



St. James' Episcopal School

Family Handbook



Dear St. James' Families,

In the following pages is our Family Handbook, which encompasses our community standards and policies. Our goal is to foster a community of inclusion, kindness, empathy and curiosity as we also strive to nurture and coach children to a lifelong love of learning, service and the academic and socio-emotional skills necessary to become servant leaders in our complicated world.

Importantly, a handbook serves as an important cornerstone of the mutual expectations of our work together as a community, and outlines and explains the specifics of the policies that govern our important work together. Additionally, it exemplifies our commitment to mutuality and transparency. Along those lines, if you have any questions about the handbook, please reach out to me and we can discuss further.

On behalf of the St. James' faculty and administration, we are grateful that you are part of our community and it is an honor and joy to work with your child and family.

All my best,

Peter S. Reinke
Head of School

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About this Handbook

This handbook 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 and 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 in the parent portal at www.sjsla.org; any updates to the handbook will be posted online. If you have any questions about the content of this handbook, please contact the Head of School office.

Mission Statement

St. James' Episcopal School is a diverse, joyful, and inclusive community of learners. With a focus on academic excellence and attention to the needs of each child, we strive to instill in our students' intellectual curiosity, compassion for others, and respect for all of God's creation.

Philosophy of Teaching and Learning

Paramount to our philosophy of teaching and learning is growth mindedness, meaning that intelligence is not fixed, and academic and affective success is the result of grit, resilience and effort. St. James' intentionally expands each child's capacity for learning in a thoughtfully designed environment where children are not just "taught;" they are encouraged to explore, investigate, work collaboratively, and engage with the world around them. It is essential to learning that children have the opportunity to construct meaning as they accrue knowledge.

Rather than merely providing rote learning in our classrooms, we encourage our teachers to stretch the children's ability to analyze, evaluate and apply learning to the real world; through this process, they use their education to make our complicated world a little better.

Our children will inherit a complex world, thus, we believe that a St. James' education should provide our students with the critical inquiry skills they will need to solve problems and resolve conflicts. We also inculcate them with optimism, a practice of joyfulness and gratitude and a sense that they have a duty to engage with the wider world and make it a better place. A key part of this philosophy is that we model for our students a commitment to ethical behavior and an abiding appreciation for the differences that mark each human being as an individual of inestimable worth and dignity.

Statement on Non-Discrimination

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, national origin, ancestry, religion, creed, gender, gender identity or expression, disability, marital status, sexual orientation, military status, or economic or social circumstances. St. James' Episcopal Church and School conduct all programs and ministries, including educational instruction, administration of its educational policies, admissions policies, financial aid or scholarships, athletic or other school-administered programs, and any other activities generally accorded or made available to students at the School in accordance with this affirmation and commitment.

History and Purpose of the School

St. James' 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 students were evaluated annually for academic progress. From the school's inception, students have received regular instruction in spirituality, ethics and compassion.

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 St. James' Preschool and in 2012 opened the doors of a new preschool facility on Gramercy Place. We are now a school of almost 360 students, with two sections at most grade levels, and three sections in two grade levels.

Throughout the years, our students have proven to be community minded, inquisitive, and diligent children of character, and they have come from a variety backgrounds, exemplifying the diversity of the mid-Wilshire area in which the parish and school are located.

Accreditation and Membership

St. James' is accredited by the California Association of Independent Schools (CAIS) and is a member of the National Association of Independent Schools (NAIS), the National Association of Episcopal Schools (NAES), the Educational Records Bureau (ERB), and the Independent School Alliance. St. James' is also certified by the Diocesan Convention on Schools of the Episcopal Diocese of Los Angeles. Additionally St. James' is a member of the National Association for the Education of Young People (NAEYC) and Southern California People of Color in Independent Schools (SoCal POCIS).

Spirituality

As an Episcopal School we embrace spirituality and mindfulness and model for children a life of empathy, kindness, service and compassion. As Mother Kate, the rector at the parish says, "all are welcome at God's table." In other words, we do not proselytize or convert; we celebrate all of the world's major religions and honor and affirm families who do not celebrate a particular religion. All students at St. James' must take comparative religion

and Faith & Citizenship which looks at both the challenges and opportunities for spirituality in public life. We are particularly proud of the parish emphasis on children taking comparative religions, which is taught by Mother Kate.

A parent affinity group, ManyFaiths, works with the school to ensure that we effectively coach children to understand and respect all of the major religions in the world.

Community Covenant: A community of servant leaders

Servant Leadership is the guiding principle for our work at St. James'. Servant Leadership is grounded in a deep sense of kindness, empathy and active compassion for others. Our students are gently taught that true leadership is always about serving other people and helping those in need; through this ethos we build a caring community grounded in looking out for one another and those in need in the greater world.

We also encourage this ethos within our family community. Families and all volunteers are asked to support a climate of mutuality, respect, empathy, kindness and consistent engagement with making our world a better place.

Expectations of Students

All students are expected to make choices that demonstrate compassion, kindness and care for 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 be mindful of rules of conduct and to follow these rules closely:

- Be respectful of school staff and follow directions.
- Be kind.
- Show compassion regularly.
- Express gratitude.
- Do not use uncouth or unkind words.
- Admit when you have made a mistake and ask how you can make amends.
- Show respect for others by imagining how they may feel.
- Do not bring toys to school that celebrate violence; do not bring anything to school that may jeopardize safety.
- If another student is unsafe - tell a teacher or staff member immediately.
- Be on time for class and take your learning seriously.
- Follow the dress code.
- While on the field, playground or fun zone, use equipment carefully and safely.
- While on the field, playground or fun zone, please be sure to be respectful of other students and their personal space.
- Refrain from teasing, harassing or putting down other students - it's not kind nor does it show compassion.
- Look out for other students who may need a friend.

Expectations of Parents

Parents play a vital role in partnering with the school in helping students to successfully follow the rules

above. Below are parent expectations for being part of the St. James' community:

- 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 their child 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 their child's prompt and regular attendance, providing proper documentation for absences and tardiness.
- Cooperate cheerfully and respectfully with faculty, staff, and school administrators and support their work with students.
- Encourage and assist their children in following Community Expectations.
- Notify the school of anything that may affect their children's ability to learn.
- Participate in meaningful and respectful parent-teacher conferences.
- Express support and convey a positive view of their child's teachers in the community.
- Participate in school-related organizations whenever possible.
- Keep informed of school policies and academic requirements for school-related activities.

Parent Covenant

All families agree to the Parent Covenant when they sign their annual Enrollment Contract. The covenant outlines the basic expectations that the school has for parents with respect to the mission and values described in the sections above. The text of the covenant is provided below for reference:

Parents understand that all members of the school community must behave in a way that supports the Mission and Core Values of the school. This obligation applies to actions while on school property, at a school event, or engaging in any school-related activity, whether on or off campus. Thus, while a parent of a child enrolled at St. James' Episcopal School:

1. I will abide by SJES's school rules and policies.
2. I will support the mission of SJES through my actions such as encouraging inclusion and embracing diversity.
3. I will actively communicate with other members of the school community openly, directly, promptly and constructively without resorting to gossip, rumor or anonymous communications.
4. I will model appropriate ethical behavior for my children and for other members of the SJES community, and will exemplify the school's core beliefs of Caring, Respect, Inclusion and Honesty.
5. I will honor my financial commitments to SJES whether they are required or voluntary.
6. I will fulfill my volunteer obligations and will be an active participant in school life.
7. I will commit to reading and responding to oral and written communications from the school, including ParentSquare, school publications, the Family Handbook and the website.
8. I will support and abide by the safety and security procedures of the school at all times.

Statement of Understanding

Families understand and agree to abide by the letter and spirit of the rules and policies of St. James' by signing their annual enrollment contract as excerpted below:

If Parents or Student(s) do not abide by the letter and spirit of SJES's rules and regulations as described in the Family Handbook (it may be amended from time to time) or as otherwise issued by SJES, or if Parent provided any

inaccurate or untrue information to SJES on the application for admission, Student(s) may be refused admittance to classes or activities, required to withdraw, suspended, or dismissed. SJES reserves in its sole discretion the right, at any time and for any reason that SJES deems sufficient (including, for example, non-payment of tuition or unacceptable parental behavior), to suspend or dismiss any student or to decline re-enrollment. Parents understand that SJES's expectations about the behavior of its students and their parents include both on and off campus behavior in any SJES-related context.

Expectations of Volunteers

Volunteers are an integral part of the St. James' community and enable us to organize and maintain daily programs, such as the Healthy Hot Lunch program, and to offer special events throughout the school year. Parents who choose to volunteer at the school are expected to comport themselves professionally at all times on campus 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 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 their parent photo ID (issued by the school) or 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 arises.

Spirituality

Worship

Our Episcopal ethos calls for an inclusive approach to worship where the student voice is regularly heard and all major faiths are celebrated and valued. The school does not proselytize, nor do we believe it appropriate to do so in an Episcopal School. Our students graduate with an equal respect and reverence for all of the world's major religions; that's the Episcopal way.

Our chapels allow for students to hear regularly from teachers, staff, administrators, priests, rabbis, imams and others: our chapel homilies are always about encouraging students to think about the world differently; show compassion and practice self-reflection, restraint and kindness to self and others.

Our spirituality program is curated by Father Koh, Mother Kate and Mr. Reinke; in the early grades, students learn about different books in the old and new testaments; in 5th and 6th grade, students take Comparative

Religions and Faith & Citizenship, both of which are required for graduation. Faith & Citizenship explores the opportunities and the dangers of faith in public life.

Service Learning

Our service learning program is grounded in our half-century relationship with St. James' Episcopal Church. Much of our service program is built around providing service learning opportunities to support the hungry and the unsheltered through the church's food pantry and soup kitchen. Each grade level does some meaningful service-learning in partnership with these programs. Both of the fifth and sixth grade religion classes volunteer monthly in the program, and all of our students and families are encouraged to identify ways to further support the important work of these food ministries. Our sixth grade manages their own food pantry to support the larger church program.

Globally, the school has two partnerships with schools in Korea and Haiti. Regular learning opportunities are identified for our students to learn from and with their peers in these schools, and for St. James' to identify ways to strategically support these sister institutions.

Relationship of Parish and School

A key partner to the church, both the Rector and the Head of School speak frequently of "synergy" and "beautiful fellowship" as the cornerstones of the two institutions.

The relationship between school and parish is an asset for both. While legally a ministry of the church, the school provides generous financial support to the parish. The school is governed by a board of trustees, which is ceded authority for governing the school's affairs by the church vestry. The Head of School reports annually to the vestry with regard to the board's recommended budget and tuition increases.

Relationship of Rector and Head of School

The Rector relates to the school through the Head of School and the School Board. The Rector and the Head meet frequently, and together lead and frame the conversations on church-school synergy and fellowship. The Rector teaches the fifth grade religion class, is a welcome visitor to classrooms and is a trusted advisor and partner to the Head of School. The Head of School is an active parishioner at St. James', serving as a lector and an active member of the Men's Fellowship. He also typically preaches at the parish several times a year.

