



Family Handbook

2023-2024

updated 08.31.23

ST. JAMES SCHOOL

Mission Statement

St. James is a faith based educational community deeply rooted in transformative loving relationships.

Vision Statement

A world without inequities.

Values

St. James...

Believes ... that every person is a child of God

Recognizes ... that every moment is an opportunity for learning

Understands ... the value of listening, discerning, and growing together

Strives ... to create disruptive change around educational, wealth, health, and other disparities

Honors ... the dignity of every human person

St. James School is an anti-racist community.

At St. James School, we know that racism is not a problem of the past, that it stubbornly persists today. Our work calls us to actively seek, challenge, and evaluate racial equity and inclusivity in our policies and practices – from the books in our curriculum to our hiring practices.

St. James School is committed to

partnering with others to dismantle systemic racism and to build an antiracist multicultural diversity within our school community and beyond.

St. James School partners with

students and families of color and we have a responsibility to be accountable and responsive to the destructive and long-term effects of racism.

St. James School is committed to

ongoing education on all levels of leadership that focuses on the systemic analysis of racism on the cultural, individual, and institutional level.

St. James School seeks to be

accountable in its work to those who share a common analysis of racism, and especially to communities of color.

St. James School understands

its antiracism work must be linked with national and global movements for racial justice and social equality.

St. James School recognizes

that resistance to racism also requires resistance to all other forms of social inequality and oppression.

St. James School believes

that we have to get serious about educating young minds about what racism is, how it manifests and from where it comes. St. James School has a responsibility to teach our white partners in mission about white

privilege, how they came to inherit it and how it persists. Through teaching a more complete and non-biased history, St. James School can arm students with the tools and knowledge to better engage complex issues like systemic racism and privilege and to hopefully solve them rather than contributing to them.

Anti-Discrimination

St. James School admits students of any race, color, religion, nationality, gender, and ethnic origin to all privileges, programs and activities at the school. St. James School does not discriminate on the basis of race, color, religion, nationality, sexual orientation, gender, or ethnic origin in the administration of its policies.

Sign In/Sign Out Procedures and Policies

Attendance and Appointments

Students are invited to come to campus between 7:30 and 7:45 for morning recess. If students do not wish to participate in morning recess, they should arrive at 7:45am. Students must be at school by 7:45am. Any arrival after 8:00 will be marked tardy. Depending on your child's individualized Enrichment schedule, they may be dismissed at 3:15, 4:15 or 5:00. All 4th Graders are dismissed each day at 3:15pm.

Families must contact the school office to report illness or other reason for absence or lateness (between 7:45-8:00AM). Notes about funerals and illness from guardians must be written, signed and given to the school within three business days of return from absence. All notes after 3 days are discarded and absence is marked as unexcused. Family vacations are not excused absences. This is Pennsylvania law. Phone calls do not excuse an absence.

- School attendance is mandated by Pennsylvania law.
- Please schedule family vacations and trips during school breaks – do not schedule family vacations during July – students are required to attend July Summer Camp at St. James.
- Eleven or more unexcused absences per year are classified as truancy by law.
- **Students who are absent or late more than 15 times may be asked to leave St. James School.**
- A medical note is required for absences of two days or more.
- Families are welcome to bring students to school for a pediatric primary care visit. The school nurse practitioner can provide evaluation, diagnosis and management of illness or injury.
- Transportation problems should be brought to the attention of teachers and /or Principal to be addressed.

St. James School is an 11 month school neighborhood school. Students are required to attend the July Summer Camp in July 2024 in order to be promoted and return to SJS in September 2024.

If your family moves, please inform the school of your new address so that contact information can always be up to date. Students remain students at SJS even if they move out of the neighborhood.

Severe Weather Delay or Closing

In the event of winter inclement weather, a number of sources will provide information regarding delay or closing. An announcement will be carried over KYW (1060 AM) radio station on TV and via the web at www.kyw1060.com. St. James School follows the announcements for all Philadelphia Public Schools and/or School District of Philadelphia for snow, hurricane and ice events. St. James has air conditioning and does not close for hot weather or for heat waves.

