SAINT JAMES HANDBOOK

Saint James School 2026–2027

17641 College Rd. • Hagerstown, MD 21740 • www.stjames.edu

THE HONOR CODE OF SAINT JAMES SCHOOL

On my honor, I will not lie, cheat or steal and I will report anyone I witness doing any of the three.

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foreword

The purpose of this Handbook is to acquaint new students and refresh the minds of returning students with certain important information about Saint James and its regulations.

All students are responsible for being acquainted with the contents of the Handbook. Your advisor will always be glad to help you whenever you are in doubt about any rules or policies.

GENERAL INFORMATION

THE MISSION OF SAINT JAMES SCHOOL

Saint James School prepares young men and women for success in college and inspires them to be leaders for good in the world. We do this within a small and familial residential community that encourages their moral and spiritual growth.

VIRTUES

Saint James School takes special care to name and infuse the ancient virtues—the traits of moral excellence—into the full round of students' activities. Recognizing that these good habits build lives that are noble and resilient, we teach the virtues not only in chapel but also through residential life, athletics, the arts, and the academic curriculum. We stress, in particular, the theological virtues of faith, hope, and love; the cardinal virtues of prudence, justice, courage, and temperance; and the so-called "minor" but crucial virtues of honesty, kindness, humility, patience, generosity, loyalty, and gratitude.

COMMUNITY IDENTITY

THE PHILOSOPHY OF SAINT JAMES SCHOOL

Founded in 1842 by the leaders of the Oxford Movement in the Episcopal Church, Saint James School remains faithful to our historic identity as a Church School, maintaining the spiritual witness and discipline of regular corporate Anglican worship, and continuing our attention to the spiritual and moral formation of our students. As an Episcopal school, Saint James welcomes students and faculty of all faiths, supporting each in our common pilgrimage of life.

Believing that young people are raised best in close relationship with each other and with adults who care for them, we remain committed to our enduring character as a small, coeducational boarding school with a limited number of day students predominately in the younger forms. In educating our students, we seek to develop and nurture all their talents and intelligences, challenging them to grow academically, athletically, artistically, socially, and morally in the context of a close and supportive residential community.

To this end, we offer a substantial and appropriate college preparatory program in small classes maintained by a low student to teacher ratio. We require a rigorous core curriculum in English, math, science, history, and language, with additional electives in each discipline. We require full participation in athletics and offer a broad program for interscholastic competition in three seasons, which emphasizes team participation and individual athletic development. We also require participation in the arts, offering opportunities for academic study in art and music, as well as opportunities for extracurricular participation and performance in drama, visual art, and instrumental and choral music.

Faculty at Saint James are expected to care for their students and to teach for their success. Students at Saint James are expected to treat each other and their teachers with respect, to assume responsibility for their own actions, to follow the honor code, and to obey the School's rules. These rules are designed to preserve the character and decorum of the School as a society for learning and to protect the safety and dignity of each individual member.

Every student is expected to set the right example as a member of our society and to contribute to the community of the School. As students grow older, they are called to positions of responsibility and leadership in their various activities and in the residential life of the School. These positions are intended to challenge and develop these students as leaders for good and to empower them to serve and help their fellow students.

By maintaining a school which is both traditional and tolerant, small and diverse, we hope to establish in microcosm our vision for a better society at large. By challenging our students to lead for good within our community, we hope to prepare them to lead for good in the world. By requiring all our students to serve others outside the School even while they are with us, we seek to remind them of the greater opportunities for service which await them as occasions for grace and fulfillment in their lives.

WORSHIP

SCHOOL PRAYER

O God because without you we are not able to please you,
mercifully grant that your Holy Spirit may
in all things direct and rule our hearts;
through Jesus Christ our Lord, Amen.

SCHOOL HYMN

O God our help in ages past, our hope for years to come,
our shelter from the stormy blast, and our eternal home.

Under the shadow of thy throne thy saints have dwelt secure;
sufficient is thine arm alone, and our defense is sure.

Before the hills in order stood, or earth received her frame,
from everlasting thou art God, to endless years the same.

A thousand ages in thy sight are like an evening gone;
short as the watch that ends the night before the rising sun.

Time like an ever-rolling stream, bears all its sons away;
they fly, forgotten, as a dream dies at the opening day.

O God, our help in ages past, our hope for years to come,
be thou our guide while life shall last, and our eternal home.

(680, The Hymnal 1982; The Episcopal Church)

The Saint James Chapel

VISUAL IDENTITY

The Saint James School Identity System has been developed to build a strong brand identity for the School. The foundation of a brand includes its graphic identity, logo, graphic elements and other communications methods used to represent the organization. A cohesive graphic identity allows everything from business cards to the website to campus signage and athletics uniforms to tell the School's story in a powerful and unified manner.

THE IMPORTANCE OF BRAND

This visual identity is part of an overall communications strategy. When conflicting elements are in use or radically changed in a short period of time, they damage the integrity of the brand. It is imperative that each facet of the School speak with one voice. That is what effective branding is all about.

Anyone interested in learning more about the Saint James School Identity System, or anyone with a printing, marketing, or logo request, please contact Ms. Dudash, Director of Marketing & Communications, at kdudash@stjames.edu or 301-733-9330, ext. 3039.

SCHOOL SEAL

The seal depicts a rock in a wide ocean on which a man kneels—his head bent—his right hand reaching upward to receive from the hand of God, the bright torch of light. This symbolizes light of every kind, for soul, and head, and heart, for the whole person; a light which illumines the dark waste around the kneeling suppliant. Encircling this scene are the words of the School motto: *Every good gift and every perfect act of giving is from above*. The Seal is reserved for limited application by the Headmaster, Associate Headmaster, and Board of Trustees.

SCHOOL PATCH

Depicted within a shield, the device on the reverse side of the seal was designed by alumnus and trustee, Robert P.L. Frick '34, and is based upon the Jerusalem Cross. Saint James was the first Bishop of Jerusalem. Between the equal-lengthed arms, two of the usual four smaller crosses are replaced by an S and a J. The shield is quartered in maroon and white, the School colors. As the official mark of Saint James School, the Patch is for use on all official materials and should be utilized as a first reference visual. It may be used alone or as part of the School Signature.

SCHOOL SHIELD

Developed in 2014 as a complementary mark to the Patch, the School Shield is considered a second reference visual. It should be used in concert with or as a replacement for the Patch in all informal applications. It is the primary element for the School's athletics teams; but, is also available for use by any other area or department.

Saint James School

SCHOOL SIGNATURE

When the Patch is coupled with the School Wordmark (the School's name with a rule line underneath) it becomes the School Signature or "Logo." This art is used predominantly on the School's stationery system and official materials.

RESIDENTIAL LIFE

ATTENDING SAINT JAMES AS A BOARDING STUDENT

At Saint James, boarding provides students a greater sense of independence, more opportunities for social and academic responsibility, more occasions for academic work with other students and faculty outside the classroom, and the closer relationships with other students and with faculty which come from living together. Boarding, therefore, is usually of great benefit to most students, especially as they grow older and prepare to leave for college

RULES AND REGULATIONS FOR DORMITORIES

Dormitories are where students both live and study. They must be maintained for safety and order, and students are expected to act with mutual respect for each other's needs.

- Students may not enter a dormitory in which they do not reside for any reason without permission from a resident faculty member or the Dean of Students.
- No student may cross the campus alone after dark. Students must cross campus in groups of two or more.

Coors Dormitory for girls

BOARDING STUDENTS must be on their halls Sunday through Thursday at 9:30 p.m.

Friday and Saturday night check-in for boarding students:

Forms 2-5: 10:00 p.m. at Kemp Hall.

Forms 2-4:	10:45 p.m.
Forms 5-6:	11:00 p.m.

Students should remain on their hall until at least 7:00 a.m. unless given special permission by a faculty member.

LIGHTS OUT

Sunday through Thursday Lights Out will occur at 10:30 p.m. campus wide.

LATE LIGHTS

In order to have late lights, a student must have demonstrated the need for more study time by working before and after study hours. Students who obtain late lights and then abuse the privilege are not allowed late lights until two weeks thereafter. Late lights will not be granted on Sunday nights and may never extend more than 1/2 hour after the usual bedtime.

FIRE ESCAPE

No one is permitted on the fire escapes except for a fire drill or fire. Anyone discovered on the roof of any building will be subject to suspension or dismissal.

ADDITIONAL RULES

- No one is permitted in storage rooms without a master's permission.
- Athletic equipment, including skateboards, lacrosse balls, etc., may be used outside but not in or around the buildings.
- Students who wish to ride bikes, skateboards or hoverboards on campus must wear helmets.
- In recognition of the importance of social meals in the Refectory, the work of the SAGE staff, and the cost to families, students may order food once per weekend. Outside food may be delivered only on Friday from 7:00 p.m. until 9:00 p.m., Saturday from 10:00 a.m. until 9:00 p.m., and Sunday from 1:00 p.m. until 6:00 p.m. When ordering food, students must instruct the driver to drop the food in Alumni Hall (the gym) at 17551 Kellett Drive. Students will then promptly pick up their food by signing that they have received it in Alumni Hall. Food that is not picked up promptly, ordered outside of approved hours, or does not follow the set procedure for delivery will result in a loss of privileges and demerits. No food may be ordered during Exam week. This applies to all forms and prefects.
- No students are permitted out of their rooms after lights out. This applies to all forms. Anyone out after lights out is subject to disciplinary action.
- Tape, nails, thumbtacks are not to be used on the walls of rooms.
- The use of window fans, hot plates, hot pots, irons and other electrical appliances in dormitory rooms is not permitted.
- Televisions, stereos, video or computer games are not to be used during the academic day or evening study hall.
- Day students are not allowed to visit in the dormitories unless they have the dorm master's specific permission; permission from a friend who is a boarder is not sufficient.

DORMITORY PROPERTY

YOUR ROOM When you move into your room, check it for anything that is not working or that is damaged, and report these to your dorm master. If you break something during the year, report it to your dorm master or the Dean of Students so that other students will not be billed for repairs. At the end of the year your room should look as it did when you moved in. All furnishings, floors, walls and doors are to be cleaned and rooms swept out. Should this not occur, a fee will be charged. The School assumes NO liability for items left in rooms at the end of the year. Your dorm master will be responsible for checking you out from your room prior to your departure from school. When decorating your room, keep in mind the cost and consequence of any damage you do. Do not rearrange or move any furniture without your dorm master's approval and do not hang anything that obstructs the openings and passage ways. Because of fire regulations, tapestries, or the like, must not be hung from the ceiling; those hung from the wall must be made of, or treated with, fire retardant materials. Masking tape/pins/tacks or nails of any kind are not allowed in any dorm hallways or rooms; wallsaver-removable poster tape is available in the School Store for purchase. Bicycles are not permitted in student rooms; they must be stored in designated areas on campus. Rooms which are designed as doubles must be left set up as doubles even if there is only one occupant.

ELECTRICAL EQUIPMENT Each student may bring the following: stereo, speakers, radio, lamp (non-halogen), electric clock, hair dryer, and a personal computer. All other electrical equipment is not allowed and will be confiscated. This means no

DO NOT BRING

- Air conditioners
- Candles
- Coffee makers
- Halogen lamps
- Hot pots/hot plates
- Incense
- Lighters/matches
- Microwave ovens
- Refrigerators
- Space heaters
- TV/Monitors larger than 32"
- Toasters or any kitchen electrical appliance
- Irons

Contact the Dean of Students if you have specific questions.

air conditioners, fans, hot pots, hot plates, popcorn poppers, refrigerators, televisions, irons, ornamental lighting, microwave ovens, or any other kind of electrical equipment except those items listed above. Game consoles may be brought but may only be used at the discretion of the dorm head. There should be no more than one power strip per outlet pair (maximum two power strips per room). Wiring must not obstruct doorways or be affixed to walls, pipes, door frames, or window frames. Halogen lamps are not permitted in the dormitories. Misuse of an electrical appliance will lead to confiscation of that item; any item confiscated will be reported and turned into the Dean of Students; any confiscated item(s) will be returned to the student at a time when the student is able to remove it from campus. Overuse or misuse of electrical equipment is a major cause of fires.

DORM CHARGES You are responsible for the condition of your room and the furnishings. Periodic checks for damage will be conducted by your dorm master prior to but not limited to scheduled vacation periods. Any damage beyond normal wear and tear should be reported or it will be investigated and responsibility assigned. Work requests will be submitted by the dorm masters, and the repair expense will be charged against the responsible student's account. In cases where culpability for damage to rooms or dormitory cannot be determined, the expenses will be charged periodically and proportionally to all students in the room or hall involved. Charges for damages, including lost keys and lock/lock cylinders, will be billed at cost as determined by the Business Office. **SINGLE OCCUPANCY IN A DOUBLE ROOM MAY INCUR AN ADDITIONAL CHARGE.**

DORMITORY INSPECTIONS The purpose of daily room inspection is twofold: (1) to insure maintenance and order of the rooms and residence hall by each student, and (2) to keep the rooms and dormitories clean. Inspections will be made daily by a Dorm Parent and/or Prefect. The School reserves the right to inspect rooms, lockers, and other personal storage spaces at any time.
At Thanksgiving, Christmas and Spring Break, all bedding (less pillow and mattress cover) should be removed and taken home for laundering.

