 30 minutes each week.

The curriculum includes major Hebrew Scriptures, New Testament themes, and world religions. Bible stories help students understand how God acts in the world and how God wishes us to act. A spirit of inclusion imbues worship and religious instruction.

COMMUNITY SERVICE

Each class or grade level chooses a community service project each year in addition to any school-wide projects. Community service underscores the conviction that we are caretakers of the created order. Students improve the efficiency of daily school operation through helping with car pool arrival, partnering with off-campus organizations, helping keep their School clean, learning about and implementing sound environmental policies and practices, and working with younger students.

RELATIONSHIP OF PARISH AND SCHOOL

The School is just one of the educational programs sponsored by St. James' Episcopal Church. It is united in spirit with the varied life of the whole Parish and is an integral part of its ministry.

The School is under the corporate direction of the Rector, Wardens, and Vestry of St. James' Episcopal Church. The School Board sets policy, which is administered by a Head of School.

The Vestry elects the School Board, and most of its members are also members of the Parish. While the School Board is a committee of the Vestry, the Vestry has delegated to the Board authority over most matters relating to the School. The Vestry makes final decisions on major matters of school policy and finance after receiving the School Board's recommendations. The School Board consists of 19 members, including the Rector. The Head of School and other administrators attend and report at the meetings. The Head of School represents the faculty at these meetings. The Board may request from time to time that faculty representatives meet directly with School Board committees or with the full Board.

The parish church corporation owns the school building, which therefore is under the overall supervision of the Rector. The School has primary use of the facility Monday through Friday. The building is available for parish activities on Sundays, weeknights, and during school vacations. School use of parish facilities, including the Church, parish hall, basement, and meeting rooms, is scheduled through the parish administrator. In the case of conflicting requests for space, the Rector and Head of School reach a satisfactory compromise.

The relationship between School and Parish is an asset for both. It allows the Parish to expand its outreach in the field of Christian education, and it gives the School the broad-based support of the sponsoring Parish.

RELATIONSHIP OF RECTOR AND HEAD OF SCHOOL

Canon Law of the Episcopal Church charges the Rector with the responsibility for the programs, facilities, and spiritual life of the parish. The Wardens and Vestry support the Rector in these responsibilities. In the Parish, associate clergy assist the Rector.

The Vestry of the Parish chooses the Head of School based on the recommendation of the School Board. The Head of School reports to the School Board.

The Rector relates to the School through the Head of School and the School Board. Only in the most unusual of circumstances would the Rector exercise canonical authority to deal directly with individual members of the faculty and staff of the School.

ACCREDITATION AND MEMBERSHIP

SJES is accredited by the California Association of Independent Schools (CAIS). We are also members of the National Association of Independent Schools (NAIS), the National Association of Episcopal Schools (NAES), the Educational Records Bureau (ERB), and The Council for Spiritual and Ethical Education (CSEE). We are certified by the Diocesan Convention on Schools of the Episcopal Diocese of Los Angeles.

2. ST. JAMES' EPISCOPAL SCHOOL CORE BELIEFS

SPIRITUALITY

As an Episcopal parish school, we are committed to common worship, to teaching the basics of Christianity and of the Anglican tradition, to understanding and respecting all faith traditions, and to community service.

We rejoice and marvel in the magnificence of God's creation.

As part of God's creation, we are called to community, to mutual respect, and to living out our values.

STUDENTS AND TEACHERS

Everything we teach and do is the curriculum.

All our efforts aim to enhance each student's confidence, curiosity, creativity, intellectual integrity, competence, character, and ability to think critically.

Learning is its own reward.

Teachers best motivate students through encouragement, inspiration, respect, and love.

Teachers recognize each student's individual gifts and inspire children to do their best.

By accepting responsibility for their own learning and through diligent work, students develop self-respect and intelligence.

Along with our emphasis on strong intellectual preparation, we help our students become empathetic, actively compassionate people who will use their talents in service to others.

We learn to value different cultures by engaging with one another.

We continually evaluate the curriculum for relevance, quality of intellectual content, and intrinsic interest.

THE SCHOOL COMMUNITY

In an urban setting, we rejoice in the gifts and challenges of our diversity.

A wholesome, unpretentious atmosphere helps children develop a sense of balance and a realistic view of the world.

Each family's commitment to the mission of the school plays a vital role in the education of our children.

By virtue of being a member of the St. James' School community, one is also part of the St. James' Church community and invited to benefit from all it offers.

THE WORLD

We are mindful of the global and ethical implications of what we do.

We all work toward awareness of our responsibilities to our larger communities.

We strive to develop an informed, hopeful view of our roles in the world.

We commit to being good stewards of God's gifts.

3. ADMISSIONS

APPLICATIONS AND ACCEPTANCES

St. James' Episcopal School seeks to enroll students with strong academic potential and intellectual curiosity who will bring a wide variety of talents, skills, interests, and backgrounds to the school community. We receive approximately three applications for each available space.

The deadline for applications for the coming school year is mid-January. Kindergarten assessments are administered from the beginning of January through the middle of February. School visits for First through Sixth Grade applicants take place in February and March. Admission decisions are made in accordance with the recommended timeline agreed upon by the members of the Los Angeles School Heads (LASH). Children must be the appropriate age for the grade level for which they are applying before September 1.

MIDDLE SCHOOL PLACEMENT

The fall season brings about the beginning of the middle school admissions process. St. James' graduates have a strong record of admission into private and public middle schools in the Los Angeles area. The process begins with a school-sponsored parent workshop detailing every aspect of middle school placement. The process continues with representatives from a number of middle schools visiting the Grade Six classes. They spend 30 minutes with interested Grade Six students discussing the philosophy, academics, and daily life of each school. Parents are welcome to attend any of these sessions.

Middle schools in the area will also conduct open houses on their campuses, and parents are encouraged to attend these sessions to obtain a better idea about the inner workings, curriculum, and faculty and staff of each school. Parents may also attend middle school events that are open to the public such as athletic events, plays, musical performances, and guest speaker programs.

This process may also involve taking the Independent School Entrance Exam (ISEE) or other standardized test administered by the middle school. Daily classroom work, extra-curricular activities, attendance, and citizenship are other important considerations in the admissions process. Many middle schools conduct family and student interviews as well.

WITHDRAWAL FROM SCHOOL

Parents must notify the Head of School in advance and in writing if they withdraw students during the school year. Parents should make arrangements to pay any tuition or other fees due to St. James' Episcopal School. Students are expected to return all

textbooks and library books. Once a family signs the enrollment contract, it is liable for the full annual tuition, even if the student later withdraws from the School. Tuition insurance is available to cover such contingencies.

4. ACADEMICS

PROGRAM OF STUDY

The faculty has designed the curriculum to be challenging, and it emphasizes high achievement in language arts, mathematics, science, and social studies.

Chapel services, cultural performances, after-school activities, and supervised activity during recess, lunch, and extended care supplement the classroom experience. In all grades, there are regularly scheduled sessions for art, computer, library, music, physical education, religion, health, science, and Spanish.

Extra-curricular activities include the choir, which sings at All-School Chapel and once a month at St. James' Episcopal Church; Scouting programs sponsored by the parish; a variety of after-school courses offered by St. James' teachers and outside faculty; and various other school-sponsored clubs and activities. Details of current after-school enrichment classes are listed in Section Six of this handbook and on the *Student Life* page of the school website.