Religion at St. James School

The St. James School's holistic approach, includes nurturing the spiritual gifts of students, families and team members. As an Episcopal school, we are committed to living out the values and principles of our Episcopal Identity in all areas of our common life together. Episcopalians, like all Christians, believe that our life is founded on the life of Jesus, and that as a Church we are called to offer the redeeming love of God in Christ to all people. Episcopal schools are a concrete expression of the Church's care for young people and their families, and of the belief that God calls us to love all God's children.

At the heart of our identity then is to be an inclusive community, welcoming all individuals, regardless of religious background, into shared experiences of prayer, worship, reflection and study. Each member of the school community, students, parents and guardians, as well as faculty and staff, are expected to actively participate in this process of nurturing our individual and shared spiritual gifts.

Prayer & Worship

Every class, every meeting, everything we do at St. James School begins with prayer. Prayer is the opportunity for those gathered to recognize God's presence in the lives of others and active in our community. It is a time for individuals to share their concerns, hopes and even dreams. It is a time for individuals to give thanks and express gratitude for the blessings and challenges of our lives. Prayer offers the community a path to anchoring itself beyond what we can do, and to who we were created to be.

All students are expected to participate in daily prayer & weekly worship. The communal services of prayer and worship come from *The Book of Common Prayer 1976*, the official prayer book of The Episcopal Church. These services are rooted in the reading of scripture, reading of psalms, sharing of prayers, and times of remembrance. Weekly Mass is offered in the church, and provides opportunities for students to take active leadership through acolyting, reading, preaching, singing, ushering and actively participating in the service. All students attend Mass, and are expected to participate with respect joining in the motions of standing, sitting and kneeling when appropriate. Students from other religions are encouraged to say prayers from their own tradition at times when prayers that are specifically Christian are being said. These include but are not limited to prayers of confession and thanksgiving. The Chaplain will work with individual students in helping them to identify prayers they may wish to say during these times.

Study & Reflection

The religious studies curriculum at St. James School aims to provide general knowledge of various religions, while assisting students in deepening their own understanding of their religion and their spiritual life. Students explore the nature of God, principles of religion, personal identity and the religious tradition of their own families. Like any area of study religious studies has a unique vocabulary and approach to information and knowledge. The program aims to assist students in developing a robust sense of literacy with religious language and understandings. Students are expected to bring their own traditions and experiences into dialogue with the ideas and topics explored in class.

The Role of Parents/Guardians

As in anything, parents and guardians serve as the primary educators and mentors in their child's spiritual life. Parents and guardians are strongly encouraged to engage in discussions with their children about what they are learning and share with them their own understanding. Modeling for your child an openness and appreciation to religious expressions other than your own will help them to develop this value of religious diversity.

If you have any questions or would like additional resources to assist your child and family in your own spiritual journey, please reach out to the Chaplain.

The Welcome Table

The Welcome Table is a community of sharing, created to help families, friends and neighbors of St. James School obtain all that they need. A need is an essential or required item, for the thriving of an individual, family or community. Needs do not meet all our wants or desires, but provide us with the foundation needed to reach and obtain them. The Welcome Table, following the research of Abraham Maslow, specifically sees itself as working to meet the needs surrounding the following areas:

Physical Needs:

- Food, Clothing, Shelter, Clean Water

Safety Needs:

- Financial Security & Education, Legal Services, Employment & Job Readiness

Love & Belonging Needs:

- Friendship & Community, Family Support, Belonging and Connectedness, Faith

Esteem Needs:

- Personal and Communal Dignity, Mutual Respect, Recognition of Personal Gifts

Self-Actualization:

- Assisting individuals in personal vocational discernment and exploration

Community Actions

The Welcome Table seeks to function not as a traditional ministry offering programming, but seeks to build community and belonging through Community Actions. Community Actions recognize that every individual involved in the activity is an active and integral part. There is no consumer or client relationship, but rather a familial one. These activities seek to lift up what each member brings to the table, recognizing that every gift is meant to be celebrated and lifted up.