DAILY INSPECTION (Rooms and Halls)

- **Trash** - removed from room; collections of food and/or drink containers are not allowed;
- **Floor** - free of debris; swept or vacuumed; clothes are to be kept off the floor;
- **Desks and Dressers** - tops should be clear of trash; items should be neatly organized;
- **Clothes** - placed neatly in drawers, on shelves, and/or in closet/wardrobe - not hanging on furniture;
- **Wardrobe/closet** - checked for neatness and cleanliness (dirty clothes should be placed in laundry bag/basket);
- **Blinds** - raised halfway up each morning when students leave the dorm for chapel;
- **Food** should be kept in plastic airtight containers.

STUDENT VISITORS

Boarding students may not entertain visitors from off campus during the week (i.e., Sunday 6:00 p.m. through Friday 6:00 p.m.), but may do so with the Dean of Students' specific permission on weekends. They must ask for this permission in advance and visitors may never enter a dormitory.

Onderdonk Dormitory

OUT OF BOUNDS

- Fulton Building, Powell Hall, Library, Athletic and Fine Arts Centers after hours
- Behind the Field House, across College Road after dark, and areas that are unlit or unsupervised
- Behind the Pohanka Fine Arts Center after dark
- College Road past campus boundaries except with permission
- Furnace Rooms
- Athletic Locker Rooms during the academic day
- Staff bathrooms
- Infirmary, except for official business
- Kitchen
- Storage Rooms
- Basement of Infirmary or Onderdonk
- Dormitories other than one's own residence
- Railroad tracks
- Roofs of Buildings
- Construction areas
- Female Students in Claggett Hall basement (except for appointments with Business Office)
- All athletic fields and the surrounding areas after dark
- All elevators without permission

SCHOOL PROPERTY

Any student who damages school property is liable for the full replacement cost. The School assesses this cost and bills the student account directly. Boarding students are responsible for the fabric of the dorm rooms and are billed accordingly, whether they admit responsibility for the damage or not.

PERMISSIONS

Parents should understand that their children need to have the School's permission before they can leave campus during term. This is the basic premise of all permission policies, and it is essential to the good order of a boarding school. When students leave campus, they must check out with the Duty Captain, Dean of Students or a designated faculty member in Alumni Hall directly. The driver of the vehicle in which the student is leaving must also see the Duty Captain or Dean of Students at time of check-out. Any student who leaves campus without the School's permission is liable to suspension or dismissal depending upon the seriousness of the offense. Upon their return, students are expected to check-in immediately at Alumni Hall. Boarding students may not keep cars on campus.

Weekend permission will either be granted, denied, or amended, depending upon a student's weekend obligations such as athletic requirements, Sunday afternoon study hall, or work squad.

PROPERTY PROTECTION

No dormitory is completely safe from theft. You can make it more difficult for a thief to steal your equipment or property, and improve the chances of recovering stolen property, by following the suggestions below:

- Lock your door.
- Keep an updated inventory of all valuable belongings.
- Write down serial numbers of all valuable equipment, tablets and laptops to name two. Your dorm parent or the Dean of Students' office can assist you in identifying the appropriate serial numbers to record. Give a copy of this inventory to the Dean of Students to place in your file for easy access if something goes missing.
- Use a lock with your bicycle.
- Label your clothing with laundry tags or permanent marker.
- Make it clear to your friends and dormmates that you do not want them in your room unless you are present.

All students must return by Sunday evening at 7:45. Once posted, this list is final and may not be changed for any reason. Again, parents should note that there are no exceptions to this rule, so they should not expect to arrange a weekend permission after this time unless it is a genuine emergency, and they were not able to give proper notice, in which case they should contact the Weekend Duty Captain.

A boarding student may go home on any weekend during the academic year with the exception of restricted campus weekends which have been noted on the School calendar. **Students may elect to go home a maximum of five weekends in each semester.**

PERMISSIONS ARE OF FOUR TYPES:

1. **Permission during the Week:** Any parent of a boarding student who wishes to take that student off campus during the week must contact the Dean of Students in advance and ask for permission. For Tuesday dinners off campus, checkout with the Duty Captain.

2. **Permission to Leave Campus for the Weekend:** Any boarder who wishes to leave campus for the weekend must receive the Dean of Students' permission. In order to do this, the boarder must fill out a weekend permission form, which can be found at http://stjames.reachboarding.com. **Weekend permissions must be submitted by Wednesday at 10:30 p.m.** Permission must also come from the parent or guardian who knows where the student will be on the weekend. If the student is going to visit a schoolmate's home, permission must come from the student's own parent and host parent. It is the policy of the School that a student in a romantic relationship with another Saint James student may not sign out for an overnight weekend visit. All parent permissions must come to the Dean of Students' Office before Friday at 8:00 a.m. Occasionally, the Headmaster or Dean of Students may "campus" a boarding student whose conduct is inappropriate. Any student who is "campused" may not leave the School campus for any reason except required class trips or required athletic contests. A campused student may not leave with parents or go on any off-campus trip.

3. **Permission for Day Leave:** Any boarder who is remaining on campus for the weekend but would like to leave campus for any purpose must receive permission from the Weekend Duty Captain. Boarders may check out with the Weekend Duty Captain and return to campus by 10:00 p.m. but may not drive off campus with anyone under the age of 21 without the Dean of Students' specific permission. Boarders who sign out for the weekend but choose to return or remain on campus should check back in upon their return.

4. **College visits:** College visits should be made by the summer before the Sixth Form year and/or during long weekends, and vacations. **In unusual circumstances,** the Assistant Headmaster will grant permission for a Fifth or Sixth Former to miss classes in order to make a college visitation. Such requests must be made at least one week in advance of the visit. In order to request an excused absence for a college visitation, students must obtain the Student Absence Request Form from the Registrar. On this form, students must provide the exact date and time of their departure from campus as well as the date and time of their return to campus, and they must obtain the signatures of their teachers, coach, and residence hall head permitting the absence. These completed forms must be submitted to the Assistant Headmaster at least one week in advance of the visit. If a visit includes being away for the weekend, boarders still need to complete a weekend permission form via REACH.

FIRE ALARM PROCEDURE

In the event of fire, if the fire alarm is not already sounding, activate the fire alarm by pulling down on the handle at the red fire alarm box located in the common areas of most campus buildings.

Activating the fire alarm will automatically notify the 911 emergency communications system. In the event of fire in any other structure or area, immediately exit the area and contact emergency personnel by dialing 911.

If an alarm is activated, buildings should be exited immediately in an orderly fashion (quickly, calmly, quietly), in accordance with the posted evacuation route. Elevators may not be used in the event of fire. Also, please be advised that activation of the emergency call button in elevators will automatically notify 911.

NON-FIRE EMERGENCY NOTIFICATION

Non-fire emergency communications are dispatched campus-wide through an Alertus© notification system. Alert beacons are located strategically throughout campus buildings. Beacons utilize both audio and visual means of notification. Students should familiarize themselves with the location of each beacon in each campus building. If an alarm is activated, students should follow the instructions that will be displayed on each beacon.

Holloway Dormitory for girls

Mattingly Dormitory

Claggett Dormitory for boys

Saint James School | 2026-2027 Calendar

AUGUST '26

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

22 Welcome Day
24 Classes Begin/Welcome Week
29-30 Restricted Weekend

SEPTEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5-6 Restricted Weekend

OCTOBER '26

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2-4 Fall Family Weekend & Restricted Weekend
8-12 Fall Long Weekend begins
12 Boarders Return (6:30-9:30 pm)
13 Classes Resume
17-18 Restricted Weekend

NOVEMBER '26

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	202	21
22	23	24	25	26	27	28
29	30					

16-19 November Exams
19 Thanksgiving Break begins
26 Thanksgiving
30 Boarders return (6:30-9:30 pm)

DECEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Classes Resume
5-6 Restricted Weekend
12-13 Service Lessons and Carols (Restricted Weekend)
18 Christmas Vacation begins
24 Christmas Eve
25 Christmas

JANUARY '27

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Years' Day
4 Boarders Return (6:30-9:30 pm)
5 Classes Resume
9-10 Restricted Weekend

FEBRUARY '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

4 Winter Long Weekend begins
8 Boarders Return (6:30-9:30 pm)
8 Make-up day if needed per MSDE
9 Classes Resume
13-14 Restricted Weekend

MARCH '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2-5 March Exams
5 Spring Break begins
22 Boarders Return (6:30-9:30 pm)
23 Classes Resume
28 Easter

APRIL '27

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Spring Long Weekend begins
23 Make-up day if needed per MSDE
26 Make-up day if needed per MSDE
26 Boarders Return (6:30-9:30 pm)
27 Classes Resume
30 Alumni Weekend

MAY '27

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-2 Alumni Weekend (Restricted Weekend)
3-14 AP Exams
21 Prom

JUNE '27

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-4 Final Exam Week
5 Baccalaureate & Prize Day (Required V& VI Form)
6 Commencement (Required ALL school)

JULY '27

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 Independence Day

DAY STUDENT LIFE

ATTENDING SAINT JAMES AS A DAY STUDENT

Because Saint James is a boarding school, day students as well as boarding students benefit from the greater facilities of a boarding campus, smaller classes taught by resident faculty, a full week of athletic and extracurricular activities, and a diverse student body from around the world. Generally, the school day for day students begins with Chapel and ends with athletics. However, parents of day students need to remember that several extracurricular and athletic activities require practices, performances, and games in the evenings and on weekends, particularly as students grow older and these activities require more time.

If day students have a scheduled evening activites after dinner, they must attend dinner. Day students are not free to leave campus for dinner and then return. **Please note that proctored evening study halls are for boarding students only.**

On Friday and Saturday nights, day students must be picked up by 10:00 p.m. unless returning from a school sponsored trip at a later time. Day students remaining on campus after athletics on Friday or Saturday are to check-in with the duty captains to inform them of their presence. Day students who are still on campus after sunset are to be picked up at Kemp Hall.

Generally, the more involved the student, the more that student will be at school, so parents of day students need to be prepared to support this increasing involvement in order to further their children's success at Saint James and the success of the other students who rely upon their children for their participation and talents. The position of prefect is specifically tied to the supervision of a dormitory, and therefore requires boarding, as does that of sacristans, ushers, and senior reader in the Chapel.

Day students are expected to attend all events during the school day, including morning chapel. If a student arrives while chapel is still in session, they are expected to enter quietly. If arriving after chapel has concluded, they should check in with the registrar. If running late, parents should contact the school nurse or registrar to inform the School. During the academic day, students checking out for an approved appointment should check out with the registrar.

During weekends, students may access the library during normal hours (see p. 47 for hours). Day students may attend a review session with a particular teacher.

Day students are welcome and encouraged to attend weekend activities. The weekend schedule is posted weekly in the Community Newsletter, and students will receive digital copies of the schedule in Veracross and by email.

SNOW AND SEVERE WEATHER POLICY

As it is a boarding school and the faculty and most of the student body are resident on campus, Saint James does not close for snow or severe weather.

CARS

Because Saint James is a boarding school, many of the rules exist to preserve the safety of our students and security of our campus, especially as regards to telling the truth, commuting to and from campus, and checking out and hosting boarders. Therefore, day students and day parents need to be especially careful to honor the spirit of these rules and not just the letter, and they also must be careful to honor and respect the school schedule by arriving on time in the morning and avoiding unnecessary scheduling conflicts.

Day students will be driven to and from campus by their parents and they will never be driven by someone under the age of 21 unless the Dean of Students has given specific permission. No day student may drive to or from campus during the week; there is no exception to this policy.

Any day student or checked out boarder who wishes to drive to campus during the weekend must have the Dean of Students' specific permission, and this is rarely given. No student may drive a boarder in their car. **Boarding students may not have cars.**

These policies apply whenever school is in session, e.g. Reading Day, exam days, and other special days on campus.

TEMPORARY BOARDING

Day students may stay on campus for short visits when parents are out of town or in other circumstances which may necessitate a stay. Students will stay in the dorm most appropriate to their form. These visits are arranged with the Dean of Students and the dorm head. A charge determined by the business office will be added to the student's account. While on campus, day students will follow all rules that apply to boarding students, including (but not limited to) meal attendance, check-ins, chapel, etc.

STUDENT LIFE

CODE OF CONDUCT

Students at Saint James School are expected to conduct themselves with courtesy, honesty, and with respect for themselves and for others. Each student receives guidance from the entire faculty in all behaviors whether in the classroom, on the athletic field, or on a school trip. Ultimately, however, the students must achieve their own proper self-discipline.

Students at Saint James enjoy free time and are often together socially without direct adult supervision. It simply is not possible to arrange the daily and weekly schedule or supervise the campus in a way which provides direct adult supervision on every occasion or in every circumstance; neither is it desirable, as students at Saint James are expected to maintain a high standard of personal responsibility and honor.

The **Code of Conduct** at Saint James School entails more than just a system of rules; students are expected to conduct themselves in a spirit of respect for others and for the School and its policies. Violations of the spirit as well as the letter of the policies will be taken into consideration when an apparent violation of the rules or practices of the School has taken place. Attitude or behavior which in the judgment of school authorities does not warrant continuation as a member of the School community will be cause for dismissal.

HONOR CODE

On my honor, I will not lie, steal, or cheat, and I will report anyone I witness doing any of the three. Students who violate the Honor Code in regard to lying, cheating and/or stealing are required to appear before the members of the Honor Council.