ADMISSION AND MATRICULATION

Application 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.

Preschool and Kindergarten assessments are administered starting in December. Assessments for applicants

to the first through sixth grades begin in January. Children must be the appropriate age before September 1 for the grade level to which they are applying.

Matriculation to Kindergarten

St. James' Episcopal School is one community on two campuses that serves children from age two through sixth grade. The first preschool parent–teacher conferences are scheduled by the end of October each year, informing parents of their child's development. Each student's progress will be monitored and documented. Parents will receive a full report of their child's Kindergarten Readiness Assessment. Students who are developmentally and academically ready will be informed of their matriculation to Kindergarten by December 1st and will receive a re-enrollment contract by February if they are eligible for re-enrollment. Another preschool year might be offered to students who turn 5 by September 1st but are not quite ready (academically and/or developmentally) for Kindergarten yet. With a full understanding of each child's development and Kindergarten readiness – bearing in mind the strong academic orientation of our Kindergarten curriculum – we reserve the right to determine that a child would thrive better in a different Kindergarten environment. In these cases, we will notify the child's family by December 1st of the year preceding Kindergarten enrollment. This will provide families ample time to pursue appropriate Kindergarten alternatives for the following year. It is our intention that this determination not be a surprise to any parent and that we will have had well-documented discussions prior to this final determination.

Matriculation to Middle School

The fall season brings about the beginning of the middle school admission process. Throughout each school year, St. James' facilitates various meetings for families in the fifth and sixth grades to provide them with the information they need to make an informed secondary school choice.

St. James' graduates have a strong record of admission into private and public middle schools in the Los Angeles area.

During the summer prior to the sixth grade year, parents of matriculating sixth grade students meet with the Head of School and Assistant Head of School in preparation for the rigors of application and acceptance to middle school.

The process continues when representatives from a number of middle schools visit the sixth grade classes. They spend time with interested sixth grade students discussing the philosophy, academics, and daily life of each school. Parents are welcome to attend any of these sessions. Other programming includes an alumni forum, a lively event at which St. James' alumni return to share their secondary school and college experiences with current families plus a parent chat, at which admissions officials speak with 6th grade parents.

Middle schools in the area will also conduct open houses on their campuses, and parents are encouraged to attend these sessions to obtain valuable insight into the individual characteristics, curriculum, and faculty and staff of each school. Families may also attend public events at their prospective middle schools, such as athletic events, plays, musical performances, and guest speaker programs.

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

Re-enrollment Procedures

After the Board of Trustees has set tuition in January, the Admission Office begins the re-enrollment process for the upcoming academic year. To be eligible for re-enrollment, a student must meet the following criteria:

- Be in good standing academically and behaviorally.
- Be current on payments for the academic year in progress.

Prior to February 1st, parents are notified of delinquent tuition accounts. These students are not eligible for re-enrollment until the delinquency is resolved.

Parents receive access to the following documents in the re-enrollment process:

- Enrollment Contract
- Tuition Schedule
- Parent Covenant
- FACTS Sign-Up Instructions
- Tuition Insurance Information
- Other documents specified in the enrollment contract.

In order to be considered "re-enrolled," parents must sign the new Enrollment Contract and pay the enrollment deposit no later than the deadline indicated. Priority is given to returning St. James' families; however, spaces are not held for students after that deadline. Enrollment Contracts are sent to newly accepted families annually after the re-enrollment deadline.

Withdrawal from School

Parents must notify the Admission Office in advance and in writing if they decide to withdraw students during the school year. Parents must make arrangements to pay any tuition or other fees due to St. James' Episcopal School. Students are expected to return all textbooks, library books, technological devices and any other school property. Once a family signs the Enrollment Contract, they are liable for the full annual tuition per the terms of the Enrollment Contract, whether or not the student starts or completes the school year or withdraws from the school.

Families should avail themselves of tuition insurance and the related protocols and procedures for the tuition insurance policies.

Withdrawal Policies

Fees collected with the enrollment deposit, including the enrollment fee, are non-refundable.

Parents understand and agree that the majority of SJES's expenses and obligations are incurred on an annual basis, that financial commitments for SJES services are made based upon anticipated enrollment, and that the educational operating expenses of SJES do not diminish with the departure of some Students prior to or over the course of the school year.

Parents understand and agree that, in the event that SJES suspends, expels, or otherwise removes Student or if Student withdraws voluntarily or involuntarily, Parents and any guarantor(s) remain obligated to pay the full

amount of tuition and fees, subject to be reduced only by any amounts paid to the School by the Tuition Refund Plan provider, if applicable. SJES will retain all tuition and fees paid by Parents, and Parents shall pay SJES all tuition and fees owed to SJES, subject to be reduced only by any amounts paid to the School by the Tuition Refund Plan, if applicable. Any dispute between Parents and the Tuition Refund Plan provider must be resolved between Parents and the Tuition Refund Plan provider.

To access any benefit from the Tuition Refund Plan upon withdrawing from school, parents must purchase the tuition refund insurance before the beginning of the school year, and must meet eligibility requirements including the student consecutively attending a defined portion of the school year. If eligibility requirements are met, Tuition Refund Plan may cover a portion of the tuition balance based on the rules of the policy. Parents and any guarantors remain responsible for any portion not paid by the insurer.

SCHOOL POLICIES

Harassment/Discrimination/Retaliation

St. James' is committed to maintaining a working and educational environment that is free from harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the school community.

A. Harassment

This Policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law ("Protected Classifications"), as applicable, or association with an individual who has an actual or perceived protected classification. This Policy prohibits both harassment by students and parents towards students and employees, and harassment by others in the community towards students and employees.

Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from school. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee Handbook.

Examples include, but are not limited to:

Examples of Harassment

Harassment can take many forms, and may include verbal, physical or visual conduct.

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this Policy.

- Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking or blocking or impeding a person's movement.

Examples of Sexual Harassment

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different gender.
- Sexual harassment may include, but is not limited to:
- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

B. Complaint Procedure

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the school, either orally or in writing. Students and parents may report the matter to the Head of School or their teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the school with whom they are comfortable, such as a counselor, or coach, all of whom must report the matter to the Head of School under this Policy. While the school does not limit the time frame for reporting, immediate reporting is important as the school may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

C. Interim Measures

The school may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The school will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

D. Investigation Process

Upon receipt of a report of alleged harassment and any related initial inquiries, the school may request clarification and/or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this Policy. To request clarification and/or conduct an initial inquiry, the Head of School, or his or her designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this Policy.

If the school has determined that the report pertains to behavior that may be in violation of this Policy, the school will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated school personnel or by an outside investigator, in the school's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

E. Confidentiality

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

F. Discrimination

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy, by taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the school, should immediately report the matter using the same complaint procedure provided for in this Policy under the above section on harassment and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination.

G. No Retaliation

The school prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

H. Remedial and Disciplinary Action

St. James' will determine if the conduct violates school policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

Title IX Policies

Title IX Compliance

St. James' Episcopal School complies with Title IX of the Educational Amendments act of 1972, which mandates that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX Complaint Process

After receiving an oral report or written complaint, or the School otherwise learns of an alleged potential violation of Title IX, the HR coordinator will request clarification and/or conduct an initial inquiry to determine whether the oral report or written complaint alleges a potential violation of Title IX. In the event the oral report or written complaint or other information the School otherwise learns of is against the Head of School, the Board Chair or his/her designee may request the clarification and/or conduct an initial inquiry. To request clarification and/or conduct an initial inquiry, the Head of School, Board Chair, or their respective designees may meet with the individual(s) who made the oral report or written complaint and/or that was reportedly subjected to conduct that violates Title IX.

Investigation Procedure

If an oral report or written complaint alleges a potential violation of Title IX, or the School otherwise learns of an alleged potential violation of Title IX.

Should the person alleged to have violated Title IX (respondent) be a school employee, the Head of School, other appropriate administrator, or Board Chair, may take interim action as appropriate, such as placing the Respondent on paid administrative leave or temporarily transferring the Respondent.

If the individual who made the oral report or written complaint and/or that was reportedly subjected to conduct that violates Title IX is a school employee, they should not have their duties changed unless that individual voluntarily consents to the temporary change.

The investigation will be conducted in a fair, timely, and thorough manner. The HR coordinator will document and track the investigation for reasonable progress and timely closures. The investigation will normally include interviews with the individual(s) who made the oral report or written complaint and/or that was reportedly subjected to conduct that violates Title IX, the Respondent, and other persons believed to have relevant knowledge concerning the allegations. Witnesses will be advised that retaliation against those who report alleged harassment, discrimination, or retaliation, or who participate in the investigation is prohibited. The Respondent will be notified that a complaint has been made alleging that he or she has violated Title IX. Whenever possible, the investigation will commence with an interview of the complaining party.

Before the investigation is concluded, the Respondent will be informed of the allegations made against him or her, and be provided with an opportunity to respond to the allegations. Once the information gathering process is completed, the investigator will provide an investigative report containing the investigator's findings of fact which will be reasonable conclusions based on the evidence collected. The investigator will make findings based on a "preponderance of the evidence" standard. The report will be shared with the Head of School and other school representatives who have a need to know the outcome of the investigation.

Remedial and Disciplinary Action

Once the investigation is complete, SJES will determine if the conduct violates Title IX and if so, the appropriate corrective action. Any employee or student determined to have violated Title IX will be subject to disciplinary action, up to and including termination or expulsion. Disciplinary action may also be taken against any supervisor, director or other management employee who condones or ignores potential violations of Title IX, or who otherwise fails to take appropriate action to enforce it. Because an individual with whom the School has business, contractual, or professional relationship, such as parents, legal guardians, interns, volunteers, independent contractors, or vendors who are not employees of SJES, the School may not be able to take corrective action in the same way or to the same extent that it can with respect to SJES employees or students. However, SJES will make appropriate efforts to take corrective action for violations of Title IX, or if appropriate, to cause others to take corrective action.

Please be advised that an employee who engages in unlawful harassment is personally liable for the harassment, regardless of whether they knew or should have known of the conduct and/or failed to take appropriate corrective action. SJES does not consider conduct in violation of Title IX to be within the course and scope of employment or the direct consequence of the discharge of one's duties at SJES. Accordingly, to the extent permitted by law, SJES reserves the right to refuse to provide a defense or pay legal fees and costs or to pay damages assessed against any employee based on conduct in violation of Title IX.

Closure

The investigation will be closed in a timely manner. At the conclusion of the investigation, the Head of School or his or her designee, will notify the individual that was reportedly subjected to conduct that violates Title IX in general terms of the outcome of the investigation.

Confidentiality

SJSES cannot keep oral reports or written complaints made under Title IX completely confidential due to the need to investigate potential violations of Title IX and take effective remedial action, or to comply with other legal requirements. SJSES will, however, keep oral reports or written complaints made under Title IX, confidential to the extent possible. SJSES will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, report internally on an as needed basis, take remedial action, defend the School in administrative or legal proceedings, or to comply with the law or a court order.