Community Actions of the Welcome Table include, but are not limited to:

Food Sharing

Clothing & Home Goods Sharing

Legal Aid

Home Repairs & Community lending

Adult Education Classes and Coaching

Pastoral Care and Counseling

Worship & Prayer

For more information about The Welcome Table and how you can join in this community of sharing please contact Mr. Paul Barrett, Director of The Welcome Table (pbarrett@stjamesphila.org).

St. James School Student Pledge:

I am a St. James Student.

I am an active member in my community.

I am committed to social justice
and positive change.

I can apply knowledge gained in the classroom
to real life situations at school and at home.

I will excel in high school and my career.

I will mentor my peers.

I will lead with compassion and by example.

I am a child of God and I will use my gifts to
protect, heal and honor the environment.

I am a St. James Student.

Positive Reinforcement

Studies show that positive reinforcement, as opposed to negative punishment, is more likely to permanently alter student behavior for the better. St. James School utilizes creative approaches to motivate, incentivize, and reward students who make positive choices and regularly meet student behavior and conduct expectations. We rely heavily on student feedback and opinion to direct our positive reinforcements. Our positive incentive system is based on our school expectation codes:

Lower School (Grades 4, 5)

REACH

Responsible

- Be prepared - come to school on time, everyday, uniform
- Take ownership of your actions, do not blame others
- Handle disagreements maturely
- Know what is expected of you in every situation

Enthusiastic

- Try new games, food, and activities *even* if you haven't liked them in the past
- Show your classmates and teachers praise when they do well
- Find something to look forward to each class
- Believe that effort will improve your future

Attentive

- Demonstrate good listening skills, eye contact and posture
- Notice when your classmates are feeling down and build them up
- Be full of thought, consider the consequences of your choices, words and actions
- Find a way to say please and thank you

Curious

- Come to school ready to learn everyday
- Read all directions, participate in class, ask questions
- Be creative, take risks, don't be afraid to fail
- Always read your DEAR book when you have free time

Hardworking

- Homework -- Just do it!
- Have a “no excuses” attitude
- Go above and beyond what is asked
- Set goals and make a plan to achieve them

Upper School (Grades 6, 7 & 8):

AGAPE (pronounced “uh-GA-pay”)

Agape is loosely translated from Greek as “unconditional love.” The Rev. Dr. Martin Luther King Jr described agape as “an overflowing which seeks nothing in return. When you rise to love on this level, you love all ... not because you like them, not because their ways appeal to you, but you love them because God loves them. That is what Jesus meant when he said, Love your enemies.” By the time students leave St. James we strive to instill them all with the spirit of agape.

Adaptable

- Be flexible - When life doesn’t go as expected be willing and able to adopt “plan B”
- Show respect and be open minded to those who are different
- Change is a part of growth
- Think about what is *really* important in life

Gratitude

- Be thankful for all that you’ve been given in life
- Recognize what other people do for you and pay it forward
- Say “thank you” and do something nice to show your appreciation
- Respect the natural environment and all of its animals

Awareness

- Think about what behaviors or actions teachers expect of you
- Find solutions to conflicts and show that you care about the feelings of others
- Be sensitive and find ways to show you care about people other than your close friends
- Identify what emotions you feel and respond in a mature way

Patience

- Show love for ALL people even when you dislike their actions
- Allow others to speak without interrupting
- Keep your temper in check, use coping mechanisms
- Stay committed to your goals

Excellence

- Finish what you start, even when frustrated
- Do the right things *especially* when you don’t want to
- Do the best you can with what you’ve been given
- Try hard even after experiencing failure

Restorative Justice

Restorative Justice, as opposed to retributive justice, focuses on repairing harm, offense, or distrust caused by a violation or infraction. It is cooperative and involves all stakeholders. St. James School seeks to employ

restorative justice practices whenever possible. These practices always look different and are used in conjunction with disciplinary action described below.