"Lying" is defined as leaving somebody else with a false or misleading impression on purpose, and it is not excusable for a student to lie on behalf of a friend. Students are responsible for knowing the contemporary, Standard English definitions and synonyms of the verbs "lie" and "deceive" in the Merriam Webster's Collegiate Dictionary. "Stealing" includes "borrowing" without permission and being in possession of someone else's property. "Cheating" is defined as "presenting someone else's academic work as one's own, or using an additional source dishonestly, for instance using prepared notes without permission on a quiz, test, or examination, or using an unacknowledged source on homework, a project, or a report." Serving as such a source or providing an advantage to another student without acknowledgment is also considered cheating, for instance allowing one's work to be copied for a homework assignment or sharing material on a quiz or a test. In addition, the unauthorized use of generative AI programs, such as ChatGPT, by students on graded assignments is a direct violation of our Honor Code and is prohibited

Every person connected with the School holds a responsibility to themself and to their associates to uphold the Honor Code at all times. Consequently, students must request that any students committing an offense against the Honor Code report themself within twelve hours. In that case, the offender reports themself to a Prefect or faculty member on the Council. A student may also report an offense by submitting the information in writing to the Senior Prefect. In that case, the student who reports the offense is not called as a witness, nor is that name used in the proceedings. All cases are considered within twenty-four hours after the offense is reported.

The role of the Honor Council is to determine the truth in each particular case, and to encourage students appearing before the Council to tell the truth and to assume full responsibility for their actions.

CHAPEL

The Saint James Community both begins and ends the academic day with worship in the Chapel. Because Saint James is an Episcopal School within the Anglo-Catholic tradition, worship in the Chapel is in accordance with the Book of Common Prayer and is liturgical and sacramental. Chapel is for the purpose of spiritual formation, and our worship is intended to give praise to God as well as to pray for the grace to teach, learn and live well. As an Episcopal school, we honor and value all faiths and traditions represented within our community.

During the week, morning Chapel is required, and it is voluntary in the evening. Sunday Chapel is generally voluntary, though some Sunday services are required.

As a space dedicated to the worship of God, the Chapel is to be treated with respect, and we ask all those who enter the Chapel to conduct themselves in a reverent manner. No reading material or notes are permitted in the Chapel. Eating, drinking or chewing gum within the Chapel building is not permitted. Upon entering the nave, students should cease talking. Before entering a pew, students whose faith allows are asked to bow in reverence to the altar. Once seated, students should prepare for worship through silent meditation or prayer. After the service has begun, all students and faculty are asked to participate in worship as fully as they can. When Chapel has ended, it is appropriate once again to bow in reverence to the altar before walking down the aisle.

MEALS

Breakfast: served buffet style Monday through Friday, is required of all boarders except the Sixth Form. The continental breakfast served on Saturday and Sunday is optional. Day Students who attend breakfast must sign-in, and will be charged for breakfast.

Lunch: served family style Monday, Wednesday and Friday, and buffet style served Tuesday and Thursday, is required of all. On Saturday and Sunday, brunch is required of all.

Dinner: served family style Monday with required school dress. Tuesday through Sunday dinner is an informal buffet. Boarding students may sign out with an adult for Tuesday dinner; students must return by 7:45 p.m. for evening Study Hall. Day students who attend dinner must sign in and will be charged for dinner unless they are not staying to attend a required school event.

Fruit may be taken out of the Refectory. Other food items, glasses, china and silverware are not permitted out of the dining room.

Students must check-in to buffet meals within 30 minutes of the beginning of the meal.

WAITING TABLES

Buffet Meals: Those sitting at any table are responsible for clearing and cleaning that table.

Family-style Lunches and Dinners: All students, Forms 2 through 5, wait meals in turn.

Any students who are late act as waiters for that meal, taking the place of the student who is waiting. They also have to do their normal term of duty when it comes around.

Only a waiter for a table may go to the counter for food. If a teacher is not present at a table, a prefect or designated Sixth Former is to preside at the table.

No students are to begin to eat until the head of the table gives permission.

CELL PHONES

Students and parents should understand that cell phone use in public spaces can be impolite, disrupting the usual social engagement that takes place on our campus. To that end, we try to teach appropriate cell phone use, which means cell phones should not be in view on campus except in designated, indoor, less visible spaces - not in sacred, academic, or formal spaces. Cell phones should not isolate students from those around them in a community setting or from those they should be supporting while watching a competition or performance. We also want students to function mostly and usually without their devices, so they should not carry cell phones into spaces or to occasions where devices are not appropriate. This helps students remain undistracted by social media, more present in their activities at school, and fully available and attentive to the people around them. For these reasons, we also discourage adults on our campus from using cell phones publicly. Students are permitted to use cell phones only under the following conditions:

CELL PHONES

- Violations of the School's policy on cell phone use will result in 4 demerits in the first instance and will likely lead to temporary loss of the cell phone privilege.
- A second offense will result in 8 demerits and temporary loss of the cell phone privilege.
- A third offense will result in a three-day suspension and permanent loss of the cell phone privilege. Violations beyond a third offense could result in dismissal from the School

Students are permitted to bring cell phones to school, and cell phone numbers must be recorded with the Dean of Students. While on campus cell phone use for boarding students is limited to a student's own dormitory and Kemp Hall. Cell phone use in the lounge area of the Athletic Center is also permitted on Friday and Saturday nights after dinner during open gym time but not during the week or during athletic competitions. Boarding students are not allowed to use their cell phone or devices after lights out and may be required to turn in their devices during the night, if this becomes a pattern or a problem. Cell phones may not be on a student's person during the academic day, with the exception of Kemp Hall; they may be left in the dormitory or stored in a backpack. A day student may use a cell phone to call

- home
- a carpool driver to report a change in schedule
- or to arrange a pick-up from the School.

These calls should be made from the lobby of Alumni Hall. For school trips, students may carry their cell phones for emergency use only. Cell phone use (voice, text, games, etc.) is prohibited during evening study hall hours and after lights-out. A faculty member may ask students to put away their cell phones if the use is deemed inappropriate or disruptive. A cell phone may also be confiscated as a temporary consequence for inappropriate use.

ALL CELL PHONE AND SMART WATCH USE IS PROHIBITED IN OUTDOOR AREAS OF CAMPUS, THE CHAPEL, POWELL/FULTON ACADEMIC BUILDING, OWENS LIBRARY, BOWMAN-BYRON FINE ARTS CENTER, POHANKA FINE ARTS CENTER AND KERFOOT REFECTORY.

HEADPHONES/BLUETOOTH SPEAKERS

Out of consideration for the people around them, students are encouraged to listen to music on their ear phones when working out in the gym or fitness center or quietly in their dorm rooms. Recorded music played for public consumption, i.e. in and around Kemp or the TurnerAthletic Center lounge in the evening, at games, etc. should not be so loud that it dominates the space, and the lyrics need to be appropriate to a church and secondary school, i.e. not racist, misogynous, homophobic, sexually graphic, blasphemous, or celebrating illegal activity or violence.
Headphones and speakers are not to be worn/used:

- anywhere inside or outside during the academic day (dorm room permitted for those with privilege of room study);
- during evening study hall in Fulton, Powell or Owens Library;
- in Kerfoot Refectory

TELEVISIONS

Televisions are provided in Kemp Hall and the dormitory common rooms. They should never be used during the academic day or evening study hall. At other times, they may be used with the following restrictions:

- No “R” or adult-rated movies may be shown.
- Video games may only be used with the hallmaster's permission, and games rated “A” (Adults only) or “M” (Mature) are prohibited.
- On weekend nights, televisions are to be off during quiet hours.

SERVICE-LEARNING GUIDELINES

Service-learning (also known as "community service") is service outside the School that benefits others in the wider community and is a requirement for graduation. To graduate, a 6th Former must complete 15 hours of service learning for each year enrolled at Saint James School in Forms 3 through 6. The deadline for 6th Formers to submit their completed service-learning hours is May 1 of their graduation year. Service completed in Form 2 or prior to enrollment in Saint James is noted on student records but does not fulfill the requirement. This requirement is cumulative, which means that students may complete their service-learning hours at their own pace.

Throughout the academic year, the School offers opportunities for service learning in response to various opportunities or needs. While students are invited to participate in such opportunities, service during School breaks and outside of the academic year at home is preferred. It is also recommended that students focus their service-learning on one to four specific programs or causes, so that the service is substantial, helps them explore and reflect on their interests and passions and create genuine relationships with supervisors, colleagues, and those they serve. If a student's service-learning is substantial in this way, it is cited and described in the School's recommendation letter in the college application process.

All service-learning hours must adhere to the following conditions:

- must be approved in advance by the service-learning director and/or community service coordinator;
- must be voluntary—the student may receive no compensation of any kind;
- must be completed while the student is enrolled at Saint James School;
- must be supervised by an adult, other than a relative of the student, who will verify completion of the student's volunteer service;
- must accomplish or aid in a significant good, e.g.,
  a. service to the elderly or children
  b. service to the physically ill or handicapped
  c. service to the poor or disadvantaged
  d. service to animals and/or the environment
  e. service to nonprofit religious or charitable organizations

As a general rule, service for and within the School community connected with significant offices (e.g. Prefects, Sacristans, student tour guides, etc.), though highly valued and honored, does not fulfill the service-learning requirements. The Saint James Choir, which is a significant School service, receives academic credit as a class. When the Choir travels to parishes and communities beyond the School, Choristers do receive reduced service-learning credit. Certain events held on campus may qualify for service-learning credit because they benefit the wider community. Students have many opportunities to serve the School as they advance through the Forms. Such service is a primary consideration in the conferring of School prizes, but there is not a minimal hourly expectation. Significant School Service is also cited and described in the School's letter of recommendation in the college application process.

Service-learning logs for Saint James students are managed through mobileserve.com. New students will be given account access in August. To receive credit for service, students must submit a service log on Mobileserve, including a detailed description of what they did and why they think it is valuable. Logs must be submitted by the end of the academic quarter immediately following the completion of service, e.g. service completed over the summer or in the final grading period should be reported by the end of the first academic quarter of the new academic year. Late submissions will be accepted on a case-by-case basis with hours penalized at a minimum of 10% per academic quarter late. Mobileserve includes both a web platform and a smartphone app. In the app, students have access to additional verification options such as geotagging and supervisor signatures. In the case of organizations providing certificates of service, students should upload scans or photos of such certificates as part of their log. Occasionally, as part of on-campus service events or school-sponsored outings, students may "check in" to an event either on their phone or at a kiosk. Check-ins of this sort constitute verification (and create an automatic log), but no hours will be approved until students have completed their "story" portion of the log.

Required Hours: A student entering Saint James School in the:

2nd Form:	must complete 60 hours by their graduation
3rd Form:	must complete 60 hours by thier graduation
4th Form:	must complete 45 hours by their graduation
5th Form:	must complete 30 hours by their graduation
6th Form:	must complete 15 hours by their graduation

INTERNATIONAL STUDENTS REQUIRING I-20 FORMS AND STUDENT VISAS

All New International Students will be issued a new I-20 at the beginning of the school year. This updated I-20 will have a travel endorsement signature for the year and should replace the initial I-20 issued by Saint James.

- **I-20 forms:**
  All International Students must have their I-20 form signed annually in the travel endorsement section by a Designated School Official, Mrs. McNamee, or Ms. Espy, located in the Admission Office. Ms. Espy will visit dorms during evening study hall at the beginning of the school year to sign I-20 forms.
  *Students should keep copies of all their old I-20 forms, as they may be required to supply them to colleges or places of employment in the future.

- **I-94 Arrival/Departure Record**
  All nonimmigrant visitors to the United States will have a Form I-94 Arrival/Departure Record created by the Department of Homeland Security upon entry. This record confirms your legal admission to the U.S. Students must download and print their most recent I-94 record each time they re-enter the U.S. This document serves as proof of legal entry and should always be kept with their passport.
  Access Your I-94 Record:
  https://i94.cbp.dhs.gov/I94/#/home

Important Responsibilities

- Students or parents must notify Mrs. McNamee or Ms. Espy immediately of any changes in address or immigration status (e.g., receiving a Green Card).
- Passport and visa expiration date monitoring is the

responsibility of students and parents. Saint James is not responsible for tracking or renewing these documents.

FINE ARTS REQUIREMENT

All students are required to participate in some aspect of the Fine Arts program before graduation and earn a full credit. Students may complete their arts requirement in a variety of ways. Credit is only granted for successful participation in Saint James programs during the school year. The second form arts survey class and theatre production do not apply toward the graduation requirement. All students are strongly encouraged to continue study in the arts throughout their Saint James career.

CLASS FOR ACADEMIC CREDIT: Graded, included in GPA
Full Year = 1 credit
Studio Art
Chapel Choir
Music Theory

CO-CURRICULAR ARTS ACTIVITIES:
Graded, not included in GPA

APPLIED MUSIC
Full year study = half credit *Lesson fee: $1,500/year billed quarterly*

Study in applied music includes a weekly private lesson, ensemble, group practice or studio class, and basic musicianship or theory placement test. Students may take more than one lesson per week in the same area or in different areas. Please refer to the online enrollment form for more complete information on Applied Music policies.