SKILLS MATRIX

St. James' Episcopal School believes that its curriculum

- Is relevant, interactive, interdisciplinary, and sequential
- Incorporates independent critical thinking
- Reflects our diverse student population
- Maintains the academic standards of the mission statement while considering the developmental needs of children
- Addresses students' different learning styles
- Teaches cognitive, spiritual self-worth, responsible interactions with others, and respect for the environment
- Acknowledges that learning is lifelong and encourages a love of that process
- Is age-appropriate yet challenging

TEXTBOOKS AND SUPPLIES

The School provides all textbooks and ordinary supplies. Families are responsible for paying for the replacement of any lost or damaged book.

REPORT CARDS

There are three grading periods during the year. In addition, there is a cumulative academic mark at the end of the year. There are three versions of the report card: Kindergarten, Grades One through Two, and Grades Three through Six. Grades take into account academic achievement, effort, work habits, and social responsibility. Each report includes written comments by the teacher and parent.

PARENT CONFERENCES

At Conference Days in November and May, core teachers discuss the student's progress with the parent. Classes do not meet that day. Kindergarten through Grade Six hold parent conferences in conjunction with the report card from the first grading period.

Individual conferences may occur at any time when a teacher or parent wishes to discuss individual problems or issues. The Head of School, Director of Lower Elementary, Director of Upper Elementary, or Preschool Director may attend parent conferences with the Classroom Teacher.

HOMEWORK

St. James' Episcopal School regards homework as a reinforcement of daily lessons and as an aid in the development of independent study habits. As a general rule, daily homework assignments are not required in Kindergarten. Students can expect 30 minutes in First and Second Grade, 60 minutes in Third through Fifth Grade, and 90 minutes in Grade Six. These guidelines are general time-on-task reference points; the time taken to complete homework assignments will vary from student to student. Incomplete classwork may add to the above time, but in no case should it add more than 30 minutes.

Generally, homework is not assigned over the weekend for Kindergarten through Grade Five. Exceptions to this policy are long-term assignments and incomplete work from Friday. Consistent with this weekend policy, major tests in core subjects are generally not administered on Monday. Sixth Graders may receive homework over the weekend consistent with the nightly time-on-task guidelines and the Monday testing policy mentioned above.

The most positive way parents can assist is by providing the student with a specific time and place for study. Homework should be student work, although the student may need help with interpretation from time to time. Parents who find that students are spending more than the prescribed time or are having difficulty with a specific concept must confer with the teacher.

STANDARDIZED TESTING

In the spring, teachers administer the CTP-4, a comprehensive standardized testing program, to students in Grades Two through Six. This testing program comes from the Educational Records Bureau (ERB) of Princeton, New Jersey.

The results of the tests help faculty and staff evaluate how students are progressing and to make appropriate adjustments in curriculum and teaching strategies.

Student grades are not affected by the standardized test scores. The scores become a part of the permanent student file and are forwarded to schools during the secondary school application process.

PROMOTION

Promotion to the next grade indicates a satisfactory academic performance and positive social experience at the present grade level. In some cases promotion may depend on satisfactory completion of work during the summer or other follow-up such as educational evaluations. Generally, one D would require summer school. Two or more Ds or below could result in the student's being retained in the same grade or being asked to leave the School. The Head of School decides if a student will not be asked to return.

TEACHER ASSIGNMENTS

The Director of Lower Elementary, the Director of Upper Elementary, and the Head of School determine classroom assignments. We take into account all aspects of each student in order to assure evenly balanced classes. We seek an equal number of boys and girls in each class as well as a balance of cultural and ethnic backgrounds and of academic strengths and needs. We want to be certain that each student has a learning environment that best suits his or her needs. We cannot always honor parent requests for a certain teacher.

CLASSROOM OBSERVATIONS AND SCHOOL VISITS

Parents who wish to observe a class must contact the Director of Lower Elementary or Director of Upper Elementary in advance to minimize disruptions in the classroom. Parents must report to the office when entering the school building during the academic day and obtain a visitor's pass, and the length of the visit should be no more than one hour.

We ask that, unless you are a medical doctor, you turn off your pager or cell phone before entering a classroom or an assembly. If you need to make a phone call, please leave the room.

Parents are not to use the school Xerox machines under any circumstances. If parents have school-related material to copy, they should submit it to a school employee for proofing and copying.

AVOIDING CLASSROOM INTERRUPTIONS

Parents may not interrupt class. To assist in our efforts to provide a calm, stimulating, and uninterrupted school day for children, we cannot deliver messages to students during the school day except in case of emergency. Except in extraordinary circumstances, students may not call home during the day. In the event of a family

emergency, The Head of School, the Director of Lower Elementary, the Director of Upper Elementary, or the Preschool Director will notify the student affected.

Please help lower your child's stress level by helping him get organized in the morning before leaving for school so that he arrives at school with everything needed (lunch, homework, books, P.E. clothing, etc.) If you bring in a forgotten item, please leave it at the office. Make sure your child knows of any changes in transportation plans.

To help build student responsibility and accountability, we cannot accept faxes or emails of forgotten homework. Late deliveries of homework will be accepted at the teacher's discretion.

FIELD TRIPS

Field trips supplement different aspects of the classroom curriculum. Parents receive notices of field trips well in advance of the trip date and must sign a Field Trip Permission Form in order for the child to attend. Telephone or email permission will not be accepted. During a field trip, all students are reminded that school rules are in effect and that failure to maintain these standards will require disciplinary action. Teachers will also inform chaperones of their responsibilities to assist with the safe supervision and conduct of the group.

Students are made aware that when they leave school grounds as a group they represent St. James' Episcopal School and that their actions can substantially help or harm the reputation of the School and may affect future trips.

MEDIA CENTER

The primary goal of the St. James' Media Center is to instill a life-long love of reading in all our students.

Check-Out Procedures

The Media Specialist meets weekly with each class for story time, read-alouds, book talks, and library skills. Students check out books on a regular basis for independent reading, book reports, and research projects. In addition to the regular class checkout, students may check out books just before and immediately after school if the Media Specialist is present.

Most books may be kept for one week; however, children may renew books if necessary. Parents are responsible for the cost of unreturned or damaged books. Students may not check out new books until the media center is reimbursed for the lost book. The Media Specialist will notify parents if a student develops a pattern of late returns.

Special Events

Summer reading certificates are presented at the October Community Gathering to First through Sixth Grade students who choose to participate in the St. James' School Summer Reading Program. "Book Talk," a book club for Fifth and Sixth Grade students, meets weekly in the Media Center during lunch recess. Grade Six students are invited to become volunteers. Parents interested in volunteering in the Media Center should speak with the Media Specialist.

The Media Center sponsors events throughout the school year to promote the joy of reading. Events include author visits and two book fairs.

Parents may dedicate books to students by purchasing new books for the library. New books are available for dedication in the library at all times.

STUDY HALL

Supervised study hall for students in Grades Two through Six is held Monday through Thursday, from 3:30 p.m. to 4:30 p.m.

TECHNOLOGY PROGRAM

The aim of the technology program at St. James' Episcopal School is to prepare students to use technology in several ways, including accessing information, presenting information, and communication. As students use state-of-the-art equipment that is continuously reviewed and upgraded, the technology program stays ahead of the ever-changing technology curve.

The curriculum builds upon itself from Kindergarten to Grade Six with a focus on cross-curricular projects that support what students are learning in their classrooms. There are computers in every classroom, and the computer lab is fully networked with multi-media capabilities.

We encourage students to use their creativity, curiosity, ingenuity, and knowledge to explore various subjects, create new things, communicate their ideas, collaborate with their peers, and make important classroom connections through technology. The most important thing is that students enjoy their time in the computer lab while becoming more and more comfortable using various technologies.

INTERNET POLICY

Students will be held responsible for anything they post on the Internet that involves the School and its community. While using the Internet, students should always use appropriate language and represent St. James' Episcopal School in a befitting manner. Students should never give anyone revealing information about themselves or anyone else. Such information includes but is not limited to last name, home address,

telephone number, email address, school name, or any other personal information about an individual or family.