Student Leadership and Behavior

All students at St. James School are expected to follow the school’s Code of Conduct at all times. Actions that breach the Code of Conduct will result in a disciplinary response. Student behaviors are divided into 3 Levels.

1. Behavioral Enrichment (BE) is held twice a day, during recess and after school.
2. If a student commits a Level 1, 2, or 3 it will be coded into Jupiter.
3. Students will earn a detention if they are given a BLUE reflection sheet. A BLUE reflection sheet will be given if a student has repeated Level 1s or 1 Level 2.
4. Level 3s will go straight to the Principal or Assistant Principal.
5. More than 5 BLUE Reflection sheets in a Marking Period will result in a behavior contract and possible dismissal from St. James School.

Level 1 Behaviors	Level 2 Behaviors	Level 3 Behaviors
Head down / refusal to work	Excessive redirections for off task behavior	Racist/Sexist/Homophobic Comments
Sleeping in class	Destruction of school property	Bullying / Cyberbullying
No materials/ unprepared	Aggressive behavior / hitting	Behavior impacting student and staff safety
Constant untucked shirt	Disrespect towards staff/students	Weapons
Gum/outside snacks	Foul language	Drugs/Contraband
Bathroom elopement	Disruptive behavior	Mutual Altercation/Fighting
Ignoring directions	Cell Phone/Technology Violations	Elopement from Campus
Improper Transitions (Lagging/Going Ahead)	Cutting Class	Repeated Level 2 & 3 Offenses
	Accumulation # Level 1s	

Saint James aims to *teach* students how to manage their own behavior. Our teachers are trained in handling issues that pop up in class *in the moment* as often as possible. This can look like a group redirection such as “*One Voice please*”. The following behaviors will be managed as quickly as possible in the moment or through brief 1-1s outside of class. Our goal as always is: Teaching, Practicing, Modeling, and Reinforcing leadership behaviors and habits that will set the students up for success.

Again, our system is built on our ability to teach students how to manage their behavior. We do this through building strong relationships, helping students understand and own their mistakes, and restorative justice.

Relationships

In order for this system to work, teachers aim to build strong, trusting relationships with students. Frankly, students are more likely to follow instructions from teachers they trust than teachers that they do not trust. As a family, it is important that the messaging at home always helps to build the student teacher relationship. The family, student, and teacher form the core of the “team” that helps the student learn and succeed.

Reconciliation

“*Help us to own our mistakes and fix hurt or broken relationships.*” In reconciliation we must look at our behavior, our thinking, our feeling and see where it hurt or broke a relationship. We must be willing to admit

that we are not perfect, that we have some share in the situation and that we need to in some way change. Reconciliation asks us to own our mistakes, and work to become more aware. Reconciliation helps students to be able to self-reflect and challenge themselves to greater personal goals. It allows them to look at their relationships with a great depth of understanding and see what they can do strengthen and develop them.

Natural Consequences are things that happen that the teacher and student do not put in place. For example, if a student pushes someone in line, the person they pushed may not want to be their friend. It is the job of the teacher and the family to help students realize the natural consequences of their actions and the affect it has on their learning.

Logical consequences are things that a family member or teacher puts in place that encourages good behaviors and discourages behaviors that are holding the student back. This is the piece of our system where we need to work together as a “teacher-student-family” team. Logical consequences should be directly related to the action. Here are some examples.

Action	Natural Consequence	Logical Consequence
Talking during class	Not understanding the homework later, poor grades	Loss of phone privileges at home
Misusing Technology	Distracted from class, poor grades on tests and homework	Loss of technology privilege for the day
Throwing pencils	The classroom environment is less safe	Student writes an apology letter to the class for making the classroom less safe.
Talking back to a teacher	The relationship between the teacher and student is broken	Teacher and student have a 1-1 meeting after school to repair the relationship
Staying up all night playing video games	Student falls asleep in class, grades suffer	Loss of video game and TV privileges in the bedroom.