Policy Against Bullying

St. James' believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of the school. This Policy covers conduct that occurs both on and off the school campus, and includes use of technology that is not owned by the school. This policy applies to all students and prohibits other students, and any other member of the school community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

Bullying is defined by this policy as:

Any repeated or pervasive physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property;
- Verbal or written insults, teasing, or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that are directed towards the student or others, to the Head of School, or to any teacher or administrator.

After the school receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this Policy, and also receives any clarification requested, the Head of School or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the school initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The school will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with school personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

The school will provide appropriate interim support and reasonable protective measures, if and as needed, based on the individual applicable circumstance during the pendency of any investigation. The school will determine the necessity and scope of any interim support or protective measures.

Any student determined by the school, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the school's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren).

Reasonable Accommodations Policy

St. James' adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this Policy, students with disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services, and operations of the school.

Request for Accommodation

A student or parent(s) of a student with a disability who desires a reasonable accommodation in order to access the goods, services, or operations of the school should make a request in writing to the Assistant Head of School. The request must identify: a) the goods, services, or operations to which the student requests full and equal access and b) the desired accommodation(s).

Reasonable Documentation of Disability

Following receipt of the request, the Assistant Head of School, or their designees may require additional information, such as reasonable documentation of the existence of a disability.

Interactive Process Discussion

After receipt of reasonable documentation of a disability, the school will arrange for a discussion with the student and the student's parents. The discussion may include other individuals who may be helpful for the school to understand or better clarify the student's disability, limitations, or the need for accommodations. The purpose of the discussion is to work in good faith to discuss fully all feasible potential reasonable accommodations.

Case-by-Case Determination The school determines, in its sole discretion, whether reasonable accommodation(s) can be made and the type of accommodation(s) to provide after it has engaged in the interactive process described above unless the parents and student refuse to engage in an interactive process. The school will not provide accommodation(s) that would pose an undue hardship upon the school's finances or operations, endanger the health or safety of the student or others, or fundamentally alter the nature of the school or its goods, services, or operations, or that would cause undue burden to the school. The school will inform the

student of its decision as to reasonable accommodation(s) in writing.

Data Privacy Statement

St. James' is committed to safeguarding the confidentiality of students and families. The only individuals permitted to see a child's records are the parents or legal guardians, school administrators, and, as needed, the teachers working directly with the child. As a matter of policy, St. James' does not disclose the names of children involved in disciplinary matters. This protects the privacy of each family by ensuring confidentiality.

We will not verify a child's enrollment to anyone via the telephone or in writing without the explicit consent of a parent or legal guardian.

STUDENT BEHAVIOR AND DISCIPLINE PRACTICES

During their time at St. James', children will learn to consider and respect others and the environment around them. Clear, consistent, and age-appropriate limits will be set, and within these limits, each child will gently learn what behaviors are appropriate.

Guidelines

- Children are encouraged to peacefully resolve conflicts or disagreements that may arise with a peer whenever possible; teachers and staff both model this behavior themselves and provide support to children to follow this practice.
- Children are encouraged to use words to handle their differences. Conflict resolution, mindfulness and empathy are integral parts of the curriculum.
- If a student is in danger, a teacher will intervene to address and correct the situation.
- When a teacher must intervene, age-appropriate and constructive methods of discipline are used, starting with a verbal intervention and redirecting or removing a child from the situation if necessary.
- The parents are included in this discipline process so children can see that families and teachers reinforce appropriate behavior and the practice of resolving conflicts peaceably and with civility.
- Parents are notified verbally or in writing regarding disciplinary action taken by the teacher to better aid the child in community-mindedness.
- In the interest of maintaining a safe and happy learning environment, St. James' reserves the right to terminate any child's enrollment if that child is found to be repeatedly disruptive to our program.
- Based on our Mission Statement and Core Beliefs, and as strong advocates for children, we strive to the best of our abilities to do what is in the child's best interests. We accept this collaborative responsibility, we acknowledge the importance of our positions, and we cherish the opportunity to serve with a sense of humility.

Children Who Risk The Safety Of Other Children

Whenever a child's behavior may endanger others, such behavior will be addressed immediately, following

these guidelines.

1. A first incident will be reported to the parent or guardian.
2. A second incident will result in a parent–teacher conference to discuss the behavior and establish a plan of action, which may include a recommendation for outside advice and counseling.
3. A third incident will result in a conference with the parent, teacher and the Assistant Head of School (or Preschool Director). At this time, a recommendation may be made to the Head of School regarding more serious disciplinary action, including suspension or termination of enrollment.

Student Discipline Policy

St. James' Episcopal School strives to create a warm, safe and civil society for our students within the school. The Student Discipline Policy, in concert with the Core Beliefs and the Community Expectations, expresses our expectations for students, which are grounded in ensuring that through this structure, they are always safe, seen, heard and affirmed. Faculty and staff will administer discipline when necessary to maintain order, safety, and a sense of community and to protect students, employees, or property. Discipline should be both restorative and community-minded. Discipline, when required, will be administered based on a careful assessment of the circumstances, always showing respect for all students involved and correcting and reframing behavior with the intent of the child learning from the situation. All disciplinary proceedings shall be conducted in a confidential manner.

The school's disciplinary procedures follow these steps:

1. The administration ensures that all constituencies familiarize themselves with the school's expectations for student behavior and the possible consequences of misbehavior as defined in this document prior to or during the first week of school;
2. Faculty and staff, with input from students, set up class and playground rules and procedures in accordance with this document, as well as the St. James' Mission Statement, Core Beliefs, and Community Expectations, including consequences for behavior that deviates from these norms.
3. If a behavior issue arises, time is set aside for the students and faculty/staff to discuss the problem. If the behavior becomes serious, a parent conference may be scheduled.
4. The student may be referred to the Assistant Head of School if the regular classroom or playground measures have not changed the behavior. The Assistant Head of School may have a conference with the student. If necessary, the parent will be called, a note will be sent home, or a meeting will be arranged. A behavior plan may be developed following a conference with the parents.
5. Suspension, in-school or out-of-school, results when there is a serious infraction, as listed at the end of this section.
6. Expulsion is the most serious consequence because it denies the student the privilege of attending St. James'. Expulsion will only be imposed for the most serious infractions or in response to a pattern of misbehavior that defies repeated attempts at remediation and only in cases in which the student in question is deemed to be fully cognizant of the seriousness of the misbehavior and can, therefore, be held fully culpable for those actions.

Disciplinary action is within the sole discretion of the school and 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

- Purposefully playing unfairly or in a fashion that puts other students or staff members at risk.
- Misuse of equipment.
- Being disruptive, disrespectful or unkind.
- Dress code violations.
- Disrupting the learning environment.
- Unwanted physical contact with another student.
- Threatening, inappropriate, disrespectful or unkind language.
- Relational aggression to another student.
- Cheating.
- Misuse of social media/technology tools.
- Threatening bodily harm to another student.
- Possessing dangerous items, such as weapons or toy reproductions of weapons that may be judged to be reasonable facsimiles thereof.
- Damage to school property.

This list of behaviors is illustrative but not exhaustive, and there may be other behaviors that lead to student discipline.

Possible Consequences

- Cooling-off time or a time for reflection on how one's actions has impacted the St. James' community.
- Verbal correction from a teacher or staff member.
- Establishing a behavioral contract with the student.
- Temporary confiscation of items that disrupt the educational process.
- Discussion with the teacher, staff member, the Assistant Head of School (or in serious behavioral matters the Head of School).
- Written letter of apology.
- Phone call to parents or guardians from the teacher or staff member, or in serious behavioral issues, the Assistant Head of School or the Head of School.
- 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.

These consequences may be enacted at the sole discretion of the school and there is no right to any form of progressive discipline. For example, a first strike may be so severe as to warrant expulsion depending on the circumstances.

Parent-School Partnership

Partnership between the school and parents is key to the success of the Student 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 Student Discipline Policy:

- Help children practice respectful dialogue and problem solving.
- Provide opportunities for children to reflect on the impact of their choices.
- Monitor the progress of a child who has been placed on a behavior plan.
- Cooperate and stay in communication with the appropriate school personnel about their child's behavior.
- Meet with faculty, staff, and administration as needed.
- Frame a disciplinary matter as a teachable moment for a child to learn and grow from the setback, and talk with them about the importance of one's responsibility to a community.
- Role-play with children to help them develop resources and capacities for planning, identifying choices, and making decisions.

Suspension

Suspension is a serious disciplinary measure, and although younger children may, on occasion, be sent home to reflect on their behavior, true suspensions from school are seldom applied to preschool or primary-level children. Suspension is the denial of a student's privilege to attend school and school activities for a specified period of time and is usually prescribed only for students in third through sixth grades. It is a step taken to address serious misconduct or when other disciplinary actions have proven ineffective in correcting a 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' 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 their responsibilities and to the policies and Core Beliefs of the school.

At its discretion, the school may require a psychological assessment of a suspended child prior to his or her readmission to school to ensure the safety of all concerned.

A student suspended from school for any reason will be required to make up for all missed work. Suspending a student recognizes that he or she has breached the good faith of the community.

A suspension may be in-school or out-of-school. In-school suspensions are given at the discretion of the Head of School. A student may receive an out-of-school suspension for a period of time commensurate with the infraction. This consequence is given at the discretion of the Head of School. For example, if a student repeatedly violates the playground safety guidelines, they may receive an in-school suspension from the playground for a specific amount of time until they can renew their commitment to the playground rules. If the offense is more serious, an out-of-school suspension may be warranted. The Head of School or Assistant Head of School will notify the parent or guardian via a written report setting forth the reasons for the suspension and to arrange a readmission meeting.

A suspended student may not attend any school-sponsored activity or function for the duration of the suspension.

At the conclusion of a suspension, the student's parent or guardian must make an appointment to meet with the Head of School and Assistant Head of School to review the circumstances that resulted in the suspension. This meeting with the parent, administrator, and student is a condition for readmission of the student to

school.

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.

Expulsion

If a student engages in conduct or exhibits an attitude that stands in opposition to the philosophy or policies of the school, St. James' reserves the right to dismiss that student at any time during the school year. Except in very rare cases, no student in Kindergarten, first grade, or second grade shall be expelled. Having not yet or only recently reached the age of reason, primary-level students will be counseled and reminded and may even receive a brief suspension or other consequences proportionate to the offense.

A 3rd through 6th grade student, however, may and very likely will be expelled from school permanently for serious infractions of St. James' rules and expectations.

Termination of Enrollment for Non-Disciplinary Matters

Other reasons that the school may terminate a child's enrollment beyond disciplinary matters include, but are not limited to:

- Non-payment for services or lack of adherence to our tuition payment policies.
- Lack of parental engagement in resolving a serious issue.
- Disparaging, malicious, abusive language used by parents towards or about St. James' employees. Such language will not be tolerated and will result in immediate termination.