Before posting any content online (videos, IMs, social networking, blogs, etc.), students should be sure that they can truly say “yes” to the following four questions about the content:

- Am I comfortable with the language?
- Am I comfortable with the images?
- Am I comfortable with the message?
- Will I be comfortable if my parents or teachers see my finished product?

Cyber Bullying is verbal harassment that occurs during online activities and is never acceptable. Cyber Bullying can take many forms:

- A threatening email
- Mean or derogatory instant messaging
- Repeated notes sent to a cell phone
- A website set up to mock others
- Borrowing someone’s screen name and pretending to be that person while posting a message
- Forwarding supposedly private messages, pictures, or videos to others

St. James’ faculty and staff can and do monitor network activity for inappropriate use. Student files may be reviewed as part of disciplinary action. St. James’ takes very seriously any communications (in person, in writing, electronic or otherwise) that express disrespect. If sites can be accessed from the School, and language, threats, harassment or violation of the School’s policies that would not be allowed on campus occur, then the School will respond as if the precipitating action had taken place on campus. The School may take disciplinary action as a result of inappropriate or offensive postings, even if this activity has occurred off campus. Disciplinary action may include but is not limited to loss of computer privileges, loss of access to computer facilities, suspension, and expulsion.

Faculty and staff who have set up their own pages on MySpace.com, Facebook.com, or other social networking websites are asked not to solicit or accept current St. James’ students as friends on those pages. If a current St. James’ student invites a faculty or staff member to become a friend on the student’s own page, the faculty or staff member should decline.

TUTORING AND SPECIAL SERVICES

St. James’ Episcopal School aims to support individual students so that they achieve satisfactory results in the St. James’ program. This support will generally include:

- Individual attention by the teacher or assistant in the classroom during the academic day
- Individual attention by the teacher or assistant before or after school for reasonable periods, at the teacher’s discretion

If the student needs additional help, the Director of Lower Elementary or the Director of Upper Elementary will meet with the family to create a study plan and suggest or require additional resources.

As a matter of policy, St. James' employees do not tutor or otherwise provide support for remuneration during school hours. Teachers do not tutor their own students for remuneration under any circumstances. Teachers may not tutor for remuneration on the school or church premises without the express permission of the Head of School.

STUDENT LEADERSHIP COUNCIL

The Student Leadership Council (SLC) meets regularly to explore the meaning of leadership, develop leadership skills, hear student concerns, consider student ideas, and plan special activities. Proceeds from fundraising projects conducted by the Council are distributed for school support by vote of the Council. The SLC consists of an Executive Committee of three representatives from each class in Fourth through Sixth Grade and two Class Representatives from each class in Second and Third Grade. The Council operates with faculty advisors.

5. DAILY SCHEDULE

DAILY SCHEDULE

Students may not be dropped off before 7:30 a.m. The school day begins for all students at 8:15 a.m. Each teacher escorts his or her students to the classroom.

Each class has a morning recess. We encourage parents to provide healthy snacks for recess.

K-1	9:45 – 10:10 a.m.
2-3	10:10 – 10:30 a.m.
4-5	10:30 – 10:45 a.m.
6	10:45 – 11:00 a.m.

Each class has a 45-minute break at lunch. Students eat during the first half of the break and play during the second half.

K-1	11:45 a.m. – 12:30 p.m.
2-4	12:15 – 1:00 p.m.
5-6	12:45 – 1:30 p.m.

Dismissal times follow.

K-1	2:45 p.m.
2-3	3:00 p.m.
4-6	3:15 p.m.

After-School Care ends promptly at 6:00 p.m. Parents who pick up their children after 6:00 p.m. will need to sign their child out from the front office. Staff will note the time the student was picked up. The authorized adult signing out the student is certifying the time when they sign the form. **The family account will be billed \$30.00 for each 15-minute interval after 6:00 p.m.** There is no grace period.

EARLY DISMISSAL DAYS

Early dismissal times are:

K	11:40 a.m.
1	11:45 a.m.
2-3	12:00 p.m.
4-6	12:15 p.m.

PROFESSIONAL DEVELOPMENT DAYS

For the 2009-2010 school year, Professional Development days will Wednesday Sept. 30, Oct. 28, Nov. 18, Dec. 9, Jan. 27, Feb. 24, Mar. 17, April 28 and May 26.

Children will be released from class and parents may pick them up at the following times:

K-1	1:45 p.m.
2-3	2:00 p.m.
4-6	2:15 p.m.

You may pick your child up early on the dates and times listed above. **After- School Enrichment** classes will convene at the regular time of 3:30-4:30 p.m.

If you are unable to pick up your child at the above times, she can remain with our playground supervisors until 6:00 p.m. Activities, supervised by staff, will be scheduled between 2:30 and 3:30 p.m. for those children staying on campus.

LUNCHES AND SNACKS

The hot lunch program runs five days a week. Students may participate on a daily basis or bring their lunch from home. Parents order and pay for lunches through the Parent Support Fellowship (PSF).

Students not participating in the program need to bring a lunch each day. Parents are asked not to bring fast food, soda, or glass containers. We encourage the use of recyclable plastic containers for food and drinks. **If a student forgets a lunch, the student may call the parent. In an emergency, the School will provide a lunch for the student, and the family will receive a bill from the hot lunch provider.**

Courteous behavior is expected on the yard during the lunchtime recess. Students eat only at the lunch tables and remain seated until an adult dismisses them. Students pick up their own trash and dispose of it in a trashcan or recycling container.

Students are encouraged to bring a healthy snack for morning recess and for after-school if they are remaining at the School for extended care. Candy, soda, and gum are not allowed at the School. Students should not share their lunch or snack with other students.

RAINY DAYS

On rainy days, arriving students proceed to St. James' Hall before going to class at 8:15 a.m. Morning and lunch recesses take place in the Hall. At the end of the day, students are dismissed from the Hall. Parents are encouraged to pick up their child as close to dismissal as possible. **For safety reasons, please do not send children to school with umbrellas.**

6. AFTER-SCHOOL ENRICHMENT PROGRAMS

After the academic day, St. James' Episcopal School offers a variety of enrichment opportunities. Classes are offered according to student interests and academic needs. Fees for each class depend on the number of sessions offered. A brochure goes home before each of the three sessions with details about the activities and coursework. Below are examples of some of the programs offered.

ACADEMICS

Animal Invasion, Chess, Mathemagic, and the *Paw Prints* newspaper are examples of the many academic classes offered in the After-School Enrichment program.

ARTS, CRAFTS, AND DRAMA

After-school arts and crafts programs include art, ceramics, cultural studies of arts and crafts, origami, photography, and sewing. Drama games and Shakespeare for Kids allow students to take part in theatrical activities. Cooking classes are offered to students of all ages. Students learn new recipes, make a recipe book, and experiment with creating new and delicious meals.

ATHLETICS

St. James' Episcopal School believes that physical development is an integral part of its overall curriculum; the School emphasizes the acquisition of skills, good sportsmanship, and a sense of team commitment. Students in Grades One through Six participate in intramural contests during the day and can pursue additional athletic programs after school. Occasionally, St. James' competes against other schools in athletics. After-school athletic programs include basketball, Dance Exploration, fencing, karate, soccer, volleyball, tai kwando and rock-climbing.

MUSIC

Students in Grade Three and above may join the choir. The choir sings at the All-School Chapel services, services at St. James' Episcopal Church, and at special concerts. Rehearsals take place on campus after school.

Students in Grade Six may join the Bell Choir, an ensemble which plays at special events.