There are many more examples, and as stated before, we will implement and discuss natural and logical consequences during the class in which they happen. When we can’t do that, students, teachers, and families will find time via phone and 1 on 1 meetings to discuss natural consequences and come up with logical consequences. This team effort will help the students learn how to manage their own behavior because they will understand natural consequences and be motivated to avoid logical consequences.

Restorative Justice *“And work to heal hurt or broken relationships”*

When a student is able to own their mistake, they then must look at what relationships their actions have impacted, and create a plan to repair or heal those relationships. These relationships are not limited to the immediate individual that the student may have impacted. The student needs to look broadly at how their actions impacted the ability of the community to do what it is meant to be doing. This can be materials, technology, relationships, or the feeling of a safe learning environment. From time to time, students will have to “practice” restorative justice techniques in order to complete the process. This will usually be done after school during an enrichment. Here are some ways that we help students restore justice:

- Apology notes - then read or delivered by student
- goal setting plans - make a precise plan for improvement
- rewriting the same scenario with different decisions being made (can be altered by age)
- a confidence building letter to self (you can do better than this...)
- a list of things that child wants to contribute to the classroom

- a list of reasons why their behavior choice was not okay
- writing a list of I-statements to themselves about their behavior choice
- doing a public apology
- physically fixing something that was hurt or broken
- doing a good deed for the person who was impacted
- practicing a skill: calming, coping, communicating

Positive and negative behaviors will be logged in Jupiter and are accessible whenever you would like to check in on how your student is doing.

“Immediate Phone Call Home” Incidents

The following behaviors will result in an immediate removal from the classroom and a dean call. These behaviors are subject to suspension, expulsion, and behavioral plans.

- **Fighting**
- **Racial / Homophobic Slurs**
- **Elopement**
- **Weapons; inappropriate paraphernalia on person**
- **Sexual Behavior**
- **Extreme misuse of technology (lewd images, use tech for words of hurt)**
- **Drugs**
- **General concern for physical safety of others**

Student Searches

In order to maintain the security of all our students, St. James School reserves the right to conduct searches of its students and their property when there is reasonable suspicion to do so. School cubbies, lockers and desks, which are assigned to students for their use, remain the property of St. James School, and students should, therefore, have no expectation of privacy in these areas. Law enforcement officers may need to conduct search of student or school property to keep the school community safe and secure.

Academic Integrity Policy and Honor Code

St. James takes academic integrity very seriously. Students should be sure to follow this honor code at all times. Students found in violation of this policy will receive the below consequences. When there is suspicion of academic dishonesty, teachers have the right to use their discretion and request that students reproduce, discuss, or defend their original work. Teachers may also use anti-plagiarism/originality checkers to ensure that a large majority of submitted work is that of the student.

1. **First Offense:** Discussion among student, teacher, and parent/guardian. Student has the opportunity to resubmit work or retake a different version of the assessment.
2. **Second Offense:** Student receives a 0 for their assignment or assessment and will be placed in in-school suspension for a day.
3. **Third Offense:** Student is permanently dismissed from St. James and written on his/her academic record.

Honor Code

As a student of the St. James School community, I pledge not to cheat, lie, steal, or plagiarize in any way. I realize I must uphold the St. James Academic Integrity Policy and to promote honesty through my schoolwork and behavior.

School Day Policies and Procedures

Uniforms

Uniforms help children develop a serious mind set about school. They also simplify life at home, eliminating time and energy in deciding what to wear. While at school, we want children to be comfortable in their clothes and unconcerned about the distractions of changing fashions.

The St. James School Dress Code is as follows:

- SHIRT: All students must wear white, button-down oxford collared shirts with the SJS logo. Shirts can be short sleeved or long sleeved.
- SWEATER: Students may wear a SJS burgundy sweater.
- PANTS / KILT: Students must wear khaki pants or a knee length khaki kilt.
- BELT: Students wearing pants must also wear a brown or black belt.
- SHOES: Students may wear all black or all white sneakers, or wear black or brown dress shoes: oxford shoes, Mary Janes or bucks. No Uggs, no crocs.
- SOCKS: Solid color socks: white, burgundy, navy blue, brown or black socks.
- TIE: Each grade wears a different tie. SJS supplies ALL students with a tie.
- BLAZER: SJS provides all students with a blazer.
- Single ear piercing permitted. Students may wear one bracelet, one simple necklace tucked into a shirt and earrings. Earrings must not be so large as to be unsafe for wearing.
- No makeup or nail polish is allowed for Lower School students. Students will be required to remove polish in school. Upper School students may wear nail polish. No acrylic nails are allowed in any grade.
- Students may be excluded from any activity for being out of uniform.