THEATRE
Performers, half credit per show or term
- Fall Play by audition. Mainly weekend rehearsals until the last two weeks before the performance.
- Winter Musical by audition, during afternoon athletic time

Stage Crew Manager and Assistant Manager: *half credit per show or term*
Stage crew: one third credit per show or term.
Stage crew works to design and build sets, run the sound and lights, assist with set changes, props, costumes, hair & makeup. Preference is given to students wishing to build their skills and participate on a continuing basis.

DANCE
Winter Term *half credit, enrollment limited*
Dance may be taken either as an Athletic option, or a Fine Arts option. Credit will be given in only one area for a single term of participation.

ADVISORS

Each student has an advisor. New students are assigned an advisor and returning students will typically be able to choose an advisor.

Advisors meet with their advisee groups every Wednesday at lunch and on other occasions throughout the academic year. Additionally, advisors meet individually with their advisees at least once each grading period and more often as needed.

Advisors meet regularly with their advisees to monitor their academic progress and general engagement at school. In this role, advisors work together with students' dorm heads, teachers, and coaches to help them remain happy and successful at Saint James.

COLLEGE COUNSELING

The role of college counseling is to assist students and their families as they work through the college search and application process. The aim is to help students create a college list, apply to those colleges, and eventually select a college to attend. Students will learn how to arrange for interviews, register for the appropriate standardized testing, select courses, and complete supplemental essays. Ultimately, students are asked to reflect on their contributions to the School and to their wider community as they seek to state their goals and aspirations in attending college or university.

The Office of College Counseling will supervise the sixth form as they select colleges and make their applications, write the official school recommendation for each sixth former, and communicate with the colleges regarding any additional information needed. The Office of College Counseling also guides the fifth and fourth form students in their orientation to the college application process. Fifth formers attend a college forum in January, and third and fourth formers are invited to whole school college counseling events during the year. Boarding and day students are expected to attend these meetings. After the college forum meeting in January, fifth formers meet with a College Counselor for at least two formal meetings, one in February/March, and one in April/May. Additional workshops and meetings are also scheduled throughout the year for fifth and sixth form students in order to ensure that students stay on task in the college application process.

The online platform in Naviance Student forms the backbone of the College Counseling program and students are therefore expected to update their Naviance information on a regular basis. This includes prospective and active college lists, resumes, admissions decisions and matriculation information.

The School offers a range of evening seminars designed to prepare students for the college application process. Fifth form boarders and day students are required to attend all evening seminars and college counseling programming. In addition, the School facilitates and requires both SAT and ACT testing for all fifth form students. By providing comprehensive guidance and mandating participation in key aspects of the college admissions process, the School seeks to maximize each student's opportunities for admission to the most competitive colleges and universities consistent with the student's aspirations and potential Transcript requests for the purpose of a college application should be made by completing the gold "Transcript Request Form" and students should adhere to internal college counseling deadlines when requesting transcripts.

When required, testing records for the college application must be sent directly from the testing agency (SAT, ACT, TOEFL, etc) to the school to which a student is applying. Test scores ARE NOT included on a Saint James transcript. Students are solely responsible for this step in the application process. The first semester grades serve as the "midyear" grades sent to colleges and universities in January.

Because our school provides a comprehensive and thorough college counseling program, the use of outside counselors is redundant, counter-productive and sometimes dishonest. Therefore, we **strongly discourage** any student or family member from engaging with outside college counselors, advisors or consultants, whether home or abroad. Saint James School faculty and staff will only correspond with students and their families during the college search and application process, and will not communicate with outside agents of any kind for the purposes of college admission.

COLLEGE VISITS

College visits should be made in the summer before the Sixth Form year and/or during long weekends, and vacations. **In unusual circumstances**, the Assistant Headmaster will grant permission for a fifth or sixth former to miss classes in order to make a college visitation. Such requests must be made at least one week in advance of the visit. In order to request an excused absence for a college visit, students must obtain the Student Absence Request Form from the Registrar. On this form, students must provide the exact date and time of their departure from campus as well as the date and time of their return to campus, and they must obtain the signatures of their teachers, coach, and residence hall head permitting the absence. These completed forms must be submitted to the Assistant Headmaster at least one week in advance of the visit. If a visit includes being away for the weekend, boarders still need to complete a weekend permission form via REACH.

REPORTING DISCIPLINARY ACTIONS

Because Saint James is an Episcopal school, and believes in moral education and redemption, we do not report suspensions to colleges or universities to which our students are applying. We do, however, report discplinary withdrawals.

ATHLETICS

Saint James is committed to the education of the whole person. Therefore, all students are required to participate in the cocurricular program at Saint James School to fulfill their credit requirement.

Confirmation and completion of a cocurricular requirement is at the sole discretion of the Athletic Director who will consult Head Coaches or activity leader regarding student behavior, attendance, and cooperation as a valued member of the program according to the role that was intended for that student. Saint James has a comprehensive cocurricular athletics and arts program in which all students participate and are expected to contribute to the program. Life lessons are learned by participating and competing in sports and activities, and promotion of a healthy and active lifestyle is central to the curricular and athletic program that we offer. We look" forward to engaging our students to help instill these lessons in a safe, cooperative, and invigorating environment.

The Athletic and Arts Departments offer interscholastic, intramural, and team operations opportunities in all three seasons (Fall, Winter, and Spring).

ATHLETICS OPTIONS

Fall	Winter	Spring
Field Hockey (Girls)	Basketball (Boys and Girls)	Lacrosse (Boys and Girls)
Football (Boys)	Wrestling (Boys and Girls)	Tennis (Boys and Girls)
Dance (Boys and Girls)		Dance (Boys and Girls)
Soccer (Boys and Girls)		Baseball (Boys)
Volleyball (Girls)		Softball (Girls)
Cross Country (Boys and Girls)		
Golf (Boys & Girls)		

Offerings for .5 or 0 credits: limited space for some offerings

Offering	Fall	Winter	Spring	Credit
Art Exploration				0
Dance	X	X	X	0.5
Managing	X	X	X	0.5
Model UN				0
Publications	X	X	X	0
Robotics/Science Olympiad		X		0.5
Sports Media	X	X	X	0.5
Strength & Conditioning - Performance	X	X	X	0
Strength & Conditioning - Wellness		X		0
Winter Musical		X		0.5

Second form students must complete 2.5 credits reflecting expected participation and confirmation in a school cocurricular activity each of the three seasons. Students in forms three through six must earn 2 cocurricular credits per school year and are required to participate in a minimum of one sport per year. Second form students are required to participate in a minimum of two sports for the year. Students will earn one athletic credit per sport that competes interscholastically at the junior varsity or varsity level.

All students who are not in a credit earning activity must still be involved in a supervised afternoon cocurricular activity each afternoon, Monday through Friday, which includes, but is not limited to robotics, publications/ sports media, strength and conditions, and athletic training support staff.

Any new student to Saint James is required to participate on an interscholastic team during the Fall of their first year of enrollment unless the Athletic Director approves

a prearranged plan for that student to participate in both the Winter and Fall seasons prior to the Fall season beginning. A meeting with the Athletic Director should be scheduled upon written request for a First Year Student Sports Exemption. All other exemptions will be considered during those times when the sports season signups are conducted. Students wishing to seek an exemption from their sport requirement may apply in writing to the Director of Athletics who will then schedule a meeting and have sole discretion when determining if the request is acceptable.

Exemptions may be granted for, but are not limited to, the following:

1. A medical exemption must be supported by a detailed physician's letter and will need to be certified by a second opinion from a physician chosen by the school nurse and Athletic Director.

2. Second form students may be excused from a third sport if the student is deemed to have extraordinary ability - as determined by the Athletic Director - in one of their two declared sports and completes participation in two Varsity Level sports in the school year.

3. Any student may be excused for one season if the student participates in a sport that is not offered by Saint James. (Swimming, Equestrian, Gymnastics, etc.) A schedule and contact information for the coach/mentor of that program must be provided to the Athletic Director prior to approval of exemption.

Failure to meet the sports requirement may preclude a student from being enrolled at Saint James the following academic year. All students are expected to attend all practices and games of their cocurricular activity. Students that exceed the demerit limit for lack of accountability may be precluded from being enrolled at Saint James for the following year.

All students are expected to attend all practices and games.

- Missing practice without permission will result in four demerits.
- Missing a game for special circumstances with the coach's permission could result in two demerits.
- Missing a game without permission will result in four demerits.

Students who are unable to participate in sports due to a physical injury must be seen by a medical doctor. The athletic trainer must receive an excuse from the doctor documenting the injury and the dates in which the student is excused from participating in sports. Any injured student must still attend practices and games with their team. In order to resume participation, the students must be cleared in writing by the doctor. If students are unable to attend classes or a required school function, they are not allowed to participate in cocurricular activities that day and are not permitted to go on any school team or class trip that afternoon or evening. If students miss class on a Friday, then they are required to get the Assistant Headmaster's specific permission to compete in a cocurricular activity that weekend.

Saint James School is proud of the behavior and the high level of sportsmanship displayed by student athletes, coaches, and fans. We believe that our athletic contests are an extension of the classroom, and we value spirited and fair play as well as positive support for players and teams. We must remember that the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well-being of our student athletes. Therefore, we expect all members of the Saint James community to lead by example and demonstrate good sportsmanship at all times. Saint James will not tolerate any spectator, either student or adult, whose behavior is disrespectful towards players, officials, coaches, or other spectators. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated and are grounds for removal from the event site and can result in a ban from attending those school events.

PREFECTS

The Prefects are VI Form students nominated by the faculty and the student body voting in separate electoral colleges and appointed by the Headmaster.

Prefects are not student representatives; they act as liaisons between the students and the faculty. In this way, they are officers of the School and assist the faculty in administering the School. No student who is unwilling or unable to uphold the School's rules as stated in the Student Handbook should serve as prefect; any prefect who fails in this duty or in any matter of honor shall be dismissed by the Headmaster.
Each prefect assists the dorm faculty in the supervision

of a dormitory. In this role, the porefects are expected to advise their fellow students and to uphold the rules and standards of the School.

The prefects are also assigned to a faculty weekend duty team in order to assist the faculty in planning and directing weekend activities.

SENIOR PREFECT

The Senior Prefect serves as President of the Prefect Council, President of the Honor Council, and Student Representative to the Alumni Council. In these roles, the Senior Prefect serves the School and reports directly to the Headmaster. The Senior Prefect is expected to uphold the rules of the School and to embody the highest standards of honor and ethical conduct.

PREFECT COUNCIL

The Prefect Council is the ultimate student council to which all prefects belong. The Senior Prefect serves as chair and the Dean of Students serves as Faculty Advisor. The Prefect Council is convened by the Headmaster, the Dean of Students, or the Senior Prefect to consider issues relating to the prefects' role and duties as they may arise.

THE HONOR COUNCIL

The Honor Council consists of two faculty members and the Senior Prefect who acts as chair. Four additional prefects also serve on the Council, and they are appointed by the Headmaster. The Headmaster may remove any member of the Honor Council whose general conduct or attitude is considered to be unsatisfactory.

DISCIPLINARY COMMITTEE

The Disciplinary Committee consists of two faculty members and five prefects appointed by the Headmaster, with one prefect serving as the permanent chair. The Headmaster may remove any member of the Disciplinary Committee whose general conduct or attitude is considered to be unsatisfactory.

Students called before the Honor Council or the Disciplinary Committee will have their Faculty Advisor appear with them. The Advisor is present to help the student give a truthful and helpful account; the Advisor is not present in the role of advocate, but as counselor and guide.

STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee consists of the Dean of Students and students appointed by the Dean of Students. The committee is the main planning organization for events such as dances and other social events. Members of the committee may also perform such duties as the Dean of Students shall assign to them.

SACRISTANS COUNCIL

The Sacristans Council is in charge of the worship in the School Chapel. They are responsible for preparing for each service, maintaining the sacred vessels and vestments, and for training servers. There are six to seven members of the Council, and they are fourth through sixth formers. Members come from the Servers' Guild, and are appointed by the Chaplain. The Senior Sacristan is the chief student assistant to the Chaplain and is licensed by the Bishop of Maryland to serve as a chalicist.

CLUBS AND SOCIETIES

Saint James is a school which is by design both small and diverse. Because it is small, the number of clubs and societies needs to be limited in order to provide a quorum in each and allow for worthwhile and productive activities. Because the school is diverse, clubs need to be inclusive, not exclusive, open to all students and not at all divisive or "partisan" in their expressed statement of purpose or identity.

Generally, clubs are focused on a common activity or interest that furthers education or benefits the School as a community. In this way, they are vehicles for worthwhile extracurricular activities, i.e., activities not provided by the academic or athletic curricula of the School. At the end of the year, club activities are reviewed by the Dean of Students, and those clubs which have not had an effective year are discontinued. Students who would like to start a club or activity need to establish a quorum of at least eight students, find an enthusiastic faculty sponsor and then approach the Dean of Students for recognition.

ACADEMICS

Saint James School requires a minimum of 21 credits for graduation, of which 18 must be academic. Credits beyond the minimum of 18 academic credits may be earned by taking additional academic classes or by successfully completing an annual physical education

credit (through our required participation in athletics each season). This is in compliance with the State of Maryland regarding credits required for graduation from secondary school. The credits will all be recorded on the student's official transcript.

Chapel Choir is recorded on the student's transcript and earns one credit each year; it is a graded class, and the grade is included in the grade point average. Applied music instruction is not recorded on the student's transcript and no grade or credit is issued.