Students in Grade Two and above may join the Korean Drumming group, which performs at events during the school year.

SCOUTS

St. James' Episcopal Church sponsors a scouting program, including Cub Scouts and Webelos. These programs are open to boys from St. James' Episcopal School as well as to students from other schools. Participation is at parents' discretion.

TECHNOLOGY

For students in Grades Five and Six, Video Yearbook is a popular class, which helps students learn digital photography and editing skills to create a DVD. Students work throughout the year on capturing school memories.

7. UNIFORMS, PERSONAL APPEARANCE, AND PROPERTY

UNIFORMS

Students at St. James' wear uniforms to encourage students to approach the academic day in a business-like way, to foster unity and pride, and to discourage competition in clothing. If children are involved in activities after school that require other clothes, students need to change into these clothes after school is over.

Uniform requirements are set forth on a separate sheet available at the office and at the uniform store. Our uniform company is Dennis Uniform, 250 S. Flower Street, Burbank, CA 91502, tel. (818) 843-8306. Their website is www.dennisuniform.com. **Our school code is LA00CZ.** The cost of uniforms is not included in the tuition.

Please mark clothing clearly with the student's name. Clothing labels can be purchased through prontolabels.com.

The Parent Support Fellowship maintains a uniform closet for emergency use and for the recycling of used uniforms. These used uniforms are available for a small charge.

Please remember the spirit of the uniform policy. Following fashion trends, while tempting, is inappropriate with the school uniform.

PERSONAL APPEARANCE

Children are expected to arrive at school well groomed in clothing that is clean and in good repair. Monitoring of personal appearance starts at home and is continued by the classroom teacher. Please note the following.

- Sweatshirts, sweaters, and shorts must be uniform
- Shirts must be tucked in
- Non-uniform jackets are permissible on cold or rainy days **only**
- Jewelry is discouraged; dangling earrings and necklaces are prohibited
- Bandanas are prohibited; caps may only be worn outside
- White or blue socks only
- Rubber-soled white, blue, or black supportive athletic shoes only; sandals, heels, or platform-soled shoes are not allowed
- Umbrellas are prohibited for safety reasons
- Pants must be cotton/polyester twill
- Corduroy pants, skirts, vests, and white and navy polo shirts are for students in Grade Six only
- Hair needs to be a natural color; no highlights, streaks, or fad hairstyles

Parents may provide protective smocks or long shirts for arts and crafts activities. Please direct questions about proper dress to the classroom teacher.

Occasionally, the Head of School or teacher will announce free dress days or days when accents to the uniform are permitted. During free dress days, students are still expected

to wear appropriate clothing within the School's guidelines. Some occasions, such as field trips, may necessitate special dress requirements; teachers will notify parents of these occasions.

PERSONAL PROPERTY

St. James' prohibits students from using electronic communication devices on campus, including cellular phones, two-way radios, pagers, beepers, or any other electronic device that can transmit electronic signals, including infrared technology.

Except by invitation of the teacher, toys and games should stay at home. Students may not trade or sell any items. The School provides adequate toys and athletic materials for all levels.

Students are not to bring money to school except for special events such as bake sales. On those occasions, students should bring only the amount necessary for their purchase.

LOST AND FOUND

Lost and Found is in St. James' Hall. Parents are welcome to visit this area before or after school. Uniforms marked with the student's name will be returned to the student at the end of each month. Unmarked uniforms are donated monthly to the used uniform closet, and other articles are given to charity.

8. ATTENDANCE AND HEALTH

ATTENDANCE

Students must be present each day school is in session unless serious reasons prevent attendance. Frequent absences make learning harder and keep children from reaching their full potential.

Children should not come to school with any contagious illness including severe colds, fevers, or rashes.

If a child must leave school early, the parent or guardian must send a note to school. We will release students only to parents or authorized persons, who must sign out students in the office.

TARDIES AND ABSENCES

Parents should notify the office before 8:15 a.m. each day of a student's absence. For a planned absence (e.g., doctor appointment), parents should notify the School ahead of time by sending a note to the office with the student or by leaving a voice mail. Classroom teachers report absences to the office by 9:15 a.m. each morning. **When the child returns to school, the parent or guardian must send a note to the teacher with the child to explain the absence.**

In cases of contagious disease, the School requires an additional note from the child's pediatrician before a student can return. The School will notify parents at particular grade levels if numerous cases of a contagious disease in a particular classroom occur.

School records reflect when a child is late, absent for a full day, or absent for part of a day. When a child arrives at school late or leaves school early, the child must report to the office. Attendance records are noted on the report card each grading period.

ILLNESS

We are concerned about the health of each child in our care. Parents should determine if the child is healthy enough to attend school each day. These guidelines indicate if a child is well enough to attend school.

<u>Symptom</u>	<u>Your child must remain home until...</u>
Fever 100 or above	24 hours after the fever has subsided and temperature has returned to normal
Colds/Flu	the runny nose and coughing have subsided
Diarrhea/Vomiting	child has returned to normal eating without stomach upset

Earache/Sore Throat	the child's discomfort has abated
Rash	rash disappears or your child's pediatrician determines that the rash is not the result of a communicable disease
Strep Throat	24 hours after medication has been started

HEALTH FACILITIES

Teachers who believe a student is ill will send the student to the health room in the front office. The School Nurse determines if the student should remain in school or go home. The School sends the child home if it is apparent that he or she cannot return to the classroom.

The School must have written authorization from the parent and physician to administer any prescription medicine at school. If medicine needs to be administered several times a day or administered with precise timing, the student had best remain at home. In an emergency, the School will administer over-the-counter drugs that the School has written parental permission to administer.

Medical emergency forms must be on file in the office **before a child can begin school**. This form lists friends or relatives available to pick up the child from school if a parent is not available. It also lists the student's physician and any health problems which might affect participation in physical education, field trips, or other school activities. Copies of emergency forms accompany teachers and coaches on trips away from school.

HOMEWORK DURING AN ABSENCE

Parents should call the School before noon to request assignments if the student is going to be absent for more than one day. Homework assignments for sick children will be available in the office after 4:00 p.m. Please do not pick up homework from the classroom. Parents may leave a message for the teacher to arrange homework and classwork pick-up during an extended absence.

9. FINANCES

TUITION AND FEES

Tuition is set annually by the School Board and approved by the Vestry of St. James' Episcopal Church. A *Tuition and Fees Schedule* is attached to the enrollment contracts and is available outside of the School's front office and at www.sjsla.org.

All tuition and fee-related payments are due and payable the first of the month. The first payment is due July 1. Fees are assessed if a payment is received after the fifth of the month (or the next business day if the fifth of the month is a Saturday, Sunday, or holiday), for returned checks, and for payment plans changed after the deadline.

A student may not be permitted to attend classes or activities if any tuition payments or other fees are 45 or more days past due. A student may return to class or activities once the delinquent amount is paid in full. A student may be permitted to attend classes or activities if an alternative payment arrangement satisfactory to the School has been made in writing and signed by an authorized representative of St. James' Episcopal School. Continued attendance while payments are delinquent lies within the sole discretion of the Head of School or his designee. Additionally, in the event of any delinquency, the School reserves the right to withhold any and all services in connection with a student's enrollment, including but not limited to re-enrollment and graduation.

There are other miscellaneous costs and fees not covered by tuition. Examples of such costs include uniforms and lost books. If there is a problem in meeting such costs, please speak with the Head of School, Division Heads, or Business Manager.

Additional **optional** expenditures include after-school programs, picture day, hot lunch, PSF dues, and parking.