Meals

St. James School provides meals free of charge and does not permit outside food or drink in the school. Please see school administration for details.

Valuables, Jewelry and Electronics

Items of special value, including expensive watches, iPods, jewelry, tablets, collectibles, and money, should not be brought to school.

Cell Phones

Cell phones will be locked by school staff at the beginning of the school day in Homeroom and will be returned at the end of the school day. Electronics of any kind must be kept at home. Cell phones that are not turned in and any electronics seen or found during the school day will be confiscated. The school administration will hold the item until a parent or guardian comes to retrieve it. After the first time, the item will be locked in the school until the last day of school in July. The school cannot replace valuables that have been lost and/or stolen. The school is in no way responsible for expensive things that students bring in the building.

Mandated Reporting

In Pennsylvania, persons whose occupation or profession places them in regular contact with children are required by law, when they have reasonable cause to suspect abuse, to report or cause a report of that abuse to the county child protective services agency. In Philadelphia, that agency is the Department of Human Services. Failure to inform or cooperate in an investigation is a crime under Pennsylvania law.

The Department of Human Services staffs a 24-hour hotline (215.683.6100) to receive reports of possible child abuse or neglect. Reports of suspected physical abuse, sexual abuse, or severe neglect are investigated within 24 hours. Other reports are investigated promptly.

Nurse and First Aid

Staff may administer first aid for injuries acquired on school grounds. A parent or person designated on the Student Information Form will be contacted to pick up the student when an injury requires further medical attention. In rare instances, an ambulance may be summoned if deemed necessary. Every attempt will be made to contact parents, guardians, or emergency back up persons prior to ambulance transportation. A parental release for emergency transportation is on each Student Information Form and Health History Form.

All Student Information Forms require that parents complete the space for health insurance information (carrier name and ID number) in case of a situation that requires referral to a hospital. If you need assistance in obtaining insurance coverage for your child, please contact the School Nurse to assist you.

Student Health Information

The School Health Office requires current health information for every student. That information is updated annually at the time of admission. The following documents are needed:

Annual physical Exam Report: Medical Conditions, Allergies, significant Medical History, Height, Weight, Blood Pressure, Medications.

Physical Exam forms must be signed and dated by a healthcare provider (dated on/after September 1, 2017) and include the name, address, and contact information for student's primary care provider. The Nurse Practitioner can perform school physical exams after one pediatrician exam report has been submitted.

Medical Action Plans for specific conditions, for example, asthma action plan, allergy management plan, Medication Plan, Special Needs/Accommodations.

Medication Administration Forms are required for any medications kept or administered at school. The forms are available at the health office, and must be completed and signed by the student's primary care provider.

Complete Vaccination Record

Vaccinations must be completed and submitted to school by the fifth day of school, by school district, local and state regulations.

A written schedule, developed and signed by a healthcare provider must be submitted for any vaccinations that remain incomplete after the first week of school. Students who lack required vaccines or written schedules for vaccination risk being excluded until requirements are met.

Religious or medical exemptions may be granted, but also require appropriate forms, and must be signed by parent/guardian and primary care provider, if medical reason is given.

Report of dental exam, every six months, signed and dated by dental provider, dated on/after April 1, 2021.

Mobile Dental Services will visit the school every six months. Students who present a signed, completed

consent for dental care will be able to have their dental care needs identified and addressed at school through this service. Forms are available at orientation and on request.