ACADEMICS

Preschool Program of Study

The St. James' Preschool curriculum is based on learning through play. The curriculum is designed to engage children in developmentally appropriate activities that move them towards their full potential. Children delight in the fun, interactive activities that cover all areas of development: physical, emotional, social, and cognitive. They will develop a love of learning while they are growing, playing, and having fun! The curriculum is based on the works of Piaget, Gardner, and Erikson, providing hands-on, center-based activities that promote the development of emerging skills. We support N.A.E.Y.C.'s guidelines for Developmentally Appropriate Practice. Each age group has a separate curriculum that is specific to their educational and emotional needs, interests, and activity level.

K-6 Program of Study

The faculty at St. James' Episcopal School has designed the curriculum to be challenging, emphasizing excellence in language arts, mathematics, science, Spanish, social studies, physical education, health & human development, study & research skills, computer science and the visual and performing arts. Additionally, and essentially, our curriculum is designed for children to accrue knowledge and skills to become active and cheerful citizens of the world.

Beyond School is St. James' tuition-inclusive enrichment for students; these classes, through our Beyond School program, range from test prep for the Independent School Entrance Exam for fifth and sixth graders, to script writing, art classes, Korean, Latin, Coding, writing a graphic comic book and plenty of other courses designed to inspire a lifelong love of learning.

There is also a fee based After School Enrichment program; this component includes opportunities for enrichment activities sponsored by individual faculty members and outside vendors.

Goals of the Preschool & K-6 Curriculum

The faculty and staff of St. James' strive to implement a curriculum that:

- Is relevant, interactive, interdisciplinary, and sequential.
- Incorporates critical inquiry skills.
- Inspires joy and creativity.
- Is differentiated and mindful of the various learning needs of each child.
- Encourages collaboration, civility and curiosity.
- Celebrates equity, inclusion and social justice.
- Encourages diligence, grit and resilience and the belief in a growth mindset for learning.
- Asks students to apply learning to challenges in the real world.
- 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, stolen, or damaged books, supplies, technological devices or other school property. At the end of the school year, the Business Office bills families \$75 per missing textbook as reported by classroom teachers. Other school property that is not returned in good order will be billed at replacement cost.

K-6 Report Cards

There are three grading periods during the year. There are two versions of the report card: kindergarten through second grade and third through sixth grade. Report cards document academic achievement, effort, work habits, and social responsibility. Twice a year the report includes written comments by the teacher, which are tailored to address key strengths and areas of growth for each student.

Family Conferences

Family conferences take place twice a year. During family conferences homeroom teachers discuss the student's progress with the parent. There is no school on the days that family conferences take place. In fifth

and sixth grade, the spring family conference is a student-led conference.

Individual conferences may be arranged at any time when a teacher or parent wishes to discuss individual concerns or issues. The Head of School, Assistant Head of School, or Director of Preschool may attend parent conferences with the teacher.

Homework

St. James' regards homework as a reinforcement of daily lessons and as an aid in the development of independent study habits. Homework is generally assigned on Monday through Thursday.

Our homework policy is based on a recognized, age appropriate standard of ten minutes times the student's grade level. For example, twenty minutes for second grade, thirty minutes for third grade, forty minutes for fourth grade, etc. The actual time for an individual student to complete his or her assignments will be determined by his or her focus, motivation, and study skills. If there is concern regarding homework demands, or a child is requiring more time than listed above, parents are encouraged to communicate with teachers and/or administrators.

Specific assignments may require additional time and will be explained by individual teachers. Generally, homework is not assigned over the weekend for students in kindergarten through fifth grade. Consistent with this weekend policy, major tests in core subjects are generally not administered on Mondays.

The most positive way parents can assist with homework is by providing each 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 on homework assignments or are having difficulty with a specific concept should confer with the teacher.

Academic Honesty

Students are expected to conduct themselves with honor. Academic dishonesty includes cheating or copying the work of another student, plagiarism (using another's ideas or work without proper citation), unauthorized communication between students during tests, 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.

Standardized Testing

In the spring, teachers administer the CTP5, a comprehensive standardized testing program, to students in second through sixth grade. 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 allow them to make appropriate adjustments in curriculum and teaching strategies.

The standardized test scores do not affect student grades. The scores do, however, become a part of the permanent student file and are forwarded to schools during the secondary school application process.

Promotion

If a student's progress falls below grade level expectations, the school will work in concert with the family to identify resources to support the student. A series of follow up meetings will be scheduled to track and promote student growth. The promotion to the next grade indicates a satisfactory academic performance and positive social behavior at the present grade level. In some cases, promotion may depend on the satisfactory completion of work during the summer or other follow-up, such as educational evaluations. In some cases, a lack of sufficient growth could result in a student being asked to leave the school. The Head of School decides whether a student will continue at St. James'.

Classroom Assignments

The Assistant Head of School, in consultation with the Head of School, determines classroom assignments. Placement is done with equity, inclusion, and a student's socio-emotional and learning needs always in mind.

Families are discouraged from "requesting" certain teachers and such requests will not impact placement.

School Visits

Parents who wish to visit the campus must arrange appointments in advance before entering the school building during the academic day. Parent visitors must sign in, obtain a visitor's pass, and must follow instructions regarding the areas they may access during their visit plus the protocols that must be followed.

Avoiding Classroom Interruptions

Parents may not interrupt classes and must always make appointments to meet with teachers. To assist in our efforts to provide a student-centered and uninterrupted school day for children, we cannot deliver messages to students during the school day, except in case of emergency. Students may not call home during the day except in extraordinary circumstances, and then only with permission from the administrative staff. In the event of a family emergency, the Head of School, the Assistant Head of School, or the Director of Preschool will notify the student affected.

When the school offers lunch service, if a student has forgotten their lunch, they will be provided lunch by the school, either through the lunch service vendor or through another nourishing option. Families will be billed for the meal provided. Families may not order lunches from restaurants for their students nor may they drop off lunches for their children without the express permission of the classroom teacher. This policy is in place to ensure that similar lunch options are available to all students. For special occasions, a family may coordinate directly with the room parent and the classroom teacher for a meal to be delivered.

Please help lower your child's stress levels by helping them get organized in the morning before leaving for school so that they arrive at school with everything needed (lunch, homework, school books, P.E. clothing, etc.). If you need to bring in a forgotten item, please leave it at the office.

Make sure your child knows of any changes in transportation plans before school, be sure to notify the school regarding any new caregiver involved with drop off or pick up.

Late deliveries of homework will be accepted at the teacher's discretion and families should communicate directly with the instructor relating to those policies.

Field Study

Field study supplements the classroom curriculum. Parents receive notices of field study well in advance of the trip date and must sign a Field Study Permission Form in order for their child to participate. Telephone or email permission will not be accepted. During field study, all students are reminded that school rules are in effect and that failure to maintain these standards will result in disciplinary action. Teachers will also inform chaperones of their responsibilities to assist with the safe supervision and conduct of the group. For overnight trips, all non-employee chaperones must go through a background check and all interested family members have the opportunity to apply to be chaperones; every effort is made to ensure that every parent who would like to chaperone throughout the year has received the opportunity to do so. With overnight trips, or those that require flights, hotel room or other costs, chaperones are required to pay their own costs.

TRANSPORTATION

Transportation will be provided by one of the following ways: staff and volunteers will accompany children on foot for trips to the elementary school, the students' play yard, or the nearby park. Greater distances will be traveled by school bus rental.

Students are made aware that when they leave the school grounds as a group, they represent St. James' and that their behavior reflects on both them and the school community.

SAFETY

Staff will carry mobile phones as a precaution and will ensure the safety of students in a case of an emergency. A first aid supply kit will be taken along on all field trips. The school nurse reviews individual medical and safety needs with the lead chaperone as needed.

Work Study

The availability of Work Study is at the sole discretion of the school. Social distancing, cohorting and other evolving county and state requirements, and other programming considerations may impact the availability of Work Study. The school will communicate the current status to families.

When conditions allow, the typical schedule has been:

Supervised Work Study for students in kindergarten through sixth grade is held Monday through Thursday, from 3:30 p.m. to 5:30 p.m.

Tutoring and Special Services

St. James' aims to support individual students so that they achieve satisfactory results in the school's academic program. This support will generally include the following:

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

- Private or small-group work with the school's Learning Specialist.
- Differentiated instruction, curriculum, expectations or grading that addresses a child's unique learning needs.

If the student needs additional help, the Assistant Head of School and members of the child study team 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 between 8:00 a.m. and 3:30 p.m. Teachers may not tutor their own students or students at their own grade level 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.

Employment with St. James' Families

Preschool and K-6 teachers are prohibited from being in the employ of families of children currently enrolled in our preschool or elementary school. There are no exceptions to this policy other than the approved tutoring by faculty at the K-6 campus as described above.

SCHEDULE AND ACTIVITIES

Preschool Daily Schedule and Arrival/Departure Guidelines Daily Schedule

The hours and operations of the school are subject to change at the sole discretion of the school. Hours may vary for reasons including social distancing requirements, cohorting and other evolving county and state requirements, or based on other programming considerations. The school will communicate the current schedule to families.

When conditions allow, the preschool's typical schedule has been:

- In order to accommodate parents who are working and must arrive at work early, we have arranged to open school at 8:00 a.m. Arrival prior to 8:00 a.m. is not permitted. There is no parent or family access to the facility without faculty supervision.
- The period from 8:00–9:00 a.m. is unstructured, before-school care; teachers are supervising children during this time, and families are welcome to stay and play with their child.
- Official preschool instructional hours are from 9:00 a.m. – 3:00 p.m. These hours encompass our scheduled curricular period. After-school care is provided from 3:00–5:00 p.m. for those

parents who are working late or need special assistance. Any pick-ups after 5:00 p.m. are billed at \$50.00 for every 15 minute period. There is no grace period and these 15 minute periods are not prorated. For example, if you pick up your child at 5:05 p.m., you are still billed for the entire 15 minutes until 5:15 p.m.

ARRIVAL

When arriving at the preschool, a parent or designated adult over 18 years old must record each student's arrival by signing the attendance sheet for the class and noting the time of arrival. You are responsible for your child until he or she is acknowledged by a staff member and accepted into the program each day. Do not leave until you are certain that the preschool staff knows that your child is present. If a student has arrived but is not signed in, we will contact the parents and reserve the right to ask that they return and sign in the student.

DEPARTURE

A parent or other authorized adult must sign each child out of the preschool daily. The adult must also notify the teacher that the student is leaving. If a student has departed without being signed out, the preschool will contact the parents and reserve the right to ask them to return and properly sign out the student.

Continued disregard for the school's arrival and departure procedures could result in additional penalties or suspension of your child's attendance.

POLICIES FOR PRESCHOOL AND K-6 AFTERCARE WHEN A CHILD IS NOT PICKED UP

As we value our teachers' time and respect their own need for family and personal time, we adhere strictly to our aftercare pick up rules. We appreciate your cooperation in this matter.