TUITION ASSISTANCE

As part of its Episcopal tradition, St. James' School is committed to serving qualified students in our community regardless of ability to cover the full cost of tuition. Requests for Tuition Assistance application forms should be made to the Business Office in early January.

A committee of school officials makes decisions concerning Tuition Assistance awards. No current parent sits on the committee. The committee considers the following when reviewing a Tuition Assistance application.

- The student's ability to contribute to and benefit from the program offered by the School
- The family's needs, as identified by FAST (Financial Aid for School Tuition)
- The extent to which a family has already mobilized its own financial resources for paying tuition
- The funds available for aid

ANNUAL GIVING

To ensure an economically diverse student body, St. James' Episcopal School makes every effort to keep tuition affordable. Tuition does not cover the full cost of educating a student at St. James' Episcopal School. The remainder is raised by fundraising campaigns and events, which are essential for the fiscal health of the School. The Annual Giving campaign starts in October and is run by the Advancement Office, supported by the Parent Support Fellowship. The School expects every family to contribute financially to the Annual Giving campaign, according to its means.

The School also seeks financial assistance from corporations and foundations and encourages families to solicit matching gifts and other donations from their employers. Additional ideas for fundraising should be directed to the Director of Institutional Advancement.

ENDOWMENT

The St. James' Episcopal School endowment campaign was launched in early 2008 to provide financial support for the School in perpetuity. Revenue from the endowment will allow the School to maintain economic diversity in our student body by providing additional tuition assistance, to attract and retain excellent faculty and staff by providing ongoing professional development, and to preserve our current campus by ensuring regular, preventive maintenance of our facilities. The School encourages all families to make a one-time gift or five-year pledge to help us build the endowment.

10. COMMUNITY EXPECTATIONS

Respect and responsibility serve as guiding principles at St. James' Episcopal School. Our community expectations promote a sense of accountability as a citizen of the school community. These expectations set clear standards of behavior and apply not only to students, but also to all individuals involved in the St. James' community -- parents, guardians, volunteers, Board members, administrators, faculty, and staff -- whether they are on campus, on school buses, or at school-authorized events. A joint effort from students, parents, teachers, and administrators will create a safe and positive learning environment. When collaboration among these groups occurs, we can offer an excellent education and achieve a strong sense of community.

OBJECTIVES

The objectives of the Community Expectations are to

- Foster a climate of mutual respect for the rights of others
- Help us work collaboratively to create and maintain an exemplary teaching and learning environment
- Aid students in the development of responsible attitudes and habits
- Ensure the health, safety, and welfare of all members of the community

The Core Beliefs section of this handbook contains detailed information on our expectations. Below are the expectations we have of each group in the educational partnership.

EXPECTATIONS OF STUDENTS

Each student is expected to make positive choices that demonstrate regard for the rights of their fellow classmates, teachers and other school personnel, and to comply with the rules that create an atmosphere in which our school mission can be achieved. Students are expected to learn, know, and incorporate their responsibilities into their daily behavior. The responsibilities of students for achieving a positive learning environment at school and school-sponsored events include but are not limited to

- Respecting themselves as well as the rights of all members of the school community and the community at large
- Obeying all school rules
- Cooperating with school staff and administrators and following directions the first time they are given
- Modeling responsible and positive behavior
- Making positive and informed choices
- Refraining from foul language
- Exercising self-discipline and being accountable for their actions based on age and individual ability
- Refraining from bringing anything to school that might compromise the safety of self and others
- Speaking up when other students are placing themselves in danger

- Notifying teachers or school personnel of any conflicts with other students
- Attending all classes regularly and on time
- Being prepared for each class with appropriate materials and assignments
- Adhering to the school dress code
- Setting high standards for personal achievement in all curricular areas
- Taking school correspondence home to parents

While on the playground, we also expect students to

- Keep their hands and feet to themselves at all times
- Use the playground equipment properly
- Refrain from teasing, harassing, or putting down other students
- Let everybody play and follow the rules of the game

EXPECTATIONS OF PARENTS

Parents play a vital role in assisting the School in setting standards for expected behavior and explaining consequences for irresponsible behavior. They have the job of supporting the efforts of the faculty and staff in maintaining a safe and respectful learning environment. Parents fulfill this responsibility when they

- Make every effort to provide for the safety, physical, mental, and emotional needs of their child
- Show an active interest in their child's work and progress
- Encourage and help students develop proper study habits
- Discuss report cards and school assignments with the child
- Monitor student dress to ensure it adheres to the School's dress code
- Ensure students' prompt and regular attendance, providing proper documentation for absences and tardiness
- Cooperate with faculty, staff, and school administrators
- Encourage and assist their child in following Community Expectations
- Notify the School of anything that may affect their child's ability to learn
- Participate in meaningful parent-teacher conferences
- Participate in school-related organizations, where possible
- Keep informed of school policies and academic requirements for school-related activities

EXPECTATIONS OF VOLUNTEERS

Volunteers are an integral part of the community of St. James' and enable us to keep down the cost of daily programs, such as hot lunch, and to offer special events throughout the school year. Parents who choose to volunteer at the School are expected to comport themselves professionally whenever students or parents are present and in any setting in which the volunteer's conduct might reflect on the School. Volunteers are expected to

- Respect the Core Beliefs of the School (listed in this handbook) and model the behavior we expect of our students

- Be well-groomed and professionally attired (business casual) when students are on campus
- Be prompt and dependable
- Sign in and out and wear a visitor badge while on campus
- Refrain from discussing the behavior or aptitude of other people's children
- Refrain from discussing perceived weaknesses of other parents or volunteers when students are present
- Demonstrate respect for others, avoiding language that may be perceived as discriminatory, sexist, or offensive
- Avoid inappropriate displays of emotion in front of students
- Contact a school employee immediately if an emergency situation arises

EXPECTATIONS OF FACULTY AND STAFF MEMBERS

We expect all staff members at St. James's Episcopal School to

- Abide by the St. James' Core Beliefs and assist students in doing the same
- Model the qualities we encourage in children
- See the presence of God in each community member
- Treat each child with respect and dignity
- Assist students with academic and social growth and learning
- Balance the needs of the institution and the individual
- Communicate fully with students and their families
- Encourage students to fulfill the expectations listed above
- Discipline students in a fair, firm, and loving manner
- Plan and implement well-thought-out and comprehensive lessons that address a variety of learning styles and needs
- Stay abreast of the most current and best instructional practices
- Participate in school-related activities as necessary