Student Medication at School

The school nurse practitioner is a primary care provider. As such, medication can be prescribed or administered, including such medications as allergy treatments, cough and cold formulas, Ibuprofen, acetaminophen, etc. Parents and guardians sign a consent form at the beginning of the year, permitting such care. Please notify the school if there are *medications you do not wish your child to receive*.

Student medication supplies

Medications prescribed by a student's care provider *to be administered at school*, must be brought to school by the parent/guardian, with appropriate forms and a prescription label for each medication directing its use. Albuterol and epi-pens are examples of critically important medications to have on hand for your child's safety.

Student Health Assessment at School

Mandated screenings: Pennsylvania and the School District of Philadelphia require an annual schedule of mandated health screening assessments. These are conducted by the school nurse practitioner or an associated School District nurse.

Mandated screenings include Vision, Heights, Weights and Postural Screening.

Additional screenings and Primary Care: St James school health services are currently provided by a certified school nurse practitioner, also certified as a pediatric primary care provider and mental health specialist.

Primary care level physical, developmental, behavioral and mental health services are available at school through the health office, including acute care (injuries and illness) chronic care, and preventive care services. This level of care includes advanced assessments and screenings, physical exams, chronic condition management and collaboration with the student's regular primary care provider.

Parent/Guardians are contacted regarding health services provided to students, and are actively included in care management discussions and planning.

Health Education: Health teaching is provided to students and families on an individualized basis, and through occasional group teaching sessions. Wellness topics may include health maintenance and health promotion. Individualized teaching is provided as student needs are identified, and includes communication with parent/guardians.

Parent/Guardian Involvement

Parent/Guardian Communication – Strong school communities have strong family/school communication. Families are welcome on campus at any time, and are expected to participate in an event at least one time per month. A year-long Family Engagement Calendar will be distributed at Family Orientation – this calendar lists the many opportunities each month in which families are invited to attend, join, and participate. Three times per year (at the end of Marking Periods), you will be required to attend Family Teacher Conferences (FTCs) with teachers to discuss your child's development. It is very important to make time for conferences. Families

that do not attend the conference may not be allowed to send their child to school. Families can expect to receive formal report cards 4x per year, as well as regular updates (Progress Reports). Families should visit the online Jupiter system to check their child's grades at least once per week.

"Black Excellence" Family Folders

Children are routinely given notices to take home, including letters from your child's teachers and the monthly Family Letter. These announcements, test and other paper will come home in a family folder every Monday. Please sign these papers and return to school with your child on Tuesday.

Volunteer Procedures for Parent/Guardian Volunteers (Active Involvement)

Parents/guardians and other significant relations are active members of the St. James School Community. Opportunities to volunteer are abundant and many of our parents/guardians have unique gifts and creative energy that, when shared at school, strengthen our community in innumerable ways. Volunteering in support of your child's education is one key for a successful St. James School experience for you and your child. In addition, parent/guardian volunteers assist with keeping costs low and therefore, more funds are available for academic purposes. Examples of volunteer service include assisting in kitchen, carpooling, cleaning, tutoring, front desk assistance, helping in the library, yard work and painting.

1. Parents and friends volunteering on a regular basis must complete a Child Abuse Clearance Form and a Police Background Check. Completing these checks is considered volunteering on its own and is greatly appreciated.
2. Volunteers should check in and out at the school office when arriving and before leaving.
3. In order to ensure that each student's/family's right to privacy is maintained, please note that confidentiality must be maintained at all times. (Please do not repeat anything you hear or see regarding students while volunteering, and never discuss a student's grades or progress with anyone except school faculty or staff.)
4. If you sign up for a regular time with a specific teacher or staff person, we look forward to your consistent attendance; students look forward to seeing you and teachers/staff plan your visiting time into their schedules. If you must be absent, please contact the appropriate teacher/staff person or the school office.
5. Discipline should be left to school personnel. If you experience a problem with a student, please consult with the appropriate teacher/staff person. We expect our children to behave according to our Code of Conduct and we expect all adults in our community to be models of the Code of Conduct.
6. When volunteering, please dress comfortably and appropriately and remember that, at all times but particularly at school, you are a role model for all of our students.