In the event that your child is still at the program after closing and we have not heard from you, we will take following steps in the order listed:

1. Attempt to reach you at your home, work, and mobile phone numbers.
2. Call the people listed as the student's emergency contacts and those authorized to sign out the student.
3. Call the authorities.

K-6 Daily Schedule

The hours and operations of the school are subject to change at the sole discretion of the school. Hours may vary for reasons including social distancing requirements, cohorting and other evolving county and state requirements, or based on other programming considerations. The school will communicate the current schedule to families.

When conditions allow, the school's typical schedule for drop-off, recess, lunch and dismissal has been:

- K-6 students may be dropped off no earlier than 7:45 a.m.
- The school day begins for all students at 8:00 a.m. Each teacher should be in their room before 8:00 a.m.

Dismissal

- K-2 - 3:05 p.m.
- 3-6 - 3:20 p.m.

Early Dismissal

On designated early dismissal days, students will be released from school at the following times:

- K-2 - 11:45 a.m.
- 3-6 - 12:00 p.m.

AUTHORIZED ADULTS FOR PICK UP

At the time of enrollment, parents must provide us with the names of persons authorized to pick up their child. We will only release students to these authorized persons. Photo identification may be requested by the preschool staff before a child is released.

It is the family's responsibility to inform the school of any changes to the authorized persons list. Changes and temporary authorizations must all be in writing, either on paper and signed or via email from an address that we have on file for the parent.

Copies of legal documents must be provided to the Director of Preschool at the preschool and the Assistant Head of School at the K-6 campus before any staff can actively prevent non-custodial parents from picking up their children.

When conditions allow for students from different households to mix, if you wish for a child to ride in a car pool or go home with a friend for a play date, please notify the staff in the morning in writing about these alternative arrangements which must be approved by the Assistant Head of School or the Preschool Director.

DROP OFF AND PICK UP RULES

Drop off and pick up rules are subject to change at the sole discretion of the school for reasons including social distancing requirements, health screening and other evolving county and state requirements, or based on other considerations. Parents may be required to park and walk with their children or to stay in their cars as directed by school staff.

SAFETY and COURTESY

- Do not leave your car running. Please turn off your car and take the keys out of the ignition before entering either the preschool or K-6 campus.
- Please turn off or turn down loud music.
- Please drive slowly and carefully when approaching and entering the preschool or K-6 campus.
- Please do not leave children in your car unattended – not even older siblings. We know it is not convenient to have to bring in your infants or younger children while you take their older siblings to class or pick them up at the end of the day.

Important: Please do not ask our security guard to watch your other children while you sign in or out your preschool or K-6 student.

K-6 Co-Curricular Activities

In addition to the Beyond School Program referenced earlier, St. James' offers a variety of enrichment opportunities that are included in the cost of tuition. Our Strings Orchestra and Band Program meets before and after school on a rotating schedule for both intermediate and advanced divisions culminating in a performance in the spring at Night of the Arts.

The church sponsors a scouting program, including Cub Scouts and Boy Scouts. These programs are not connected to St. James' School in any way, and the staffing, management and curriculum for the program are handled solely by the church.

The school sponsors a Girl Scouts program, including Daisies, Brownies, and Juniors.

Additional Payment Information

After-School Enrichment enrollment is completed online on sjsls.org; payment is made at the time of enrollment. Late enrollments are invoiced at a later date.

Returned checks and late payment are subject to an additional fee of \$50.

Once the school receives notice of registration, the student is committed to the class. If a student must withdraw from the class, they may do so, but no refunds are offered except in the case of extenuating circumstances that must be reviewed and approved by the Assistant Head of School.

Parents who have outstanding balances from a previous session or program, or other unpaid fees and obligations to the school, will not be eligible to enroll in a subsequent session or program until payments have been made.

Rainy Days

On rainy days, activities that usually take place outside will be redirected to indoor spaces instead. 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.

Lunches and Snacks

The school typically offers a Healthy Hot Lunch program five days a week (with the exception of In-N-Out Burger days and other special occasions). The school may take an alternative approach to lunch offerings, including requiring all students to bring their own lunch, to support social distancing and other needs. The school will communicate the current approach to families.

Students not participating in the vendor program (when available) need to bring a lunch each day. Parents should not provide fast food, soda, glass containers, or any food that must be microwaved by St. James' staff. We encourage the use of recyclable or reusable plastic containers for food and drinks. When vendor lunch services are available, if a student forgets lunch, they will be provided a nourishing alternative and the family will be billed. Families may not drop off lunch for their children.

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 trash or recycling container.

K-6 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 school. Students should not share their lunch or snacks with other students.

Preschool students are provided with healthy snacks, fruits, crackers, bagels and cream cheese, cheese and crackers, vegetables, muffins, rice cakes, yogurt, and string cheese. The snack menu is posted on the main bulletin board. Please note that there may be children that have serious allergies. Please consult with your child's teacher if you have a concern over a snack item.

We will not refrigerate or heat food items from home.

Sodas, candy, and sugary fruit snacks are not considered healthy food.

PEANUT POLICY

Due to the potential severity of this food allergy and the potential sharing of snacks despite warnings and rules prohibiting the sharing of snacks, there is a no-peanut policy for snack time. Please be certain that the foods you bring for classroom snack do not include peanut butter, peanut oil, or any peanut- based substance.

PERSONAL, APPEARANCE, UNIFORMS AND PROPERTY

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 for K-6 students, see below for notes on Preschool appearance guidelines.
- 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.
- No feather earrings or feather hair accessories; small hair accessories are acceptable.
- Bandanas are prohibited; caps may be worn outside only.
- For the safety of our students, umbrellas are prohibited.
- Pants and shorts must be cotton or cotton/polyester twill.

- Checked skirts, navy blue vests, and white and navy polo shirts are for students in sixth grade only.
- Hair needs to be a natural color: no highlights or streaks.
- No visible temporary tattoos are permitted.
- No headbands with spikes, metal or kitty cat ears.

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

Preschool Clothing

A complete change of clothing is required to be at the preschool at all times (shirt, pants, underwear, socks) in case a child needs to change. Please send the children in clothing that will be comfortable and easy to take off for toileting purposes. They will get messy inside, outside, and during some of our projects. Comfortable play shoes with closed toes are most appropriate; tennis shoes are best. Open sandals expose the child to unnecessary injury and are prone to slips, splinters and stubbed toes.

Uniforms

K-6 students at St. James' wear uniforms to encourage them 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, they must change into these clothes after school is over.

Uniform requirements are set forth below; our uniform company is Lands' End. **You can visit landsend.com/school and enter our Preferred School Number, 900146671**, for access to the online uniform store. Non-logo items such as navy slacks and shorts, white Peter Pan-collared blouses, socks, and shoes can be purchased from any local retailer. The cost of uniforms is not included in tuition.

Please mark clothing clearly with the student's name. Clothing labels can be purchased from myriad online retailers.

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

Uniform Guidelines for Kindergarten – Fifth Grade

Girls (any combination):

- Uniform items from Lands' End with the St. James' logo:
- Light blue, feminine fit, short or long-sleeved polo shirts.
- Crimson, fine gauge, cotton cardigan sweater.
- Navy blue, button-front, drifter cardigan sweater.
- Navy blue, hooded, zip-front or pullover sweatshirt.
- Navy blue, T-200 fleece jacket.
- Blue, mini-check plaid jumper.
- Light blue, long or short-sleeved polo dress.

- White long or short-sleeved Peter Pan collared blouse (not available with the school logo).
- Navy blue skort, chino pants, chino shorts, or bike shorts.
- Athletic shoes. No shoes with wheels or lights. No slip-on shoes.
- Black, navy blue, white, or grey socks.
- Navy blue tights.

Boys (any combination):

- Uniform items from Lands' End with the St. James' logo:
- Light blue, short or long-sleeved polo shirts.
- Navy blue or crimson, drifter V-neck sweater.
- Navy blue, hooded, zip-front or pullover sweatshirt.
- Navy blue T-200 fleece jacket.
- Navy blue chino pants or shorts.
- Athletic shoes. No shoes with wheels or lights. No slip-on shoes.
- Black, navy blue, white, or grey socks.

Uniform Guidelines for Sixth Grade

Girls (any combination):

- Uniform items from Lands' End with the St. James' logo:
- Navy blue or white, feminine fit, short or long-sleeved polo shirts.
- Navy blue, V-neck drifter sweater vest.
- Navy blue, hooded, zip-front or pullover sweatshirt.
- Navy blue T-200 fleece jacket.
- Navy blue blazer (required for All-School Chapel and other special events).
- Catalina Island Marine Institute sweatshirt.
- Navy blue chino pants, chino shorts, or bike shorts.
- Blue mini-check plaid kilt (which may be no more than two inches above the knee).
- Blue mini-check plaid, side-button woven skirt (which may be no more than two inches above the knee).
- Athletic shoes. No shoes with wheels or lights. No slip-on shoes.
- Black, navy blue, white, or grey socks.
- Navy blue tights.

Boys (any combination):

- Uniform items from Lands' End with the St. James' logo:
- Navy blue or white, short or long-sleeved polo shirts.
- Navy blue, V-neck drifter sweater vest.
- Navy blue, hooded, zip-front or pullover sweatshirt.
- Navy blue T-200 fleece jacket.
- Navy blue hopsack blazer (required for All-School Chapel and other special events).
- Catalina Island Marine Institute sweatshirt.
- Navy blue chino pants or shorts.
- Athletic shoes. No light up shoes or shoes with wheels. No slip-on shoes.
- Black, navy blue, white, or grey socks.

K-6 Free Dress Days

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 study may require special dress; teachers will notify parents of these occasions.

Personal Property

St. James' prohibits students from using electronic communication devices on campus, including mobile 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. On those occasions, students should bring only the amount necessary for their purchases.

Naptime Necessities

Preschool children have the opportunity to rest each day after lunch. The school provides a resting pad for each student. Every Friday we will send linens home to be laundered. They must be returned the following Monday. We encourage children to rest at least one hour each day.

Security Blankets and Comfort Items

If your preschool child needs an item to help him/her make the transition from home smoother, please feel free to send it. This can include a small blanket, stuffed animal, or other item your child needs, so long as it fits within the child's cubby. Please make sure it is labeled.

Toys

Our preschool toys are carefully chosen to be educational and developmentally appropriate. Personal and valuable items should remain at home, unless it is for class time or a special request from the teacher. Bringing toys from home can cause conflict between the child with the toy and a child who wants the toy. Enough materials will be available for each child to make his/her day busy, full, and interesting. Teachers are not responsible for toys sent from home, and children feel very bad if their special things are lost or destroyed. Please label all items with your child's name before sending them to school. We are not responsible for lost or broken toys.

Lost and Found

K-6 Lost and Found items are kept in St. James' Hall or on a table adjacent to the playground. 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.

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.

If a child must leave school early, the parent or guardian must send an email to the school (attendance@sjsla.org) and teacher by 8 a.m. We will release students only to parents or authorized persons who must sign out students in the office.