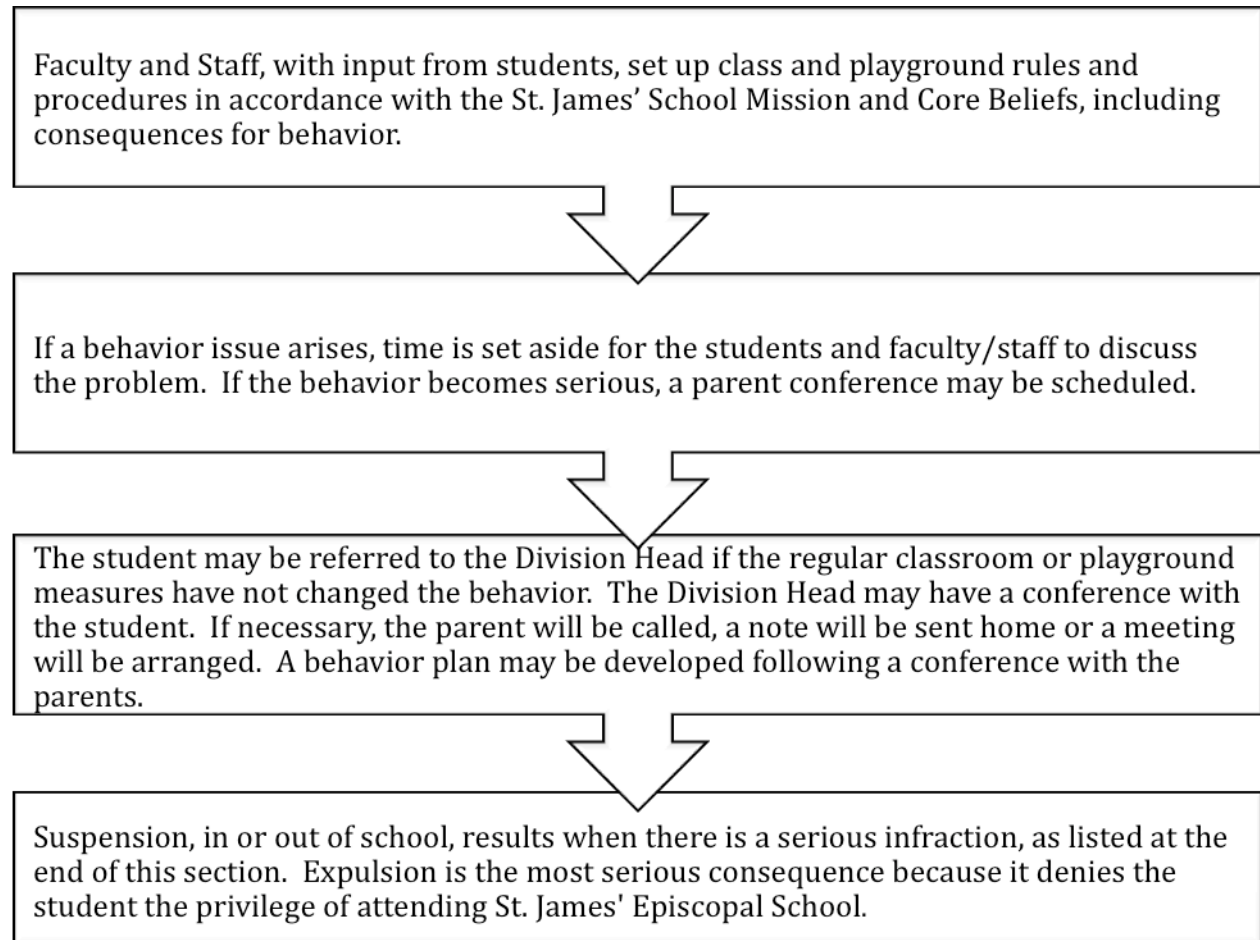
ACADEMIC HONESTY

Students are expected to conduct themselves with honor. Academic dishonesty includes cheating or copying the work of another student, plagiarism, unauthorized communication between students during an examination, and possession of unauthorized materials that would give the student an unfair advantage. Students must complete their own assignments. Cheating on a test, quiz, homework, or project will result in failure for the assignment or a "zero" grade. If parent intervention is necessary, communication with the teacher is expected and in the student's best interest. Parent notification and appropriate disciplinary action will occur if a student is found involved in academic dishonesty of any kind.

11. STUDENT DISCIPLINE

St. James' strives to create a warm and safe social climate, characterized by a concern for students as individuals. The Student Discipline Policy, along with the Community Expectations, communicates our high expectations for student behavior. Faculty and staff will administer discipline when necessary to maintain order, safety, and a sense of community, and to protect students, employees or property. The desired outcome is for the student to learn from the mistake and use the new information to make better choices. Discipline, when required, will be administered based on a careful assessment of the circumstances on a case-by-case basis and in a confidential manner.

The School's discipline procedure follows these steps



Disciplinary action will be correlated to

- Seriousness of the offense
- Student's age and grade level
- Frequency of misbehavior
- Effect of the misconduct on the school environment and other persons involved
- Other relevant factors.

EXAMPLES OF UNACCEPTABLE BEHAVIORS

Being in undesignated areas	Inappropriate/abusive language
Playing unfairly or in an unsafe manner	Disrespect towards others in the School community
Misuse of equipment	Relational aggression, including physical or psychological bullying, malicious teasing, and harassment
Not following directions of school personnel	Possessing dangerous items
Cheating	Use of force or excessive physical contact
Dress code violations	Damage to school property
Violating classroom and playground rules	
Disrupting learning environment	

Possible consequences include but are not limited to

- Cooling off
- Verbal correction
- Behavioral contracts
- Temporary confiscation of items that disrupt the educational process
- Referral to the office (Division Head or Head of School)
- Counseling by teachers or other personnel
- Participation in social awareness/relationship building groups
- Grade penalties for cheating
- Written letter of apology
- Phone call to parents
- Parent-teacher or parent-administrator conference
- Repair of or restitution for damaged materials, equipment or furniture
- Withdrawal of privileges, including participation in extracurricular activities and honorary positions
- Suspension
- Expulsion
- Other techniques as appropriate to respond to specific behavior

Parent-School Partnership

Partnership between the School and Parent is key to the success of the School Discipline Policy. We must work together to try and solve any behavior problems that may arise.

The following is a list of strategies parents can use to support the school discipline policy:

- Help children practice respectful dialogue and problem solving
- Provide opportunities for children to experience the consequences of their choices
- Monitor your child's progress if he is put on a behavior plan
- Cooperate and stay in communication with the appropriate school personnel about your child's behavior
- Meet with faculty, staff, and administration as needed
- Encourage reflection on the situation
- Role play with your child to help him develop resources and capacities for planning, identifying choices, and making decisions

Suspension

Suspension is a serious disciplinary measure. It is the denial of a student's privilege to attend school and school activities for a specified period of time. It is a step taken when other disciplinary actions have proved ineffective in correcting the student's inappropriate behavior. Suspension is intended as an instructional tool to indicate to an offending student that certain behaviors are not allowed at St. James' Episcopal School and put the student at risk of expulsion. The suspension period is also an opportunity to reflect and gain perspective on the situation and to decide whether the student is ready to renew a commitment to her responsibilities and to the policies and Core Beliefs of the School. A student suspended from school for any reason will be required to make up all missed work. Academic consequences are given at the discretion of the teacher.

Suspending a student recognizes that she has breached the good faith of the community through actions such as

- The use of physical or psychological force
- Relational aggression or bullying
- Insulting or discriminatory language
- Scholastic or other dishonesty
- The repeated practice of lesser offenses
- Disrupting school activities, breaking or ignoring school rules that she understands
- Willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
- Other behavior that flagrantly violates the School's mission, Core Beliefs, and others' personal rights and safety

The suspension may be in-school or out-of-school. In-school suspensions are given at the discretion of the Head of School or Division Heads. A student may receive an out-

of-school suspension for a period of up to three school days. This consequence is given at the discretion of the Head of School in conjunction with the appropriate Division Head. For example, if a student repeatedly violates the playground safety guidelines, she may receive an in-school suspension from the yard for a specific amount of time until she can renew her commitment to the playground rules. If the offense is more serious, an out-of-school suspension may be warranted. The Head of School or Division Head will notify the parent or guardian via a written report setting forth the reasons for the suspension and to arrange a readmission meeting.

At the conclusion of a suspension, the student's parent or guardian must make an appointment to meet with the appropriate school administrator to review the circumstances that resulted in the suspension. This meeting with the parent, administrator, and student is a condition for re-admission of the student to school. A suspended student may not attend any school-sponsored activity or function for the duration of his or her suspension.

In all cases, the School expects the support of the parents in the actions that school officials have taken. If parents cannot support the School's actions, it is better that they find another educational institution for their child since the partnership rests on mutual support. Separation from the School would be without prejudice and without legal liabilities on either party.