Physical Education/Athletics is recorded on transcripts and earns one credit each year; it is graded Pass/Fail, so no grade is issued nor can it be averaged into a grade point average.

The academic year consists of 32 weeks, with two semesters; each semester is comprised of two quarters. Generally, students take five academic subjects; in special cases, Fifth and Sixth Formers taking three or more Advanced Placement courses may take four classes. All major subjects meet for four periods per week. Most courses require final examinations. Spring examinations may cover the work of the entire year.

One full credit is given for each core course successfully completed; half credit is avaiable in some electives. Transcripts reflect the Final Grade. Students enrolled in Advanced Placement courses are required to take the Advanced Placement examination in May. Students are not permitted to take Advanced Placement examinations in courses which Saint James does not offer.

Grade reports are generated at the end of each quarter (four times a year); narrative comments accompany grades at the end of the first quarter, first semester, third quarter, and second semester. Quarter grade reports are meant as indicators of the most recent work; however, they do not reflect the work of a full semester and are not reported on official transcripts.

At Quarters one and three, reports will also include marks in the four skill areas we have identified as most critical to student learning and success: **Engagement** (*Exchanging ideas and information effectively through interaction*), **Conduct** (*Citizenship*), **Organization** (*Managing time and tasks effectively*), and **Critical Thinking** (*Analyzing and evaluating issues and ideas*). These areas of assessment indicate how well students are "learning how to learn." Each skill uniformly applies across subject areas and departments, providing a common language for teachers and students to use when reflecting and building on the process of learning.

In order for students to be promoted to the next form, they must have been enrolled and passed at least four core courses. Students whose GPA falls below 2.0 at the conclusion of the year will be reviewed for contract renewal. To receive a diploma, students must earn the minimum number of academic credits, complete and pass Voices in Literature VI or AP English Literature and Composition, and be enrolled in a minimum of four core courses in the sixth form year.

Latin diplomas are granted to those members of the Sixth Form who have successfully completed a minimum of 21 credits with at least 18 credits of academic work and have completed the Service Learning Requirement, Fine Arts requirement, and Religion/Health & Wellness requirement.

REQUIREMENTS FOR EACH DISCIPLINE ARE AS FOLLOWS:

English	4 Credits	
Math	3 Credits	*Must include Algebra I, II & Geometry*
History	3 Credits	*Must include United States History*
Science	3 Credits	*Must include Biology*
Foreign Language	3 Credits	*Through 3rd level of one language*

GRADING SYSTEM

QUALITY POINTS FOR COLLEGES *	LETTER	GRADE EQUIVALENT
4.00	A	93-100
3.67	A-	90-92
3.33	B+	87-89
3.00	B	83-86
2.67	B-	80-82
2.33	C+	77-79
2.00	C	73-76
1.67	C-	70-72
1.33	D+	67-69
1.00	D	63-66
0.67	D-	60-62
0.00	F	-59

* Advanced Placement courses are weighted an additional .5 on the quality point scale at the Final grade.

HONOR ROLL

High Honors and Honors are based on work for each semester; they are thus posted two times a year.

High Honors List: an average of 3.67 or better with no grade lower than a B+.

Honors List: an average of 3.25 or better with no grade lower than a C.

ACADEMIC PROBATION

Students are placed on academic probation when they have any grade below C- at a quarter grading period or a semester.

The additional structure of the proctored Study Hall is imposed on those students in Forms IV-VI on academic probation. Any grade below C- at a quarter or semester grading period results in attendance in proctored Study Hall for the next quarter grading period.

BOOKS, MATERIALS, AND SUPPLIES

School supplies may be purchased from the School Store and charged to the student accounts. Textbooks are available through the online book store MBS Direct (https://bnck-12.com/stjames.)

Summer reading texts for classes will be available for purchase mid-May. All students complete a summer reading assignment for English; most AP courses also require summer readings and/or summer assignments.

All students in Forms II and III, new students and day students in Forms IV, V, and VI will be assigned a locker in the Fulton Building or Powell Hall. Students in Forms IV, V and VI may also request a locker, and one will be assigned if available. All other day and boarding students may select one (1) cubby to use. Students in Forms II and III may not use a cubby. Students are expected to take responsibility for their belongings. Books and materials must not be left in public areas (e.g. McIntyre Room, hallways). Students must keep all school materials in their bookbag, locker, or cubby. Students should not store their personal belongings on the cubby countertops, tops of lockers, or McIntyre Room tables.

HOMEWORK

Students are expected to keep track of their daily homework assignments. If students are absent from class, they are expected to return to school with the assigned work completed. Students should check Veracross or seek out their teachers to find out the daily assignment. Do not call the School office—homework assignments are not available there.

Significant assigned work which is overdue must be completed by the week's end. Students may be assigned to Sunday afternoon Study Hall by a teacher or the Assistant Headmaster if late work is not submitted by Friday. Attendance at Sunday afternoon study hall takes priority over weekend plans.

DAYTIME STUDY HALL

Proctored study hall is required during free periods for the following:

Forms II, III Study Hall for all

Form IV Study Hall if on Academic Probation or assigned by Advisor or Assistant Headmaster

Form V Study Hall if on Academic Probation or assigned by Advisor or Assistant Headmaster

Form VI Study Hall if on Academic Probation or assigned by Advisor or Assistant Headmaster

Students required to attend daytime Study Hall may be given permission to go to the library if eligible by the Study Hall proctor. However, students must report to the Study Hall first before permission is given.

FREE BLOCKS

When students are not required to go to the Study Hall during free blocks, they are responsible for their own time; they must be quiet and completely respectful of those in class and those who wish to study.

EVENING STUDY HALL

8:00 - 9:30 p.m. Sunday – Thursday

Forms II, III: Dorm Room Study (may not sign out)

Forms IV-VI: Dorm Room Study (unless on Academic Probation may sign out to the Library)

All returning and new boarding students (Forms IV-VI) are automatically assigned to room study during the first quarter grading period. During subsequent quarter grading periods, they study in their rooms unless assigned to a proctored study hall.

STUDY HALL RULES IN THE DORM

- Students work in their own rooms with their door wide open.
- Quiet will be maintained.
- Students may work together during evening study hall according to individual dorm rules.
- Cell phone use is not permitted.

Any student who violates the rules for room study may be sent by the study hall proctor to study outside of the dormitory.

LATE LIGHTS

If boarding students have worked through study hours and in the time up to bedtime, they may ask for more time to study, in their rooms and quietly, for up to 30 minutes after "lights out." Late lights are not granted on Sunday nights. Students must ask the faculty on duty for late nights no later than 10 pm.

GENERAL STUDY HALL RULES – DAY AND NIGHT

1. Quiet and respect for others are the cardinal rules.
2. Students who have arranged tutoring, wish to practice a musical instrument, or wish to work in science labs, computer room or art room, may do so with permission from the appropriate teacher. Students may not be in a building without adult supervision.
3. Computer games are not to be played on personal or school computers during the academic day or study hall.
4. Students may access e-mail or the internet during evening study hall for academic purposes.

ATTENDANCE AND ABSENCES

Students are to attend every class unless officially excused by the Assistant Headmaster, the Nurse or the Dean of Students. If students arrive late to school, they are to check in with the School Nurse or Registrar.

Any student who misses class without permission may receive 4 demerits and an academic penalty.

Students must rise when the teacher arrives for class, or when another adult enters the room.

Students must attend all classes including those which meet just before a vacation or just after a vacation. The calendar for the School year is determined and provided to students well in advance. **Therefore, students and their parents should not ask permission to leave early**

for a vacation or to return late. Students will receive 4 demerits per day missed as well as an academic penalty for an unexcused absence if their travel plans conflict with the School calendar.

In most cases, absences for domestic travel before or after a school holiday are not excused. Special consideration is given to our international students and long-distance boarders whose itineraries require travel during some portion of the academic day. The significant distances and limited flight options necessitate greater flexibility on our part. However, we ask that families carefully note the holidays on our published calendar and review our notices regarding dormitory closure times and dates.

Students with unexcused absences from school and repeated tardiness to school are subject to academic penalty, suspension or dismissal. **Absenteeism:** excessive days of absence—unexcused or due to illness, discipline or transportation—will be considered when contracts are to be renewed for the next school year.

Students are expected to be present for 170 instructional days, as noted on our published academic calendar. Our attendance records are important, and we are accountable to the State of Maryland for the absences of each individual student. For this reason, we have established an attendance policy which includes accountability for absences. Students with unexcused absences will not be permitted to access 'hybrid' or online classes as a substitute for face-to-face lessons.

What is an 'excused' absence?

Absences may be excused for reasons such as: illness, medical appointments, college visits and athletic recruitment (limited number and with prior approval), family emergencies, and significant family events.

In the case of an anticipated absence, students are required to complete an Absence Request Form, available in the Academic Office, and submit the form three days prior to their absence. Questions regarding absence approval should be directed to the Academic Dean or Registrar.

For non-SJS athletics-related absence requests: Excused absences may be approved on a case-by-case basis, considering the academic performance of the individual student, and the need to uphold the integrity of our academic programs.

In the case of an 'unexcused' absence, teachers will apply the following protocol:

- Tests, quizzes, or other assessments on the date of absence are eligible for make-up BEFORE absence or scheduled departure.
- Make-up work will be marked at up to 70% maximum credit.
- All homework is due on the first day back to school and will be eligible for full credit. All previously assigned essays must be submitted (electronically) on the original due dates and will also be eligible for full credit.

Suspension protocols

The maximum length for a suspension is one week. If a student receives two suspensions in the same academic year, that student may be required to withdraw, depending upon the nature of the offenses. When a student is suspended, all existing demerits are removed and no additional demerits are added.

While suspensions and other disciplinary responses are not recorded on academic transcripts, students are expected to report their suspensions when completing college or secondary applications, as the School may be obligated to report suspensions in formal communications.

Tests and quizzes missed due to a suspension are marked at up to 60% maximum credit. All homework is due on the first day back to school and will be eligible for full credit. All previously assigned essays must be submitted (electronically) on the original due dates and will also be eligible for full credit.

ANNUAL PRIZES AND AWARDS (FORMS IV -VI)

Bishop's Prize – The School's highest prize and greatest honor, awarded to that member of the Sixth Form who has contributed most during his/her time in the School to the long-range, long-term welfare of the School, either by accomplishment or by personal example.

The Headmaster's Prize is awarded to that member of the Sixth Form who best exemplifies the qualities of a scholar as evidenced by his or her academic success, enthusiasm for learning, and positive engagement in class discussion.

Multum Profecit Prize – awarded to that member of the Sixth Form who, with broad interests and with participation in a wide range of activities, has achieved in all a commendable success.

Bishop Noble C. Powell Memorial Prize for Creative Fidelity – awarded each year to that Fifth or Sixth Former who, by the creative exercise of imagination and initiative, has made an outstanding contribution to change, development and progress at Saint James School, while remaining faithful to its fundamental principles and purposes.

Fiftieth Anniversary Alumni Prize – endowed by the members of the Class of 1928 to honor Alumni Classes having celebrated their Fiftieth Anniversary of graduation from Saint James, is awarded to that Sixth Former who exhibits outstanding leadership ability.

MacLeod Prize – awarded in memory of Dr. and Mrs. Colin Munro MacLeod to that member of the Sixth Form who by high ideals, faithfulness to duty, earnest endeavor and sound character has made a contribution worthy of praise.

Centennial Prize – awarded in memory of Evelyn Richardson Onderdonk to that member of the Sixth Form who, by his/her contribution to the immediate welfare of the School along one or more lines, is worthy of high recognition.

Mary Latrobe Onderdonk Memorial Award – awarded to that member of the Sixth Form who has best exhibited sound school citizenship.

Simms A. Jamieson Prize – awarded to that Sixth Former who has shown the most improvement in his/her years at Saint James.

Chaplain's Prize – awarded to the student who best exemplifies the primal purpose of Saint James School in training young people for lives of Christian witness and devotion.

G. Dudley Acker Award – awarded to a Fifth or Sixth Former who has overcome adversity and has achieved a measure of success.

A. Smith Bowman Prize – awarded to the Sixth Former whose consistently polite, kind and gracious behavior sets the standard for his peers and enhances the society of the school.

Margaret A. Pennington Prize – awarded to the Sixth Former whose consistently polite, kind and gracious behavior sets the standard for her peers and enhances the society of the school.

The School Prize – given by the headmaster on occasion to a member of the Sixth Form who in his opinion has shown extraordinary devotion to Saint James School.

Charles G. Meehan, Jr. Prize for All-Round Athletic Ability – awarded to that girl and boy in the Sixth Form who have shown the greatest ability in all athletic sports.

David I. Barr Prize – awarded to that member of the Sixth Form for showing outstanding sportsmanship and leadership.

The Holloway Prize – a $5000 boarding scholarship awarded to that incoming Sixth Former who has proven himself or herself to be a genuine scholar and athlete and an example for good in the community. (Participation in three varsity sports and an academic standing of honors or high honors is required.)

The Lee Prize – a $5000 boarding scholarship awarded to that incoming Sixth Former whose earnest endeavor and polite manner make him or her a particular credit to the society of the School.