The families of students whose records show ten or more days of absence will be contacted by the office and will meet with the Head of School. Students with twenty or more absences may be retained at grade level.

Tardies and Absences

Parents should notify the school by 7:30 a.m. each day of a student's absence by emailing/messaging through ParentSquare the student's homeroom teachers. In the email, please state your name and relation to the student, the student's name, and the reason for the absence. For a planned absence (e.g., doctor appointment), parents should notify the school ahead of time by emailing/messaging through ParentSquare.

When following the typical school schedule, K-6 students are considered tardy if they arrive after 8:05 a.m. and will receive a tardy slip from the nurse before entering their classroom. Classroom teachers record absences in Blackbaud by 8:45 a.m. each day.

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 be signed in or out by an authorized adult at the designated sign out area. Attendance records are noted on the report card each grading period.

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 after 4:00 p.m. Please do not pick up homework from the classroom. Parents may send a message to the teacher to arrange homework and classwork pickup during an extended absence.

School Closures for Emergencies

The school will be closed when the safety or health of our students or staff would be compromised or during unexpected emergency situations. Examples include severe earthquakes or weather, hazardous road

conditions, power or utility blackout, or communicable disease outbreak at school or in the local community. Additionally, if the LAUSD is closed for an emergency, St.

James' will also not hold classes on those days. The Head of School, in consultation with the Senior Administrative Team, will make determinations about school closings and will communicate promptly via the Smart Alert system in ParentSquare.

Pandemic Protocol

Should the Federal, State, County or City, or any other governing agency, declare a public health emergency and require the closure of the school, or the quarantine of certain school community members, the school will provide for all students the necessary tools and resources to ensure that teaching and learning will continue consistently. The school will work closely with the California Association of Independent Schools and the National Association for the Education of Young Children, our accreditation agencies, to ensure a robust and quality virtual instruction program during the school's closure or the absences of students due to illness or quarantine.

In the event of such a public health emergency, the Head of School will convene a pandemic response team. This team will be in regular communication with the Board of Trustees' Chair and Executive Committee and the church leadership, only through the Head of School or his designee. The Head of School will also regularly consult with experts in the medical and public health fields to ascertain the most effective way to ensure the safety of our students, families and personnel. Only the Head of School or his designee may speak for and communicate with families, students, alumni or the public on behalf of St. James' Episcopal School.

Parents understand that Coronavirus Disease 2019, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. Parents affirm that they have read and agreed to the terms in the "Liability Waiver and Assumption of Risks Associated with Exposure to COVID-19" which has been provided to them with their Enrollment Contracts.

As members of our shared St. James' community, we commit to looking out for each other, taking care of one another and we recognize that our personal actions have direct impact on the health of others. During the COVID-19 Public Health emergency, parents pledge that they and their students will follow all school procedures designed to protect the health of our community, and comply with any and all state, county and local stay-at-home orders and recommendations.

Parents are advised that school procedures and operations may be updated frequently to align with evolving recommendations and conditions. Parents are responsible for reading and adhering to the current procedures outlined in school communications and on the school website.

Procedures may require testing of students for COVID-19 to allow access to campus. Testing may also be required for visitors to campus.

Parents are responsible for **immediately** notifying the school by emailing covid@sjsla.org if they become aware of a member of their household or any person with whom their child or they have come into contact with that exhibits the symptoms of COVID-19, has been advised to self-isolate or quarantine, or has tested positive or is presumed positive for COVID-19.

For details of St. James' Containment Response and Control Plan plus St. James' COVID-19 Prevention Program, please visit the COVID-19 section of our website which can be found at <https://www.sjsla.org/covid-19-information>

Health and Immunization Records

Upon enrollment, your child must have certain standard immunizations required by the State of California and a current Health Examination Record on file with St. James'.

Illnesses

Your child's health is of major importance to all of us. All of our staff are trained in first aid and CPR and will follow standard procedures in case of an emergency.

To keep the spread of communicable diseases to a minimum and to protect your child as well as others, please notify the School Nurse immediately by phone or by emailing covid@sjsla.org if your child contracts a communicable disease or other contagious illness, including COVID-19, severe colds, fevers, lice, or rashes. Please keep your child at home during the contagious period **and** during any period prescribed by the school, your child's medical provider, **or** public health authorities.

During the COVID-19 public health emergency, the school utilizes guidelines from federal, state, and local public health authorities in determining whether a student may come to the campus to attend school. The school uses a screening app (Magnus Health), to have parents answer a series of screening questions to determine whether a student should be directed to remain at home based on possible COVID-19 symptoms (which may be amended based on guidance from public health authorities), exposure, quarantine or isolation orders, travel outside of the area, or a positive COVID test result.

Students who exhibit any of the CDC list of COVID-19 symptoms are expected to isolate at home for 10 days unless otherwise directed by public health authorities. The following list of COVID-19 symptoms may be amended by public health authorities.

- Fever
- New cough
- Shortness of breath/difficulty breathing
- Fatigue
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students and parent visitors should not come to campus :

If you have (if not fully vaccinated) had close contact (within 6 feet for a total of 15 minutes) with a person with confirmed or suspected COVID-19 within the last 10 days.

If you have been asked to self-isolate or quarantine by a medical professional or a local public health official.

In addition to the symptoms above which may be consistent with COVID-19, there are additional symptoms or conditions which require staying at home. If a child has these situations, they must remain at home until the following conditions are met.

Symptom	Your child must remain home until...
Strep throat	24 hours after medication has been started
Conjunctivitis (pink eye)	24 hours after medication has been started
Rash	the rash disappears or your child's pediatrician determines that the rash is not the result of a communicable disease (signed note from physician may be required)
Earache	the child's discomfort has abated
Head lice	24 hours after treatment and, upon inspection by School Nurse, no nits (eggs) or live lice are found

Children with any other contagious conditions should also remain home until cleared to return by their medical provider and the school.

The list of above conditions is not exhaustive and parents should avoid bringing students to school in any situation where there is a concern that doing so may spread illness.

If a student develops a temperature of 100 °F or higher while at school, or any other symptom possibly consistent with COVID-19, or if your child is too sick to benefit from school and unable to participate in class comfortably, you will be called to take your child home from school.

Parents are required to pick up their child within 30 minutes upon a call from school. A note from your child's doctor stating that your child is no longer contagious may be necessary before returning to school.

Morning Health Screening for Preschool

In addition to the COVID-19 health screening using the Magnus app, an informal health inspection is performed each morning for every child in the preschool. Your child will be observed by a staff member who knows him/her and who has had instructions regarding screening procedures. The health check consists of the teacher taking your child's temperature using a contactless thermometer as they speak to them while looking closely for signs of illness (pallor, sweating, red eyes, etc.). It just takes a second for an experienced teacher to do this, and your child will only be aware that they have been greeted warmly. When you drop off your child, please wait for the teacher to greet your child and complete this brief health check before leaving. If a child shows any signs of illness as outlined above, they will not be accepted into the program that day. This is in compliance with the California Code of Regulations, Title 22, Section 101226.1.

Health Facilities and Medication

K-6 teachers who believe a student is ill will send the student to the nurse's office. The School Nurse determines if the student should remain at school or go home. The school will send the child home if it is apparent that they cannot return to the classroom.

If a preschool student is unable to function well in the classroom because of illness or injury, the preschool staff 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 Contact form in the order they are listed.

The school must have written authorization from the parent to administer any prescription or over-the-counter medicine at school. The medication must be in the original container, labeled by the pharmacy. The label must include the name of the student, name of the drug, directions concerning dosage, time of day to be taken, name of prescribing physician, and date of the prescription. If medicine needs to be administered several times a day or administered with precise timing, parents should contact the School Nurse to determine if reasonable accommodations can be provided. If the student takes any vitamins or homeopathic medicines, those should be administered at home. In an emergency, the School Nurse will administer over-the-counter medicine that the school has written parental permission to administer.

Emergency contacts must be completed online as part of the enrollment checklist before a child can begin school. The online form lists friends or relatives authorized to pick up the child from school if a parent is not available. Copies of emergency forms accompany teachers and coaches on trips away from school.

Visits to the School Nurse

If your child has a minor injury at school, we will ask you to sign an Incident Report written by your child's teacher. An original of that form will stay in your child's file and a copy will be given to you. In order to maintain open communications with parents about their children's health, parents will be notified by email on their child's tenth visit to the School Nurse.

Serious Injury or Illness

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

If the illness or injury appears to be an emergency, the school will follow the procedures outlined in the Medical Information & Consent to Medical Treatment, its text is as follows:

Student must have a current Student Health & Emergency form, Physician's Examination Form, all signed forms required for preschool students by the Department of Social Services/Community Care Licensing, and an official yellow California Immunization Card (signed, dated and stamped) or immunization exemption form for the upcoming school year on file with the SJES Office on or before June 30 [for the school year that begins in the fall]. In the event of an injury to Student or Student illness, SJES will make reasonable efforts under the circumstances to contact Parents. In case of injury to Student or Student illness, Parents authorize SJES, to take Student to the hospital, urgent care center, or other health care provider, and Parents consent to any x-ray examination, anesthetic, surgical or other medical treatment rendered by a physician, nurse, or other health care practitioner or emergency services provider. Parents understand and acknowledge that this authorization is given in advance of any specific injury or illness. Parents agree to pay all costs of medical care and services provided to Student while attending SJES and participating in SJES classes, programs, activities and events, including athletics and any SJES-sponsored trips away from SJES premises

Toilet Learning vs. Toilet Training

Toilet Learning is when the child is involved with their own learning. Toilet Training is adult directed and has to be done when an adult says so.

Toilet learning is a natural process and should be done at a pace the child is comfortable with. Allowing children to become aware of their bodily functions from a sensitive period of development allows for less distress when the child is older and more physically able to control their bodily functions. Although a child may urinate in their underpants, they are not “failing” at this skill, rather learning the sensation of needing to go and the discomfort of having wet clothes. This is the process of becoming Toilet Learned.

- Parents must commit to putting in a concentrated effort at home, for a minimum of 5 consecutive days. St. James' Preschool will join in the process; however, the child must still wear pull-ups or multi-layer training pants to ensure a safe and hygienic environment.
- Parents must supply pull-ups and extra changes of clothes for their child (to be stored at school in their cubby).
- Children may wear underwear under pull-ups in order to ensure they are experiencing the wetness sensation and learning their body's cues.
- In the event that a child will not allow/permit a teacher to change them, a parent will be called.

Classroom facilitators will not:

- Put children on a potty schedule where they go every half hour or hour. This is an unrealistic adjustment to the daily schedule and the one-to-one attention that becomes necessary. Additionally, this “timed” bathroom schedule may cause anxiety and slow the learning process.
- Force a child to sit on the potty for an extended length of time trying for results.
- Use punitive language.
- Rinse soiled garments.
- Help boys to “tuck in / point downward”. We respect the healthy attitudes regarding privacy and appropriate touch.
- Use rewards as a motivation. The bathrooms are not set up with a changing table, therefore all children will be changed in a standing or sitting position. There are no “accidents” in toilet learning, only lessons.