Expulsion

If a student displays conduct or exhibits an attitude that is in opposition to the philosophy and policies of the School, St. James' reserves the right to dismiss him at any time during the school year. A student may be expelled from school for:

- Possessing drugs, weapons, or alcohol
- Stealing or destroying school or personal property
- Inappropriate or disrespectful verbal, physical, or psychological behavior toward faculty, staff, fellow students, or school guests
- Repeated insubordination, disobedience, disrespect, or disruptions
- Parent's refusal to honor conditions of Enrollment Contract, including parental failure to cooperate with school staff, philosophy, and/or policy

11. SAFETY AND SECURITY

TRAFFIC SAFETY

St. James' students driven to and from school are dropped off and picked up along the west side of St. Andrews Place. Parking is available in the neighborhood (please read parking signs carefully), in metered spaces on St. Andrews Place, and in the parking lot across the street from St. James' Church. Parking in the lot between the School and the Church is reserved. Please do not park in the lot to drop off or pick up your child.

Our primary goal during drop-off and pick-up is the safety of our students, staff, and visitors. The staff will do everything possible to expedite the carpool line. We ask drivers to observe the following as you approach, wait in, and exit the carpool lane.

- Follow staff instructions at all times.
- Form a single lane of cars. Double parking is illegal. Staff will instruct drivers who double park to circle the block and join the end of the carpool line.
- During morning drop-off, take the curb space as far forward as possible. Staff members or Sixth Graders will open the car door and assist students out of their vehicles.
- During afternoon pick-up, take the curb space as far forward as possible. Display the placard with your family name in the front window of the vehicle. Staff will call your child to the sidewalk and will escort the student to your car.
- Signal as you pull away from the curb to prevent an accident. Proceed south on St. Andrews Place -- do not make a U-turn in the middle of the block; it is both dangerous and illegal.
- Students are not to be dropped off or picked up on the east side of St. Andrews Place.
- If you are north of 6th Street on St. Andrews Place and the carpool line wraps around to 6th Street, proceed south on St. Andrews Place to Wilshire Blvd., drive around the block, and join the end of the carpool line on 6th Street.

Here are some additional reminders about carpool lane and drop-off and pick-up procedures.

- Students may be dropped off in the morning after 7:30 a.m. Do not leave your child at the School unattended.
- If your child is dismissed at 3:15 p.m., you should arrive after 3:20 p.m.
- Remain in your car at all times unless instructed otherwise by staff. The carpool lane is not the appropriate venue for social interactions or visits.
- Respect the School's neighbors -- do not honk your horn under any circumstances.
- Do not park in the driveway or the parking lot between the School and Church.
- Please do not block driveways or crosswalks.
- Report any suspicious person or activity observed in the neighborhood to the office or staff on the sidewalk.

- If you park and walk your child to the School, please cross at the crosswalks and obey traffic signals.

Remember, we are working to ensure the safety of all of our students and sometimes that effort takes time. Please plan your time accordingly.

CHANGES IN TRANSPORTATION ARRANGEMENTS

Plans for visiting another student's home which require a change in transportation arrangements should be made at least a day in advance with written permission, not at dismissal time. We cannot accept permission over the phone or via email to release a student to someone not listed on the emergency form.

BICYCLING AUTHORIZATION

Parents may give permission to their children in Grades Four, Five, or Six to ride their bikes to school. A signed *Bicycling Authorization Form* must be on file at the School before students will be permitted to leave school by bicycle unaccompanied. Students will follow regular dismissal procedures, including checking out with an adult in charge of dismissal, before leaving by bicycle. The *Bicycling Authorization Form* releases St. James' Episcopal School from any liability for injury to a child that might occur as a result of her leaving unaccompanied by bicycle.

ACCESS TO BUILDING AND GROUNDS

All persons must enter the School through the Front Office entrance (from the parking lot between the School and the Church), sign in, and obtain a Visitor's Pass. All visitors must wear a Visitor's Pass while on campus. This requirement applies for all events on campus, including All-School Chapel and Community Gatherings. No person shall enter the School by the main gate on St. Andrews Place nor through the St. James' Hall doors. The school office is open from 8:00 a.m. to 5:00 p.m. on school days. Students departing school by the St. Andrews gate will check out with the adult on duty. The St. Andrews gate will be monitored constantly while it is open. Parents are asked not to use the staff workroom or lounge at any time.

SUPERVISORY RESPONSIBILITY

With clear, written parental permission, students will be released at the end of the school day to escorts for transportation to special after-school activities away from school and church property. Parents are expected to claim their children from these off-sites unless specific arrangements have been made for children to be escorted back to the School. Transfer of supervisory responsibility takes place when the child is turned over to the approved escort. Students who miss the escort service because of student tardiness are to remain on the playground until parents have been notified and alternative arrangements have been made.

TELEPHONE CALLS

The telephone in the office is available if a child needs to contact home regarding an urgent matter. Students may not bring cellular phones to the School, and there is no pay phone in the building.

Teachers cannot receive telephone calls during the academic day. The front office will transfer calls to faculty voicemail during the school day. In case of a family emergency, administrative staff will summon the child from class.

CHANGE OF ADDRESS OR FAMILY INFORMATION

If a change occurs in the home address, home telephone number, or parents' work telephone numbers, please notify the School immediately. A parent must notify the office staff of any change in the information listed on the emergency card.

REPORTING SUSPECTED CHILD ABUSE

By law, teachers, administrators, and other professional school staff must report suspected child abuse or neglect to the California State Department of Family Services. School staff co-operate with law enforcement officials, courts, and all appropriate state agencies in the prevention, identification, and treatment of children who are abused or neglected.

12. DISASTER AND EMERGENCY PROCEDURES

EMERGENCY PHONE TREES

In the event of a school-wide emergency or a natural disaster, parents will be notified of pertinent information (e.g., school closing or opening) through the emergency phone trees. Each class will set up a phone tree at the beginning of the year.

EMERGENCY DRILLS

An emergency drill is held once a month. The first drill is announced to both students and teachers. The second is announced to teachers only. The remaining drills are unannounced.

EARTHQUAKE PREPAREDNESS

Earthquake procedures are designed to minimize injuries during and after an earthquake and to enable us to keep students at school for a reasonable period following the earthquake.

In the event of an earthquake, please do not call the School. Phone lines need to be available for emergency communication. After a major earthquake, a parent should come to school as soon as he or she is able to do so safely, confident that the children will receive appropriate care.

A complete earthquake plan sets forth procedures for keeping and caring for children for an extended period. A key feature of this plan is that teachers will remain at school and that children will be released to parents or friends in a controlled fashion. Parents will be asked to report to the St. Andrews gate and wait outside until the student is located and released.

Safety equipment, food and water, shelter and medical supplies, and communications gear are stored at the School at all times. Earthquake kits for each child are stored in the equipment locker on the playground.

EVACUATION DRILLS

Students are trained to leave the school buildings quickly and to go to the playground in the event of an earthquake, fire, or other emergency. Students are also trained to leave the playground quickly and return to the safety of the building in the event of police activity or undesirable behavior by individuals in the neighborhood.

SERIOUS INJURY OR ILLNESS

If a child is unable to function well in the classroom because of illness or injury and the illness or injury does not appear to be an emergency, the School Nurse will contact the parent and request that the parent pick up the child from school as soon as possible. If the parent is not available, the same request will be made of the friends or relatives identified on the Emergency Form in the order listed there.

If the illness or injury appears to be an emergency and immediate contact with parents or designated adult is not possible, the School will contact the physician listed on the Emergency Form. If that physician is not available, the School will contact the paramedics or the emergency room of a local hospital depending on the severity of the injury or illness. Contact with the parent will be made as soon as possible.