The Louis G. Fields, Jr. Prize Scholarship – a $5000 boarding scholarship awarded to an incoming member of the Sixth Form who has distinguished him or herself as a scholar, a person of high character and courage and an example of good within the Saint James community, participating in a well rounded program of extracurricular activities and viewed by the faculty as generally positive and helpful in his or her relationships.

The John Ross Fulton Prize – a boarding scholarship awarded to an incoming Sixth Former who has overcome a significant obstacle and through courage, determination, and perseverance has made the most of the situation and is a positive example to others.

The John C. Campbell Memorial Prize – awarded to a member or members of the Fifth and Sixth Form who have achieved the most improvement in oral communication.

The Onderdonk Headmasters' Prize – awarded for service to others beyond the Saint James community and beyond what is required of a Saint James student.

The Donn Porter Prize – awarded to that member of the Fifth or Sixth Form who has shown genuine courage and real devotion to the team above and beyond the call of duty during his or her time as an athlete at Saint James School.

"Tim" Shryock Memorial Award – awarded to a student who has not yet reached the Fifth Form and who has shown above others the quality of "Willingness to Serve" which is a quotation from "Tim's" Distinguished Flying Cross Citation.

Clarence W. Wheelwright Prize – awarded to a student who has not yet reached the Fifth Form and who has shown above others the quality of "Devotion to Duty" which is a quotation from Watty's Distinguished Flying Cross Citation.

Trustees Prize – given in recognition of the highest GPA in the Upper School maintained over a two-year period.

Class of 1950 Award for Creativity – given to a member of the Sixth Form who has shown him or herself to be creative and original through a significant achievement of work in any field: academic, artistic, dramatic, musical or athletic.

ANNUAL PRIZES AND AWARDS – (FORMS II AND III)

The Headmaster's Prize – awarded to that member of the Third Form who best exemplifies the qualities of a gentleman or lady and a scholar.

The Rich Memorial Prize – for the highest GPA in the Middle School.

The Mary Anne Hatcher Award – awarded to a Second Former for love of learning and the same care for his or her fellow students.

Academic prizes for achievement are also awarded.

"Tim" Shryock Memorial Award – awarded to a student who has not yet reached the Fifth Form and who has shown above others the quality of "Willingness to Serve" which is a quotation from "Tim's" Distinguished Flying Cross Citation.

Clarence W. Wheelwright Prize – awarded to a student who has not yet reached the Fifth Form and who has shown above others the quality of "Devotion to Duty" which is a quotation from Watty's Distinguished Flying Cross Citation.

Trustees Prize – given in recognition of the highest GPA in the Upper School maintained over a two-year period.

Class of 1950 Award for Creativity – given to a member of the Sixth Form who has shown him or herself to be creative and original through a significant achievement of work in any field: academic, artistic, dramatic, musical or athletic.

ANNUAL PRIZES AND AWARDS – (FORMS II AND III)

The Headmaster's Prize – awarded to that member of the Third Form who best exemplifies the qualities of a gentleman or lady and a scholar.

The Rich Memorial Prize – for the highest GPA in the Middle School.

The Mary Anne Hatcher Award – awarded to a Second Former for love of learning and the same care for his or her fellow students.

Academic prizes for achievement are also awarded.

CAMPUS REGULATIONS

INTERPERSONAL CONDUCT

We expect all students, faculty, and staff to treat other members of the community with respect. Cruel or abusive treatment of either a physical or verbal (in person or online) nature directed towards another member of the community will not be tolerated. Violations of this expectation are considered serious.

Students who believe they have witnessed or been the victim of behavior that violates the Interpersonal Conduct Policy (including but not limited to intimidation, harassment, bullying, hazing, etc.) should demand that the behavior stop at once and notify a member of the faculty, the Dean of Students, or Assistant Dean of Students.

STANDARD DISCIPLINARY PROCEDURES

Major discipline violations are usually handled directly by the Dean of Students, the Assistant Headmaster, or the Headmaster, but may be handled by another designee.

The Disciplinary Committee and the Honor Council may be convened to help determine the truth in a particular matter and to provide students the opportunity to appear before a larger company of faculty and peers. Appearance before either committee is not a "trial," it is rather a further opportunity for students to tell the truth and to see their behaviors in a different context, i.e., in the company of other students who keep the honor code and obey the School's rules. When students appear before either committee, they are accompanied by their advisor.

At the conclusion of the Committee or Council meeting, the Headmaster will be given the recommendation, and then the Headmaster will decide the penalty, if there is to be one. The student then will be summoned to the Headmaster's office to be told. If there is a penalty, the parents or guardian will be contacted informing them and explaining the circumstances. If the penalty is dismissal or suspension, the parents will be called on the phone at the time that the student is told.

In responding to violations of the Honor Code, Saint James School usually responds as follows:

1. A student found to have stolen at school or on a school-sponsored trip is expelled.
2. A student found to have lied (see page 22) is demerited if the consequence of the lie is relatively minor. If the consequence is more severe or if the student shows a pattern of lying, then that student may be suspended for three days. If there is a subsequent incident of lying, then that student may be expelled.
3. A student found to have plagiarized is generally warned in the first instance and receives a zero on the assignment. A student who knowingly commits a major act of plagiarism or a repeated act of plagiarism may be suspended or expelled.
4. A student found to have cheated on a significant homework assignment is warned and receives a zero in the first instance, may be suspended in the second instance, and expelled in the third.
5. A student found to have cheated on a quiz or test may be suspended for one week and receives a zero in the first instance, and may be expelled in the second.
6. A student found to have cheated on a semester examination or standardized testing may be expelled in the first instance.

After each meeting, the Senior Prefect discusses the case with the Headmaster, and the Headmaster makes any final decision as to punishment.

SEARCH AND SEIZURE

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Saint James School has the right to perform unannounced searches and to seize contraband. The Headmaster and authorized staff members may search: student cars, purses, backpacks, gym bags, or other personal property; student lockers, desks, dormitory rooms, or other school property.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on Saint James School property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, tobacco, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Headmaster.

DRUG TESTING

Students may be screened for drugs if there is evidence or a suspicion of drug or nicotine use on or off campus. This may include credible reports of use, a change in grades or behavior, challenges waking up, loss of interest, or other questionable behaviors. In the case of alcohol or cannabis use, if there is reasonable cause or suspicion, the student is

asked about use. If the student denies use and is positive, then the student is required to withdraw. If the student admits use and is positive, the student is suspended and will continue to be tested after return. If the student admits use and is negative, then the student is placed on social probation and will continue to be tested. In the case of nicotine, a student who denies use and tests positive is suspended. Any use of or involvement with "harder drugs", i.e., cocaine, LSD, etc., will result in immediate dismissal. Test results will be shared with the adults on campus who support that student. This may include but is not limited to their advisor, dorm head, coaches, and the pastoral team. All costs associated with drug and nicotine screenings will be the responsibility and obligation of the student's family and will not be paid by Saint James School.

Students who admit to drug use or with a positive test result will be tested again periodically for the remainder of the school year at the discretion of the Dean of Students. A second positive test at any point during a student's tenure at Saint James School will indicate that the School is unable to meet the student's health and wellness needs and will most likely lead to expulsion or withdrawal.

NOTICE AND DEMERIT SYSTEM

The notice and demerit system at Saint James School provides for a disciplinary response to rude, disruptive, disrespectful, or disobedient behaviors, depending upon the particular offense, and it is operated under the following rules and guidelines.

1. Students must accumulate four demerits in a demerit week in order to be assigned work squad. Once assigned work squad, a student is required to serve thirty minutes of work squad for every demerit they have received. The purpose of work squad is to provide the student with a sufficient consequence for their misbehavior and to encourage them to stop it.
2. Any studens who are assigned work squad may work as many as two hours on Saturday morning; additional hours may be served on Sunday morning. No boarding student may sign-out the night before required work squad; this is part of the consequence.
3. If a student is unable to participate on Saturday or Sunday work squad due to a school commitment, that student must arrange, with the Dean of Students or Duty Captian, an alternate time to work off the accumulated demerits.
4. Any student with eight or more demerits in a demerit week will meet with the Dean of Students. The Dean will then notify the student's parents and advisor in writing.
5. Students are placed on Demerit Probation if the Dean of Students believes that they have accumulated an excessive number of demerits, revealing a casual disregard for the School's rules.
6. If students on Demerit Probation receive eight demerits in a given demerit week, they may be required to appear before the Disciplinary Committee. The Disciplinary Committee will review the students' disciplinary record and the nature of the various offenses in order to counsel the student and make appropriate recommendations to the Headmaster. The Dean of Students will notify the students' parents in writing, explaining the nature of the demerits and the decision.
7. Faculty, staff, and prefects may assign demerits or give notice. Unless there are extenuating circumstances which the School's administration believes to be pertinent or an overall pattern of improvement which the School's administration believes indicative of a better start next year, students who receive a large number of demerits are typically not asked to return at the end of the year.

SOCIAL PROBATION

Students may be placed on social probation if they have engaged in behavior that shows a serious lack of judgement or responsibility. As we expect all students to be role models of the Saint James community, a student on Social Probation should be an eager, helpful, and engaged citizen.

Should students on Social Probation repeat the same or similar behavior as the initial offense, they will be required to appear before the Disciplinary Committee, and may face suspension or expulsion. Similarly, a continued pattern or irresponsible or negative behavior considered contrary to the values of the School may result in suspension, expulsion, or recommendation to the Headmaster to withhold a contract for the following year.

Any students who are suspended for a disciplinary violation are considered to be on Social Probation until the end of the next Semester. If returning students are suspended in the second half of the Second Semester, they will be on Social Probation for the First Semester of the following academic year.

Social Probation involving a drug offense will remain in place for the duration of a student's time at Saint James.

TYPICAL OFFENSES DESERVING NOTICE OF DEMERITS

Students engaging in any of the behaviors as outlined by the demerit guidleines are referred by faculty, staff and prefects to the Dean of Students.

Depending upon the nature of the behavior, the presenting incident(s), and any extenuating personal circumstances, students may be assigned two or four demerits or given notice for any of the following behaviors.

Demerits are to be served in work squad. If the Dean of Students observes a regular pattern of notices, the Dean will assign a certain number of demerits, which are to be served in work squad.

Faculty, staff and prefects are to use the following as a guide.

CELL PHONES

1st instance	4 demerits, temporary loss of cell phone
2nd instance	8 demerits, temporary loss of cell phone
3rd instance	3-day Suspension and permanent loss of cell phone
Beyond 3rd instance	Could result in dismissal from School

TOBACCO & E-CIGARETTES/ PERSONAL VAPORIZERS

1st instance	8 demerits and a letter home
2nd instance	1 week suspension
3rd instance	Dismissal

Students who are caught using, or possessing, a vaporizer or dab pen may be subject to drug testing.

DEMERIT GUIDELINES

OFFENSES REQUIRING NOTICE

Dorm disturbance
Failed room inspection
Failure to do hall job
Gum
Late to class (up to five minutes)
Late to study hall
Missed med dose
Throwing snowballs at or around buildings

TWO DEMERIT OFFENSES

Up after lights out
Class/study hall/library disturbance
Direct Disobedience
Dress code violation
Inappropriate computer use during academic day
Inappropriate public display of affection
Late to chapel
Late to class (more than five minutes)
Late to required check-in (i.e. buses, practices, meals, etc.)
Missing breakfast
Obscenity / Profanity

FOUR DEMERIT OFFENSES

Absent from academic class
Absent from athletics
Absent from chapel
Absent from school appointment
Cell phone violation (first offense)
Dismissal from class
Disrespect
Food delivery infraction
Fighting
Lying & Deception (see page 22)
Missing a required meal
Out of room or hosting after lights-out
Out of bounds
Unexcused departure for or return from vacation or long weekend
Violation of acceptable use policy

The demerit week runs from Friday to Thursday.

SMOKING OR OPEN FLAME IN A SCHOOL BUILDING

1st instance	1 week suspension
2nd instance	Dismissal

ALCOHOL

Students involved with alcohol on campus or on school trips are suspended for one week in the first instance and dismissed in the second.

SUSPENSION AND DISMISSAL

1. The following will be cause for suspension or dismissal:
    - Hazing, bullying, or physical abuse of any kind. Including online or using Artificial Intelligence
    - Entering a dorm of the opposite sex
    - Involvement with alcoholic beverages
    - Distribution or use of illegal drugs or regulized drugs for illegal use
    - Smoking or open flame in a building
    - A serious violation of the Honor Code
    - Serious violation of the School's weekday or weekend permission policies
    - Possession of knives, firearms, explosives or other weapons
    - Abuse of prescription or over-the-counter medication
    - Sexual activity or intercourse
    - Testing positive for drugs on a school-required screening

2. The following may be cause for suspension or dismissal:
    - Serious misconduct on the internet
    - Cellular phones (repeated violations)
    - Out of building after lights without permission
    - Serious rudeness or disrespect to faculty, staff or any other person
    - Several violations of school policies or a general pattern of misbehavior
    - Leaving campus without permission
    - Serious violation of the School's car policy
    - Tampering with fire equipment
    - Tampering with security screens in dormitories
    - Sexual harassment or misconduct
    - Racist behavior or language
    - Continued failure to follow dormitory rules
    - Repeated absence from class, athletics, or chapel

3. The following are also prohibited:
    - Deliberate disturbance of a class
    - Marring or destruction of school property
    - Cars on campus
    - Tampering with bells, lights, smoke detectors or other mechanical apparati
    - Empty bottles or containers for alcoholic beverages, even for decorative purposes
    - Inappropriate use of e-mail and/or internet
    - Use of prescription medication not administered by the School Nurse
    - Obscene or offensive posters
    - Gambling
    - Abusive or inappropriate language
    - Walking on the railroad tracks
    - Walking on the Senior Circle
    - Inappropriate dress
    - Being in an area out-of-bounds
    - Inappropriate use of cameras
    - Two-way radios or other electronic devices which allow communication between dormitory rooms

Short of dismissal from the School, several other penalties are possible: suspension, being campused, demerits and work squad. The attempt is made to make "the penalty fit the crime."