TECHNOLOGY

Computer Science & Technology Program

The aim of the Computer Science & Technology Program is to enable students to integrate technology in the learning process in several ways, including accessing, organizing, presenting, and communicating critical information, coding, robotics and learning to apply computer science as a language skill. The curriculum is cumulative from kindergarten to sixth grade, with a focus on exploration, research, and cross-curricular projects that support classroom instruction. St James' is equipped to provide a dedicated device (iPad or Chromebook) to each K-6 student. In addition, the technology lab is fully networked with multimedia capabilities. iPads, Chromebooks, laptops, and SMART Boards support instruction in all subject areas.

Internet and Social Media Policy

Students will be held responsible for anything they post on the Internet that involves or impacts the school and its community. While using the Internet, students should always use appropriate language and represent St. James' in an appropriate manner. Students should never share personal information on the Internet. 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 (photos, videos, instant messages, social networking posts or comments, blog entries, etc.), students should be sure that they can truly say "yes" to the following five 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 this post?
- Does this post violate any school policies?

St. James' faculty and staff monitor network activity for inappropriate use and students should have no expectation of privacy when using school-owned devices or when they are on the school network. Student files may be reviewed as part of a disciplinary investigation. St. James' takes very seriously any communications (in person, in writing, electronic, or otherwise) that express disrespect. If language, threats, harassment, bullying or other violations of the school's policies that would not be allowed on campus occur on a site accessible from the school, 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 accounts on Facebook, Instagram, Tumblr, Twitter, or other social networking websites will not solicit or accept current St. James' students as friends or followers on those services, nor any former student under the age of 18. If a current St. James' student or a former student under the age of 18 invites a faculty or staff member to become a friend or follower on the student's social media, the faculty or staff member must decline.

SAFETY AND SECURITY

K-6 Traffic Safety

St. James' Episcopal School students driven to and from school must be 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' Episcopal Church. Parking in the lot between the school and the church is reserved; please do not park in that 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. St. James' staff will do everything possible to expedite the carpool line. We ask drivers to observe the following as they approach, wait in, and exit the carpool lane:

- Follow staff instructions at all times.
- Form a single lane of cars, turning right onto St. Andrews Place from 6th Street. Double parking is illegal. Staff will instruct drivers who double park to circle the block and join the end of the carpool line.
- Never cut into the pre-existing line of cars.
- If you are north of 6th Street on S. St. Andrews Place and the carpool line wraps around to 6th Street, proceed south on S. St. Andrews Place to Wilshire Blvd., drive around the block, and join the end of the carpool line on 6th Street.
- During morning drop-off, take the curb space as far forward as possible. Have your Magnus app green GO screen with that day's date ready to show to a member of staff through the passenger window.
- Once the Magnus GO screen has been acknowledged, a staff member will open the passenger side car door and assist students out of their vehicles.
- During afternoon pickup, take the curb space as far forward as possible. Display the placard with your family name in the front passenger side window of the vehicle. Staff will call your child to the sidewalk and will escort your child 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.

Here are some additional reminders about carpool and dropoff and pickup procedures :

- Do not leave your child at the school unattended.
- 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 security officer, front 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. Drivers should never be using their cell phones while on campus for pick up and drop off.

Late Pick Up Fees

All children must be picked up by 3:30 p.m. unless they are enrolled in a Beyond School or After-School Enrichment (ASE) class, in which case they must be picked up by 4:45 p.m.

Any pick-ups after 3:30 p.m. or 4:45 p.m. if your child is enrolled in Beyond School or ASE are billed at \$50.00 for every 15 minute period. There is no grace period and these 15 minute periods are not prorated. For example, if you pick up your child at 3:35 p.m., you are still billed for the entire 15 minutes until 3:45 p.m.

Change in Transportation Arrangements

Please send changes in transportation arrangements to pickup@sjsla.org with a detailed message. We cannot accept permission over the phone to release a student to someone not listed on the emergency form.

Change of Address or Family Information

If a change occurs in a parent's home address, telephone numbers, or email addresses, you can update the school's records via the parent portal found at www.sjsla.org. You should also update your contact information in ParentSquare. A parent must notify the Communications office staff of any change in the information listed on the emergency contact form as soon as possible after it has changed.

Bicycling Authorization

Parents may give permission to their children in fourth through sixth grade 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' from any liability for injury to a child that might occur as a result of them leaving unaccompanied by bicycle.

Access to Building and Grounds

Entrance for preschool children, parents, and staff is through the front door or left/south-side gate only. As public health conditions and social distancing and other public health requirements allow, parents are welcome to visit and participate in the preschool program at any time during regular business hours. Preschool staff can assist visitors as needed.

All persons must enter the K-6 school through the designated main gate, they must answer brief health screening questions posed by the security guard and have an appointment. All visitors to campus must be fully vaccinated and have uploaded proof of vaccination to their child's Magnus Health Online Portal within their Student Tracker. All visitors must wear a clean mask that fits over the nose and mouth at all times while on campus. Parents must display a parent photo ID at all times while on campus.

Parents are asked not to use the staff workroom, lounge, or copy machines at any time.

Transport Off Campus

With clear, written parental permission, students will be released at the end of the school day to special after-school activities away from school and church property. They are transported to these other activities by non-school personnel. Parents are expected to claim their children from these off-campus sites unless specific arrangements have been made for children to be transported back to the school, with written authorization and approval by the school for this return. Transfer of supervisory responsibility takes place when the child is turned over to the approved escort. Students who miss the transport to the off-campus activity because of their own tardiness are to remain in the aftercare program until their parents have been notified and alternative arrangements have been made.

Telephone Calls

The telephone in the front office is available only if a child needs to contact home regarding an urgent matter. Students may not bring mobile phones to the school, and there is no payphone 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.

Reporting Suspected Child Abuse

By law, teachers, administrators, and other professional school staff are mandated reporters under California law and must report suspected child abuse or neglect to the California State Department of Family Services. School staff cooperate with law enforcement officials, courts, and all appropriate state agencies in the prevention, identification, and treatment of children who are abused or neglected. Parents should report any suspected inappropriate behaviors to school authorities immediately. They may also contact the California State Department of Family Services directly.

No Smoking /Vaping

Smoking and vaping are prohibited in all indoor and outdoor spaces at St. James' Episcopal School.

Prohibition of Weapons or Facsimiles

St. James' employees, parents, students, and volunteers – as well as all visitors to campus – are prohibited from carrying, maintaining, or storing a firearm or weapon – or a facsimile of a firearm or weapon – on our campus. Even if the owner has a valid permit, any individual who is reported or discovered to possess a firearm or weapon on school property will be asked to remove it immediately. Police will be called for failure to comply with this policy.

In rare cases, and only to further a curricular initiative, an exception to this policy may be granted by the Head of School or Assistant Head of School to allow a facsimile of a firearm or other weapon on campus. This permission must be granted explicitly, in writing, ahead of time.

DISASTER AND EMERGENCY PROCEDURES

Emergency Drills

An emergency drill is held once a month. The first drill is announced to students and teachers. The second drill 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 an 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 they are able to do so safely, confident that the children will receive appropriate care in the meantime.

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 and preschool supplies are stored separately in the Gramercy campus.

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.

Emergency Robocalls

In the event of an emergency, St. James' will send emergency alerts to the community via ParentSquare's Urgent Alert system. This system allows the school to notify parents through a text, call and email simultaneously and this message will cut through all settings like digest notifications. It is therefore critically important that we have updated contact information for all parents.

FINANCES & ADVANCEMENT

Tuition and Fees

St. James' Episcopal School tuition is approved annually by the School Board and Vestry of St. James' Episcopal Church. A tuition and fees schedule is made available on the school's website at www.sjsla.org.

All tuition and fee-related payments are due and payable the twentieth day of each month (if paying monthly), or the next business day if the twentieth is a Saturday, Sunday, or holiday. The annual payment is due on June 20th, or the next business day. Fees are assessed for returned checks, or if a payment is received after the due date, and for payment plans changed after the deadline.

A student may be prohibited from attending classes or participating in activities if any tuition payment or other fee is 45 or more days past due. A student may return to class and participate in activities once the delinquent amount is paid in full or if an alternative payment arrangement satisfactory to the school has been made in writing and signed by an authorized representative of the school. Continued attendance while payments are delinquent lies within the sole discretion of the Head of School or their 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, After-School Enrichment classes, Parent Association activities, Healthy Hot Lunch, late-pickup fees, and lost books. If there is difficulty in meeting such costs, please contact the Business Office.

Mid-Year Enrollment Tuition Policy

If a student begins the year at any time in September, the family must pay the full annual tuition.

If a student begins the school year in October or later, the family must pay the following three fees in full, without exception:

- Enrollment fee
- New Student fee
- Tuition Insurance plan fees (if paying monthly)

If a student begins classes any time after September 30, the amount of tuition is prorated for the number of months of school remaining in the school year; e.g., if the student begins classes at any time in November, the student does not pay tuition for the months of September and October. If the student begins classes at any time in December, tuition is not charged for the months of September, October and November. Please note there is no pro-rating for students who depart school mid-year. Those students are still obligated to pay the full year's tuition as they enrolled for the full year.

Outstanding Balances

St. James' offers a number of educational enrichment programs in which students are encouraged to participate; however, students with outstanding tuition balances or delinquent accounts may not be permitted to register for or participate in the following year's academic program, After-School Enrichment, or other extracurricular programs that may not be listed here. All prior balances must be paid in full before a student is eligible to enroll in other programs that the school offers.

If a tuition account is sent to collections, the student is not eligible to participate in additional programs. All outstanding fees – such as late fees, late pick-up fees, lost library books, etc. – may also be cause to deny a student enrollment in an extracurricular activity. In these cases, parents are encouraged to contact the Business Office to discuss their accounts.

Tuition Assistance

As part of its Episcopal tradition, St. James' is committed to serving qualified students in our community, regardless of ability to cover the full cost of tuition. Our Tuition Assistance online application form is available in early December.

A committee, chaired by the Chief Financial Officer, makes decisions concerning Tuition Assistance awards.

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 assistance.

Tuition Assistance for ASE

Families who receive tuition assistance for students in Kindergarten through sixth grade may also receive tuition assistance for the After-School Enrichment program, for one course per year.

Annual Fund – Every Child Campaign

Contributions to St. James' Every Child Campaign enrich the educational program and provide valuable upgrades to our facilities – all to encourage students to learn more deeply and explore our complicated but wonderful world. The Every Child Campaign is run by the Advancement Office and supported by the School Board, the Advancement Committee, and the Parent Association.

To ensure a socioeconomically diverse student body, St. James' Episcopal School makes every effort to keep tuition affordable for all families; however, tuition alone does not cover the full cost of a St. James' education. The gap between tuition revenue and the cost to educate a child at St. James' is covered by the Annual Fund.