13. SPECIAL EVENTS

St. James' Episcopal School hosts many Special Events throughout the year including those listed below. Please refer to the general School Calendar at www.sjsla.org for up-to-date information.

ART FAIR

Held in the spring, this event showcases all our students' creative work in art class during the year.

BACCALAUREATE SERVICE

On a Sunday morning at the end of the school year, the regular 10:30 a.m. worship service at St. James' Episcopal Church recognizes graduating Sixth Grade students and their families.

BACK-TO-SCHOOL NIGHT

Held in September, this event helps parents become familiar with the classroom teacher and academic program. Parents meet teachers for a 30-minute session and receive a written description of classroom policies and procedures.

BIRTHDAY PARTIES

Recognition of birthdays or other special events with special refreshments is welcome. Parents should make arrangements with the teacher before any birthday or special event so that the impact on the academic schedule will be minimal. These events usually take place late in the day, and parents should be available to assist the teacher with the distribution of these refreshments.

Each teacher will provide specific guidelines to parents at the beginning of the year. Refreshments should be simple and healthy. Favors, gum, and candy are not permitted. Please be considerate of allergies that your child's classmates may have (the classroom teacher has details.)

Invitations to parties away from school may not be delivered at school unless all members of the student's class are invited.

BOOK FAIRS

The January Book Fair brings a wide range of books to campus for students to purchase. The May/June Book Fair will be held at an off-campus bookstore which stocks all books on our recommended summer reading lists.

CHRISTMAS PAGEANT

This evening program takes the form of the children's regular chapel service supplemented by special Christmas music and readings. It is held during the week of dismissal for Christmas vacation.

COMMENCEMENT

The Commencement Ceremony takes place in St. James' Episcopal Church the last Wednesday of the school year. The children's regular chapel service is supplemented by special readings, music, remarks, and the presentation of diplomas. A special reception follows the service, hosted by Grade Five families.

End-of-year parties are held the last Tuesday of school.

FAMILY WEEKEND

This annual weekend, organized by the PSF, is held in El Capitan Canyon near Santa Barbara in October. It is a wonderful way for St. James' families to get to know each other and participate in outdoor activities in a rural setting.

FIELD DAY

This is a fun-filled gathering featuring outdoor activities for students and their families, held on a Saturday in September.

GRANDPARENTS' AND SPECIAL FRIENDS' DAY

Grandparents and special friends join the children the Tuesday before Thanksgiving for a chapel service, classroom visits, library book dedications, and refreshments.

HALLOWEEN PARADE

The children participate in a Mask Parade the day of Halloween, wearing the masks that they have made in art class. The Preschool holds a separate Halloween parade.

LARCHMONT FAIR

The Parent Support Fellowship organizes a bake sale, barbecue, and games at the Larchmont Fair in October to promote the School in the local community and raise funds.

OPEN HOUSE AND SCIENCE FAIR

Parents, students, applicant families, and friends attend an evening open house to see students' work on display in the classrooms and view the annual Science Fair.

PARENT-TEACHER CONFERENCE DAYS

Conferences in November and May permit classroom teachers to review student progress with parents. No classes are held on Conference Days.

TALENT SHOW

Students in Grades Four through Six present talent shows in May, coordinated by the Music Teacher.

14. PUBLICATIONS, COMMUNICATIONS, AND WEBSITE

St. James' Episcopal School makes every effort to communicate news, events, and general information about the School to parents clearly and efficiently. We encourage parents to opt into and read the weekly email and refer to www.sjsla.org for current information. The following are some of our school publications.

ADVANCEMENT REPORT

The annual Advancement Report provides information about the School's fundraising and thanks donors to the previous year's Annual Giving campaign.

BACKPACK EXPRESS

"Backpack Express" is the term we use for any information sent home in the students' backpacks. The information is usually in the form of a flyer or letter. We encourage you to check your child's backpack regularly to make sure that you receive correspondence delivered in this way.

FAMILY DIRECTORY

The Family Directory contains contact information for students and their families for use by members of the school community only. One copy of the Family Directory is given to each household in September. Additional copies may be ordered for a \$5.00 fee. The full content of the directory with family photos is available at www.sjsla.org. Contact the Advancement Office at advancement@sjsla.org if you need the password or would like to submit a photo for the online directory.

HUSKY HIGHLIGHTS

This quarterly Parent Support Fellowship newsletter is written by parents and covers school events and news.

ST. JAMES' MAGAZINE

Published twice a year, the magazine showcases the students' writing and artwork.

ST. JAMES' NEWS

St. James' News is a weekly e-mail, sent out each Friday, containing announcements and news for families. Contact the Advancement Office at advancement@sjsla.org if you have questions.

WALL CALENDAR

Each family receives a wall calendar featuring photos of our students. It contains information about holidays and events at the School. Updates and additions to the wall calendar will be posted on the General Calendar, which can be accessed through the "Calendar" page of www.sjsla.org.

WEBSITE

Our website – www.sjsla.org -- contains extensive information about the School and activities, including

- Admissions information
- After-school enrichment program sign-up
- Alumni news
- Classroom teachers' and specialty teachers' web pages
- Current employment openings at St. James'
- Directories of families (with family photos), faculty, staff, and alumni
- General calendar
- Links to the Church, Diocese, and Preschool websites
- List of the members of the Board of Trustees
- Parent and student handbook
- Photos of school events (through a secure link to smugmug.com)
- PSF groups and sign-up form
- *Summer at St. James'* information
- Tuition, tuition assistance, and fundraising information
- Weekly *St. James' News* e-mail

Please contact the Advancement Office at advancement@sjsla.org for passwords to the secure areas of the website. For security reasons, we never list children's names with their photos on the website.

YEARBOOK

Distributed to all students in June, the yearbook features class photos and highlights of events held throughout the year.

15. VOLUNTEERS

St. James' Episcopal School invites and welcomes parents, parishioners, and community members as volunteers. Volunteers provide assistance with events and activities throughout the school year. Volunteering provides an opportunity for parents to be actively involved while also helping to ensure that tuition is kept to a minimum. There are many opportunities to volunteer time and share talents with the St. James' community.

PARENT SUPPORT FELLOWSHIP

The Parent Support Fellowship (PSF) supports the community of St. James' Episcopal School by enhancing friendships among parents, increasing cooperation between parents, faculty, and administration, and promoting the overall school program. PSF Groups and Chairs are listed in full at www.sjsla.org and include

- Arts Committee
- Dads' Pancake Breakfast
- Faculty Appreciation Events
- Family Weekend
- Field Day
- Grandparents' and Special Friends' Day
- Hospitality for Various Events
- Hot Lunch Program
- Husky Highlights
- In-N-Out Fundraising Lunches
- Korean Parent Association (KPA)
- Larchmont Fair
- Media Center
- Library Volunteers
- Mitzvah (Good Deeds)
- Spring Fundraising Event
- St. James' Boutique
- Uniform Sales
- Village Family Association (VFA)

Each year, the School selects PSF Co-Chairs and a Treasurer who work closely with the Director of Institutional Advancement to oversee the PSF budget and the PSF groups. Each PSF Group has at least one Chair who oversees the volunteers within that group. All volunteers at the School should be familiar with and abide by the Community Expectations and Core Beliefs listed in this handbook.

ROOM PARENTS

Room parents are selected and directed by individual teachers. Parents wishing to serve in this capacity should contact their child's teacher directly. Room parents' responsibilities include coordinating class parties (Halloween, Christmas, and Valentine's Day), coordinating special classroom events, coordinating the classroom telephone tree, and interfacing with the classroom teachers, PSF Co-chairs, the Director of Institutional Advancement, and the Head of School.