BEHAVIOR ON THE INTERNET

Students who incriminates themselves, harasses another, or damages the good name of the School by their internet or Artificial Intelligence use is liable for suspension or dismissal. This expectation applies whether the student is using the internet on or off campus.

BEHAVIOR OFF CAMPUS

When students are off campus on a school trip they are expected to behave as they would on campus and the rules of this Handbook apply. This is true whenever or wherever this trip may be.

When students are off campus because they have been signed out by their parents or are on vacation, they are their parents' responsibility and not the School's. Nonetheless, they still represent the School as Saint James students and are expected to be polite, courteous, and respectful in all their interactions with other people.

In this regard, the School reserves the right to protect its good name and to dismiss from school any students who causes public scandal by behaving in an immoral or illegal manner, even when they are off campus and are their parents' responsibility.

POLICY FOR RESPONSIBLE USE OF AI TECHNOLOGIES

In recognition of the rapid growth of artificial intelligence (AI) technologies and their potential to enhance educational experiences, Saint James School is committed to facilitating the responsible and effective use of AI tools for teaching and learning, within the context of our mission and values.

AI may serve as a thought partner in student learning, but never as a replacement for independent, critical thinking.

AI tools should supplement the educational process without undermining the integrity of academic work. Examples of appropriate use include generating ideas for brainstorming sessions, providing tutoring in specific subjects, creating sample questions for study purposes, and automating administrative tasks.

Unauthorized use of AI on graded assignments by the student will be treated as an Honor Code violation.

Use of generative AI programs by students on graded or ungraded assignments is prohibited, except with the express permission of the teacher, in which case the student must cite the use of AI, according to the specified citation guidelines. Please see your teacher for department-specific guidelines for proper citation of AI.

Users must respect copyright laws and intellectual property rights when using AI tools. This includes not using AI to replicate or modify copyrighted materials without authorization and properly citing all sources of content, including AI-generated content, to avoid plagiarism.

Direct submission of AI-generated work as one's own without proper citation or reliance on AI for completing assignments without understanding the content is a violation of the Honor Code.

Students are expected to consider carefully the potentially negative impacts AI can have on their emotional and spiritual lives and to adhere to the highest moral standards when using AI for personal reasons.

Students should never underestimate generative AI's potential to create convincing images and videos. Students who misuse AI to incriminate themselves, harass, haze, or bully others, or damage the reputation of the School, risk suspension or dismissal. This expectation applies whether the student is using the internet on or off campus.

Subject	Examples of Appropriate Use in Applying AI in Subject Areas
English, History, and Religion	**1. Critical thinking skills** Students fact-check and corroborate AI-generated historical content using primary sources and trusted secondary sources. This immerses students in the content while sharpening their critical thinking skills related to corroboration. It also alerts students to the presence and pitfalls of generative AI "hallucinations." **2. Research and writing.** Use generative AI to summarize an article before reading a text. This is used only to "prime" student understanding before reading the article. This is always accompanied by thorough reading and analysis of the article, as well as an assessment of the summaries after reading. **3. Research and writing** Use generative AI to develop and format a starter bibliography. However, this does not replace explicit instruction of more targeted search techniques like Boolean, nor is this done without critical evaluation of the generated citations. **4. Critical thinking skills** Use generative AI to simulate counterfactual historical scenarios. Students use these simulations to develop a better understanding of historical causation while sharpening their rhetorical skills as they debate and discuss the relative significance of the specific causal variables of a given historical scenario. **5. Language acquisition for second language learners (English specific)** Use generative AI to develop materials for expanding English vocabulary and practicing pronunciation. However, AI should not be used to translate from their first language into English.
World Languages	**1. Skills practice** Generating non-graded practice tasks for individual grammar skills that target a student's particular areas of growth. **2. Correction practice** Students or teachers may use AI to generate text that is deliberately grammatically incorrect to identify and correct mistakes. **3. Conversation practice** Students may use approved AI bots to practice written conversation skills. **4. Developing study habits** Language and grammar studies differ from other disciplines in effective study practices, and students may find AI useful in developing novel mnemonics and memorization skills.

Science	**1. Clarifying difficult concepts** AI can explain ideas like photosynthesis, cellular respiration, or Newton's laws in diverse ways until the student understands the topic. **2. Generating study questions or quizzes** Students can use AI to create practice quizzes for vocabulary, processes, or key concepts. **3. Helping interpret data or results** After completing a lab, students can ask AI to help explain what the resulting data means (while still forming their own conclusions). The use of AI in this context requires teacher permission and an appropriate citation for any AI-generated content that is to be reviewed for feedback or class discussion. **4. Brainstorming hypotheses or experiment ideas** AI can suggest hypotheses or variables to consider when designing an experiment.
Math	**1. Step-by-step explanation (after attempting the problem)** A student attempts a problem first, then uses AI to more fully understand gaps or missteps in problem-solving. Teacher permission is required. **2. Generating extra practice problems** AI can create similar problems (with solutions) so students can practice a specific skill like factoring, solving equations, or graphing. **3. Checking answers with justification** Students can input their final answer and ask AI to verify it and explain the reasoning, helping students recognize their mistakes. Teacher permission is required. **4. Breaking down complex concepts** AI can re-explain topics (like limits, derivatives, or logarithms) in simpler language or with multiple examples. **5. Creating study guides or summaries** Students can ask AI to summarize key formulas, rules, or strategies as a study tool before a test.
Fine and Performing Arts	**1. Generating initial concepts for art titles.** **2. Create reference images that suit the needs of particular projects or compositions.** **3. Exploring artist and art movement styles and techniques.** **4. Experiment with how famous artists might have approached subject matter and concepts.** **5. Use images of their artwork to get AI feedback and criticism when traditional peer and class critiques and feedback are not available (or in addition to prior critiques).**

SEXUAL LANGUAGE AND ACTIVITY BETWEEN STUDENTS

All students at Saint James are expected to behave appropriately in their relationships with each other whether adults are present or not; and they are specifically expected not to engage in sexual conversation or sexual activity as described below:

Inappropriate Public Displays of Physical Intimacy: Students who engage in public displays of physical intimacy which are vulgar or passionate are reprimanded in the first instance and demerited thereafter.

Sexual activity between consenting students: Students who engage in consensual sexual activity on campus or on school trips or during school sponsored activities or events are suspended in the first instance and dismissed in the second. Students who engage in sexual intercourse are usually dismissed.

Sexual Language or action which is harassing: Any students who harasses another student sexually are subject to disciplinary action. Generally, verbal abuse is demerited in the first instance, but the punishment increases if the abuse continues. Sexual abuse which involves physical contact will result in suspension or dismissal in the first instance, depending upon the nature of the offense, and certainly dismissal thereafter.

SEXUAL ACTIVITY WHICH MAY MERIT A MORE SEVERE DISCIPLINARY RESPONSE THAN THOSE LISTED ABOVE:

- When there is a significant age or grade difference between two students engaging in sexual conversation or behavior, i.e., more than 2 forms or more than 2 years, the older student is always considered more responsible, and therefore liable for more severe punishment, whether the younger student is "complicit" or not.

- Sexual activity which is promiscuous, anonymous, or engaged in without relationship is considered less understandable, more scandalous and more dangerous both to the student(s) involved and to the wider student body. Therefore, the punishment for this kind of activity may also be more severe.

ADDRESSING SEXUAL HARASSMENT

Any students who feel harassed or uncomfortable because of the conversation or behavior of any other student, teacher, or member of staff should report this to their advisor, the Chaplain, the Dean of Students, the School Nurse, the Assistant Headmaster, or the Headmaster as they may feel most comfortable. Such reports are handled discretely by the senior administration, as is appropriate in each instance.

GOOD MANNERS

Manners positively reflect our attitudes towards one another and are living symbols of the value we place in other people. Saint James students are expected to:

1. speak to one another, faculty, and guests when passing on campus and be certain that all guests are made to feel welcome;
2. introduce parents and guests to faculty members, to other parents, and to their peers;
3. rise when guests or members of the faculty enter a room and never remain seated while talking to an adult who is standing;
4. address the faculty as "Sir," "Ma'am," or "Father;"
5. respect chapel services by ceasing conversation once inside the doors and by being punctual;
6. be mindful of the needs of others in study hall, in the library and in class;
7. show courtesy and good sportsmanship to opposing teams and officials, even when opposing teams and spectators are displaying poor sportsmanship;
8. take pride in the School's buildings, campus, and equipment and do everything possible to see that they are taken care of, picking up trash and carrying it to the nearest receptacle;
9. respect the Prefects and support them in the performance of their duties;
10. never wear caps inside, except in their rooms, and to remove their caps when speaking to an adult outside.

SCHOOL DRESS CODE

Neatness of the whole person is expected at all times. Students who violate dress code will be asked to change. On their first offense they will be given a warning, and on subsequent offenses will receive demerits. The following guidelines should be followed for all school appointments including school-sponsored activities and trips, unless otherwise specified by the Headmaster:

BOYS

- A suit coat, sport coat or blazer will be worn. Military surplus, lumber or denim jackets are unacceptable.
- An Oxford cloth or broad cloth dress shirt and full-tied necktie or bowtie will be worn. Shirts must be fully tucked-in and fully buttoned; the tie is not to be pulled down. Polo shirts, work shirts, sweatshirts and rugby shirts are not permitted. A neat turtleneck may be worn November 1 – March 1. Turtlenecks mus be folded at the neck and tucked neatly into trousers.
- A crewneck or v-neck sweater, cardigan or vest may be worn over a shirt and tie or turtleneck under a blazer.
- Long trousers with belt or suspenders will be worn. Shorts, jeans, and multi-pocketed pants are not permitted. Trousers must be hemmed, belted at the waist, and properly fitted. Pants may not have external pockets (as on cargo pants or jeans). Denim clothing, or material made to resemble demin, is not permitted. Pants may have a flat or pleated front. Pants must be traditionally-styled (no low rise or bell bottoms are permitted). Traditionally-styled pants do not include "western cut" pants with riveted or patch pockets.
- Leather dress shoes or loafers and socks must be worn at all times. Sandals and athletic shoes are not permitted. Boots are only permitted in inclement weather. Pants are not permitted to be tucked into boots.

GIRLS

- A sport coat or blazer will be worn. The blazer or sport coat must fall to the waist and be able to be buttoned across the front.
- A properly fitting Oxford cloth or broad cloth collared dress shirt will be worn. Shirts must be fully tucked in. The shirt may not be unbuttoned past the first button, nor should undergarments/bralettes/camisoles be visible. Cleavage should not be visible. A neat turtleneck may be worn November 1-March 31. Turtlenecks must be tucked neatly into trousers or skirts. Polo-style shirts are not permitted.
- A crewneck or V-neck sweater, cardigan or vest may be worn over the dress shirt and under a blazer. The dress shirt collar must be easily visible under the sweater. A neat turtleneck sweater (untucked) is permitted without a collared shirt November 1-March 31.
- A skirt, hemmed at most 3" above the knee, or full length or ankle length dress slacks will be worn. Pants may have a flat or pleated front. Pants may not have external or patch pockets (as on cargo pants or jeans). Pants must be traditionally styled. Corduroy jeans, slacks which are not hemmed, and tight-fitting slacks are not permitted. Denim clothing, or clothing that resembles denim, is not permitted. Pants must have a front or side zipper (no leggings or stretch pants are permitted).
- A dress that follows the same length guidelines as skirts may be worn in place of an Oxford dress shirt and pants/skirts. Lowcut dresses are not permitted. Sleeveless dresses are allowed, as long as shoulders are covered while in the Refectory and academic buildings.
- Tight-fitting skirts, dresses and/or clothing with revealing slits will not be permitted. Slips should be worn with unlined skirts or dresses.
- Dress shoes, loafers or flats must be worn at all times. Sandals and athletic shoes are not permitted. Boots designed for inclement weather may only be worn in such weather. Dress boots must fall below the knee. Pants are not permitted to be tucked into dress boots. Girls should choose footwear which is traditional and professional. Heels should not exceed 2½".

OTHER DRESS CODE GUIDELINES

All students' hair must be clean, combed, and of natural color. For boys, hair must be evenly cut (i.e. not shaved underneath). Hair must always be well groomed, and if not cut above the collar, it must be gathered neatly behind the head and neck. Hair should not be gathered above the head in any way. Boys may not wear earrings. All boys must be clean-shaven and sideburns may not go below the ear. The only piercing ornamentation allowed is earrings on girls (no more than 2 per ear). Clothing must be clean, shirts and blouses must be pressed, tucked in, and fastened. No Saint James student is allowed to receive a tattoo, and any preexisting tattoos must be covered by school or casual dress. This is especially true when a student is representing the school in an athletic contest.