The school expects every family to contribute to the Every Child Campaign to the best of its ability. We aim for 100% parent participation each year; toward that end, each fall we strive to reach the 100% mark within 100 days of the start of school. Universal participation is an indication that the community is dedicated to the school and its mission. Participation rates can also have an impact on our ability to raise funds from outside

sources; most foundations review participation rates before donating to an organization or school.

The school also seeks financial support from corporations and foundations. We encourage families to solicit matching gifts and grants from their employers. Additionally, if you are involved with a charitable foundation that might be interested in supporting the important work of St.

James', we would be pleased to discuss funding opportunities. Please contact the Director of Advancement with any questions or if you would like to volunteer.

Endowment

Launched in 2008, the St. James' Episcopal School Endowment will sustain a quality St. James' education for children today and for years to come. The endowment provides the school reliable revenue, year after year, used to ensure socioeconomic diversity.

The school encourages all families to make a one-time gift or multi-year pledge to help us build the endowment. Please consider becoming part of the St. James' legacy by giving generously to the St. James' Endowment.

The Spring Event

Each spring, the school hosts a gala celebration to bring the whole community together and to support outstanding initiatives at St. James'. The evening typically includes dinner, entertainment, and a silent auction of items donated by parents, faculty, and staff. Funds raised during the Spring Event are used to fund specific programs and other initiatives at St. James'.

How to Give

Your support helps to make St. James' an exceptional place for learning. Your gift can be in cash, check, credit card, or appreciated assets. You can make a one-time annual gift or pay a pledge in installments. Please contact the Advancement Office to make any special arrangements or discuss your questions.

Website

Go to www.sjsla.org and click the "Giving" link. Then select "Make a Gift or Pledge" to make your gift online.

Mail

Mail your check to the school address, marked Attn: Advancement Office. On the memo line of your check, please indicate "Annual Fund" or "Endowment," as appropriate.

Telephone

We are happy to accept credit card payments over the phone during business hours. Please call the Advancement Office.

Matching Gifts

Your employer may double the power of your gift to St. James'. Please check your company's policy for

matching gifts.

Gift of Stock

Making a gift of stock is easy to do and can provide significant tax advantages for many donors. Check with your tax advisor for specifics. If you'd like to transfer stock to St. James':

- First make sure that the Advancement Office knows of your intent. The staff will work with the stock broker to ensure the transaction proceeds smoothly and in a timely manner.
- Provide your broker with a letter of instruction indicating your intent to make a charitable gift. Please contact your broker on specific requirements they may have for this kind of letter.
- Please provide the Advancement Office with a copy of the letter so we may match the gift with the donor and properly acknowledge your gift in a timely manner.

Please note that it is the policy of the St. James' School Board to sell securities immediately upon receipt.

Planned Gifts

The school accepts planned or deferred gifts through life insurance, charitable trusts, or bequests. Please discuss these options with your accountant and contact the Advancement Office for additional information.

Contact the Advancement Office

Phone: 213-382-2315 ext. ext. 309, from 8:00 a.m. to 4:00 p.m., Monday through Friday.

SPECIAL EVENTS

St. James' Episcopal School traditionally hosts many special events throughout the year including those listed below. Please refer to the general school calendar available on ParentSquare for up-to-date information.

Back-to-School Night

Held in early fall, 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 overview of curriculum and classroom policies.

Book Fairs

The Library Media Center hosts two book fairs throughout the year; in the fall and spring, the fair takes place on campus.

Commons

Commons is an Episcopal term for gathering and learning. At St. James' this program is our assembly

curriculum. We meet several times throughout the year and this is an opportunity for our students to engage in celebrating the visual and performing arts and civics and servant leadership.

Family Camp Weekend

This annual weekend, organized by the Parent Association, is held at 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. This event is not mandatory and families should address any questions about facilities and the setting at El Capitan Canyon to the staff at El Capitan Canyon directly.

Larchmont Fair

The Parent Association organizes a bake sale, barbecue, and games at the Larchmont Fair in October to promote the school in the local community and raise funds. The Larchmont Fair is cancelled this year due to COVID-19.

Halloween Parade

K-6 students 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.

Hispanic Heritage Month Assembly

Held each November, this assembly celebrates the heritage of many Spanish-speaking countries with festive song and dance.

Family Conference Days

Conferences permit classroom teachers to review student progress with parents. No classes are held on conference days.

Grandparents and Special Friends Day

Grandparents and special friends annually join our students for a special chapel service, classroom visits, library book dedications, and refreshments.

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.

African American Heritage Month

Each year in the month of February, the school celebrates the contributions of African Americans to the culture of our country.

Night of the Arts

Held in the late spring, this event showcases all our students' creative work in art class during the year with an arts reception, as well as that of the St. James' band in a concert held in the church. Depending on COVID-19 restrictions in the Spring, this event may be held virtually.

S.T.E.A.M. 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, Technology, Engineering, Arts, and Mathematics Fair. Depending on COVID-19 restrictions, this event may be held virtually.

Talent Shows

St. James' hosts two talent shows per year, one for the lower grades (K-3) and another for the older students, (4-6). Depending on COVID-19 restrictions, these events may be held virtually.

Field Day

This is a fun-filled gathering featuring outdoor activities for students at the end of the school year.

Commencement

The Commencement ceremony takes place in St. James' Episcopal Church on a Thursday morning in early June. A regular chapel service is supplemented by special readings, music, remarks, and the presentation of diplomas. A special reception follows the service.

Birthday Parties and Family Celebrations

Recognition of birthdays or other special events with refreshments is welcome. We recognize many different cultures and attempt to keep our celebrations simple and informative. When we are not dealing with COVID-19 restrictions, parents are asked to provide a special food item or to join in our celebration.

Invitations to parties away from school may not be delivered at school unless all members of the student's class are invited. The school discourages families from holding parties where an entire class is not invited; a child can easily feel unheard or excluded.

PLEASE DO NOT SEND PARTY PRIZES, GAMES, OR PRESENTS WITH YOUR CHILD.

We recommend that parties be saved for a special day at home. You may choose to add to your child's birthday celebration by donating a book, chosen by your child, to the school. This adds a special dimension to your child's day and helps to build the school's library. Please be considerate of children's feelings and do not bring party invitations to school to be passed out by the teacher or put into cubbies unless you have one for every child in the room.

VOLUNTEERS

St. James' Episcopal School invites and welcomes parents, parishioners, and community members as

volunteers. Volunteers provide assistance with events and activities throughout

Parent Association

The Parent Association (PA) 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. All parents are members of the PA; each family is required to pay dues, currently \$150 per student, per year. PA committees and chairpersons are listed in full at www.sjsla.org and include:

African American Heritage Month

Dad's Night Out

Faculty Appreciation

Family Weekend

LatinX Heritage

Hot Lunch

In A Pinch Committee

Lunar New Year

Mitzvah Elementary

Mom's Night Out

Publications and Graphic Design

Shop @ SJS

St. James' Servant Leaders

Technology Committee

Used Uniform Boutique

The Parent Association is run by an Executive Committee that meets monthly and oversees the activities of the various committees. Each committee has at least one chairperson 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

Interested parents may volunteer to serve as Room Parents by emailing/messaging the Assistant Head of School and the Advancement Director. Room Parents' responsibilities include supporting the classroom teachers, the Parent Association, the Director of Advancement, the Head of School and the Every Child Fund campaign. Room parents must abide by the Community Expectations and Core Beliefs listed in this handbook. Room parents are considered ambassadors of St. James' and should positively represent the

school at all times.

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.

St. James' communicates with parents using ParentSquare, a simple-to-use platform that allows you to choose how you receive notifications from school. ParentSquare delivers messaging to parents (this is not a student communication tool) from teachers and the administration. It means that almost every communication you need to reference can be easily found in one place. You can choose to be notified of communications by email, text, directly through the app or all three. ParentSquare allows you to choose your preferred language for communications. You can also choose to receive an email digest each evening including all the day's communications pertinent to your child. If the school needs to send out emergency communications, our alerts will cut through the digest setting so that you are notified immediately. The school directory, calendar and frequently used links and resources are easy to find on ParentSquare. You can also sign up to contribute items to class parties or to volunteer through the platform.

Everything apart from school fees and philanthropic gifts can be paid for directly through ParentSquare. It is important that parents register at ParentSquare in order for St. James' to confirm that we have their correct contact information and for parents to engage in the two way communication tools offered by the platform.

The school maintains a public website (www.sjsla.org); a password-protected area (parent portal) for access to school forms, the parent directory, class information, report cards and other, less public information; and a social media presence on Instagram. The Herald is St. James' bi-annual magazine published in the summer and winter.

Photography and Digital Media Policy

St. James' uses photographs and video to promote its on and off campus events, activities, and summer programs. The images are used primarily in school publications, including admissions brochures and marketing materials, Husky Hits, the Yearbook, the school's Annual Report, fundraising solicitations, and The Herald.

Occasionally, photos are used to promote the school in print advertisements or articles in local newspapers or magazines. When photos are accessible to the public, we do not attach student full names unless there is a specific reason, such as a local newspaper article about an event or special accomplishment. The school will ask for parental permission before printing a student's full name.

St. James' will not sell or trade these images to outside individuals or organizations under any circumstances; no outside organization may film or take pictures of students at St. James' without the permission of the Head of School, and any images of children will be blurred without the written consent of a parent.

Parents may request in writing by email to the Communications Office (communicationsoffice@SJSLA.org)

that photographs of their children, themselves, or any family members not be used for external publication. This request will not apply for any photos of five or more subjects (e.g., team or class photos, other group photos), nor for photographs taken during a student's participation in the school's theatrical productions or other events open to the public.

Staying in Touch

Parents whose email addresses are on file automatically receive an invitation to register for ParentSquare. We encourage parents to register immediately as well as visit our website. If you are an Instagram user, please follow, like and share our content! The following are some of the ways the school will make sure you're always in the loop:

Backpack Express

"Backpack Express" is the term we use for any information sent home in 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 all correspondence delivered in this way.

Calendar

For the most up-to-date calendar, please check ParentSquare.

Family Directory

The Family Directory contains contact information for students and their families for use by members of the school community only. The full content of the directory is available on ParentSquare as well as on the parent portal at www.sjsla.org where a login is required.

Website

Our website – www.SJSLA.org – contains extensive information about the school and activities, including:

- Admission information (including tuition and tuition assistance information)
- Alumni news
- Employment openings at St. James'
- Directories of faculty and staff members
- Links to the church and the diocese
- List of the members of the School Board
- Photos and videos of school events
- School events calendar
- Advancement events

Parent Portal

The parent portal within www.sjsla.org is the password-protected place to go for families-only information and

forms, like the following:

- Classroom teachers' and specialty teachers' web pages
- Online Family Directory
- Family Handbook
- Report Cards

SJSLA.org

- After School Enrichment and Beyond School class sign-ups

The Herald

This magazine is provided twice each year and chronicles some of the key moments of life at St. James'.

Annual Report

The Annual Report provides information about the school's fundraising and thanks donors to the previous year's Spring Event and the Every Child Fund.

Yearbook

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