Parental Permission for Field Trips

Legal guardians must submit an original permission slips for every trip a student goes on or any time they leave the building. No faxed forms, signatures from non-legal guardians or notes will be accepted. Please do not call the school and give permission over the phone, as it will not be accepted.

Monthly Fee Payments

Fee payments for your child are due on the 15th of each month. Payments can be made using check or money order (no cash is accepted). Families may request a receipt at the time payment is made. We strongly encourage you to keep these receipts in a safe place for your records. Checks should be made out to St. James School and may be mailed or brought directly to the school. All payments must be given in an official St. James School fee payment envelope to the Head of School. Failure to pay on time may affect future enrollment. On-time payment of fees is most appreciated and is recognized as one of your many ways you are supporting your

St. James School student. Fees are collected and processed by an outside collection department. The Head of School is the staff member who is in direct contact with the collection department. All concerns or questions regarding fees should be directed to the Head of School.

Technology

In registering a student for St. James School, every parent and guardian accepts and agrees to follow the acceptable user policy for technology:

ACCEPTABLE USE POLICY FOR TECHNOLOGY

RESPONSIBILITIES OF USER

Our school will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/ Appropriate Use:** All technology use and Internet access at schools for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law. When using school technology, teachers and students are to use their assigned user name and password at all times. Each person is reminded to log off of their assigned account before leaving a computer unattended.
- **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include: Teacher school web page, teacher school email, teacher school phone number and educationally focused networking sites.

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

- **Electronic and Mobile Devices:** Use of any technology oriented device in our schools should have an educational focus. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use in writing.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, apps, websites, social networking sites, cell phones, digital cameras, text messaging, and email, voice over ip, chat rooms and instant messaging.

- **Examples of Unacceptable Uses:**
 - Users must not use equipment to harass, threaten, intimidate, or embarrass any individual.
 - Users must not post any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
 - Users must not use obscene, rude or threatening language.
 - Users must not post false information about any person.
 - Users must not use a photograph, image, video of any student or employee without permission of that person.
 - Posting material that creates conflict in school is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
 - Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password.
 - Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
 - Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
 - Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.

ADMINISTRATIVE RIGHTS

The school has the right to monitor both student and employee use of school computers and computer accessed content both in and outside of school. Due to the evolving nature of Technology, St. James School reserves the right to amend or add to this policy at any time without notice.

- Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:
- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Disciplinary action including, but not limited to, expulsion and/or legal action by the school, civil authorities, or other involved parties.

Google Chromebook Loaner Program

Students will be allowed to use one of St. James School's Google Chromebooks at home as long as they agree to the following guidelines and have a parent signature.

- The Chromebook will be used as an instructional tool, not a toy.
- SJS students are the only persons to use the Chromebook
- Chromebook can only be used by logging on using a SJS email account

- If any damage should occur to the Chromebook, I will be responsible for the damage. If I see any damage or evidence of misuse of the Chromebook that I did not do, I must report it immediately to Ms. Cahill or be held responsible.
- No replacement device will be issued if the Chromebook or charger is broken, lost, or stolen.
- The Chromebook & charger will be returned to St James School on the first day that classes resume.

ANTI-HAZING POLICY

Hazing involving students, student groups or any individuals at St. James School is strictly prohibited.

Definition

Hazing is defined by the State of Pennsylvania (Act 175) as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

Responsibility for Compliance

All School students, faculty, staff and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

Reporting of a Possible Violation

Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the Assistant Head of School. If the hazing has occurred in connection with a School club, organization or sport, then the incident shall also be reported to the person or coach responsible for the club, organization or sport.

Violations and Sanctions

The Assistant Head of School shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the School organization of which they were a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. In the case of School organizations, penalties may include withdrawal of permission for the club or organization to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of the School. Imposition of discipline by the School does not preclude any criminal penalty which may be imposed for violation of criminal laws and the School will fully cooperate, and share information, with law enforcement as part of any investigation.