Sweatshirts or "hoodies" may not be worn with school dress. Sweatpants or athletic shorts may not be worn with casual dress. Students may not wear outerwear in the classroom at anytime. This includes coats, hoodies, jackets, scarfs, etc.

Even when dressed casually, students are expected to maintain a neat and modest appearance; boys are expected to be clean-shaven. Chains, underwear as outerwear, excessively revealing clothing, or clothing which advertises inappropriate or illegal subjects are not permitted. Ripped clothing may not be worn. Girls are not permitted to wear tube tops, halter tops, spaghetti straps, or leggings without sufficient cover from a blouse or sweater, i.e. skirt length. Their shoulders, back and abdominal area must be covered. Dresses and skirts must be of reasonable length, as per school dress, and shorts must fall at least three inches below the seat.

It is not appropriate for students to wear athletic clothing to any term exam, lunch during the school week (Monday-Friday), or Sunday brunch. Clean athletic or casual wear may be worn to buffet dinners and Saturday lunch. Students may not wear team uniforms without specific permission from the Athletic Director.

At times during the School year, "modified school dress" replaces our regular school dress code. For girls, "modified school dress" entails school dress without the sport coat or blazer. Boys may remove the blazer and the tie. Polo shirts that are tucked are acceptable in place of dress shirts.

SPECIAL EVENTS

There are special events on campus when the girls are allowed to wear attire that is appropriate but does not need to be school dress. However, skirt lengths, necklines and footwear should reflect the school dress code. Special events include varsity banquets, Scholar Dinners, the Sixth Form Dinner, special chapel services and graduation.

As clothing styles are constantly changing, it may be necessary to adjust the dress code during the school year. These changes will be announced and posted in the Saint James Handbook.

Formal school dress

Modified school dress

Casual dress

STUDENT SERVICES

MENTORING AND LISTENING

It is not uncommon for all of us to need a good listener on occasion, someone to give us some advice or to help us with a problem. Saint James offers many such persons. Students are encouraged to seek out an upper former, especially a prefect, as appropriate.

Among the faculty, students are encouraged to confer with their Advisors who are there to help with everything from class scheduling to personal concerns. All members of the faculty are willing and able to help a student at any time, and students can see any adult they choose about personal matters.

If a student or family wants to seek professional, psychological services, they may ask the School Nurse about arranging these services while attending Saint James. If students have a concern of a more spiritual nature, they may speak to one of the clergy in the community.

CONFIDENTIALITY

Students who wish to discuss a problem in complete confidence should speak to the Chaplain or Nurse. Both have the authority independently in their response to these matters.

INFIRMARY/ILLNESS/INJURY

Generally, a School Nurse is on duty in the Infirmary Monday through Friday from 7:30 a.m. - 4:00 p.m. Weekend hours: Saturday and Sunday from 9:00 a.m. – 1:00 p.m. Only the Nurse or the Assistant Headmaster may grant excuses from classes, meals and athletics.

An Athletic Trainer is available after school and at home athletic contests. The Athletic Trainer may grant excuses from athletics.

Vaccines

As a condition of enrollment, Saint James requires all students to receive immunizations in accordance with Maryland state law and Saint James regulations. This includes being up to date with primary series and boosters according to CDC guidelines.

INFIRMARY FEES

There is a **$25.00 fee** when a student is admitted for 1 – 3 periods during the day for evaluation and care.

There is a **$50.00 fee** when a student is admitted for the day (4+ periods) for evaluation and care.

There is a **$100.00 fee** for an overnight stay for observation and separation of the ill student.

There is a **$20.00/hour ($60 maximum)** per Urgent Care/Emergency Room trip.

There is a **$35.00 per trip fee** for non-emergency medical transportation under 2 hours long. Trips 2 hours or longer will be charged a higher fee.

There is a **$40.00 fee** for an on campus physical with the nurse practioner.

There is a $50.00 fee for an on campus comprehensive illness examination with the nurse practitioner. There may be additional fees if lab testing is indicated.

Boarding students who are ill must check in with the Nurse between 7:30 - 8:00 a.m. They may not stay in dorm rooms.

Day students who are ill and unable to come to school must have their parents contact the registrar or school nurse by 8am. The registrar can be reached at 301.671.4848 or sjsattendance@stjames.edu. The school nurse can be reached at 301.671.4847 or tlum@stjames.edu.

When students become ill and the School Nurse is not available, they should report to the Registrar or Headmaster's Secretary.

When a student is admitted to the infirmary for 1 – 3 periods, the student's attendance at athletic practice or a game, dinner, and evening study hall is at the School Nurse's discretion.

If students are admitted to the infirmary for more than 3 periods, the student will not attend athletic practice or a game; day students will go home and boarders will go to their dorm room. Additionally, boarders will attend

dinner and evening study hall as usual unless noted otherwise by the School Nurse, and they will stay on dorm after dinner until lights out.

Students who are feverish or are so ill that they require extended care will be sent home or to their guardian's home at the Nurse's discretion. Overnight stays in the infirmary will be supervised as delegated by the Nurse. Overnight in the infirmary is for observation and separation of the ill student from others, not acute medical care.

All injuries are to be reported to the Nurse within 24 hours. Athletic injuries should be reported to the trainer on the day they occur.

If a student is unable to attend classes on Friday, the Associate Headmaster's specific permission is needed to participate in extracurricular activities that weekend.

No student will be permitted to participate in any activity, athletics, or academic programs unless the proper proof of medical insurance is on file with the School Nurse.

MEDICAL/DOCTOR APPOINTMENTS

Scheduled appointments should be arranged so as to minimize disruption during the academic day. The nurse will be notified by the parent in advance of the appointment and departure time. When students returns following the appointment, they will check in with the School Nurse or Registrar. Consider the School calendar and take advantage of long weekends and vacations to schedule appointments. In the event that a student needs more frequent follow-up visits, please arrange for these appointments to meet after the academic day.

MEDICATIONS/PRESCRIPTION

Any students who are prescribed medication must inform the nurse. In addition, prescription medications **will not be administrered** until an authoriztion form has been completed by the physician and signed by a parent. These can be found on our website, the resource board in Veracross or the Infirmary. The nurse will administer all medications except those she has given permission for the student to self-administer (i.e., antibiotics, allergy medication). **All medications, including over-the-counters, not approved for self-administration will be given to the nurse for storage and administration; none shall be kept in the dormitory room.**

THE OWENS LIBRARY

Library Hours:

Monday - Thursday	7:15 am – 3:30 p.m. 7:15 pm - 9:30 p.m.
Friday	7:15 am - 3:30 p.m.
Sunday	1:00 pm - 5:00 p.m. 7:15 pm - 9:30 p.m.

Academic Day Use: Students who have a free academic period may use the Library. Students not required to go to study hall may go to the Library directly; students required to attend study hall must report first to the Study Hall and then receive permission to go to the Library. Students with library/research projects will be given priority.

Evening Use: Students not on Academic Probation may study in the Library during the evening study period. They need to get a signed note from the study hall proctor on their hall to present to the Library proctor. Students on Academic Probation may not use the Library unless they have research to do there; a note from the teacher is required.

General Library Use: Books may be checked out for a period of one month or longer if needed. If a book is not returned by the end of the School year, a letter is sent home notifying the parents. The book must be returned, or replaced with an appropriate replacement cost. If a book is damaged or written in, an equivalent fine is assessed.

Lost and/or damaged Library articles will be replaced and the person responsible will be assessed the cost.

COMPUTERS

Students may use their own laptops, tablets, and cell phones on the Saint James Network. These devices must be connected to the student Wi-Fi network. No student device should be connected to a guest or faculty network at any time. Each student is issued a Pre-Shared Key to access the student Wi-Fi. This key identifies the student which allows monitored and filtered usage. School computers and printers for general use are available in the McIntyre Room, the John Owens Library, and in dormitory common rooms.

The computer lab in Fulton and the language lab in Powell are only available to classes for instructional use; faculty need to sign up for their use.

Computer games and streaming services (e.g., Netflix, Hulu, YouTube) are prohibited on school or personal computers during the School day or study halls.

Serious or repeated violations of the Acceptable Use Policy will result in the suspension of computer privileges for the rest of the academic year. See website for acceptable use updates.

STUDENT CENTER

Kemp Hall is the student center; it also houses the Development Office, the bookstore, the snack bar, and faculty and student mailboxes. Students should remember that it is a public space, used by all members of the School community. It should be kept tidy and presentable at all times so that it is a comfortable and welcoming space for everyone. As in common rooms, televisions, music, and games are not to be used during the academic day. In addition, students should make sure that any music or television which is played at other times is appropriate for everyone; television or movies which are graphic or suggestive, and music lyrics which are offensive or profane, are not permitted. **Similarly, students should be sure to monitor their own language and behavior to maintain a pleasant atmosphere.**

INTERNET/EMAIL ACCEPTABLE USE POLICY:

The computer network at Saint James School provides Internet and email access to the students, faculty and staff of the school.

The School's role is to provide and maintain the network and the computers. The faculty will aid the students with usage of the computers, and in learning how to locate and select the most appropriate information for their needs. The School will research and reasonably control access to inappropriate material. Nevertheless, new information and sources are continuously made available. Thus, it is difficult to know and predict what material the students will be able to access. Although the School has the capability to record student activity, such activity may not be monitored on a real-time basis. In addition, the School is not responsible for any material lost or damaged while using any of the School's computers.

As students have greater access to mobile technology, it is the policy of Saint James that the use of cellular phones, tablets, and other mobile devices on campus is a privilege. Students are therefore expected to follow the same acceptable use policies with regard to mobile technology as they would with traditional computer and/or network use. The School reserves the right to confiscate phones, tablets, or other mobile devices if a student has violated the terms of the acceptable use.

Files are generally considered private but they are the School's property. The School reserves the right to review, collect, or employ a user's file if required by law, as part of the maintenance of the system or when the School believes the account is being used improperly or illegally.

All student users of the School's computers and network will sign this policy at the beginning of the academic year, and thereafter if the student has lost his/her privileges during the previous year, to insure a full understanding and agreement of the policy. Students may only have access to the Internet after they and the parent or guardian have signed this acceptable use policy.

USER'S RESPONSIBILITIES:

- will show respect and consideration for others when using technology; as such the School reserves the right to set up a bandwidth limit or to limit the use of the Saint James network for non-academic purposes.
- will not interfere with the computer use of others;
- will not use abusive or obscene language in any public or private e-mail, text message, or via social media.
- will not attempt to install or use unauthorized software on computers owned by the school;
- will only use his/her own name, files or password;
- will not share his/her user name or password;
- will not send anonymous messages or e-mails to an excessively large audience;
- will not send viruses or any other encoded files that may harm the network or computer;
- will adequately protect their devices from spyware, malware or other destructive sources.

UNACCEPTABLE NETWORK USE INCLUDES, BUT IS NOT LIMITED TO:

- Accessing, possessing, or sharing material containing pornography or any other material deemed inappropriate in nature.
- Accessing, possessing, or sharing unlawfully downloaded copyrighted material such as games, movies or music.
- Using the Saint James network to harass, haze, or bully any student.
- Engaging in "hate speech" or racist humor or language.
- Downloading or storing large or extensive files on school computers that are not pertinent to school work, including audio and video files.
- Attempting to change any configuration (physical or virtual) of any Saint James computer or network;
- Printing unnecessary copies of work or files.
- Using the network for any financial gain (unless approved by the Dean of Students).
  Note: Students may use the Saint James network to purchase appropriate products online.
- Using cellular hotspots to connect to networks other than Saint James'.
- **Providing or attempting to acquire personal information over the Web.**

TRAVEL AND TRANSPORTATION

All boarding students are responsible for arranging their own accommodations for long weekends and vacations, whether that is home, with guardians, or with friends. For destinations other than home, travel plans must be confirmed with the Dean of Students no later than one week prior to the start of the vacation.

International students must have a guardian in the United States who is prepared to host them during scheduled long weekends and vacations as well as in the event of an illness requiring overnight care or a disciplinary event.

Students requiring transportation to and from area bus depots, train stations, and airports must make their own arrangements in most cases. A list of local car services is available in the Dean of Students' office.

ONLY THOSE STUDENTS WHO HAVE SIGNED UP FOR TRANSPORTATION TO OR FROM THE SCHOOL WILL BE ALLOWED ON VEHICLES SPONSORED BY THE SCHOOL.

It is the School's policy that travel will not commence until students are released according to the School calendar. For planning purposes, it takes approximately 1 1/2 hours to get to Baltimore/Washington International Thurgood Marshall Airport, Dulles Airport, or Regan. Students who travel on long weekends or school breaks must arrange travel such that they do not miss classes. In extenuating circumstances, students may request an early departure from the Assistant Headmaster. This must be done AT LEAST two weeks prior to their departure. Academic arrangements are the responsibility of the student, and must be made with teachers ahead of time.

To ensure arrival at school is within the stated time frame of 6:00 p.m. – 9:30 p.m., return flights to Baltimore/Washington International Thurgood Marshall Airport, Dulles Airport and Reagan National Airport, should arrive no later than 6:00 p.m. The School driver will meet the returning students at Baggage Claim Area #6 at Dulles Airport, at Baggage Claim Area #5 at Baltimore/Washington International Thurgood Marshall Airport, at the flight's designated baggage area at Reagan National Airport, and students are to meet the representative from

Time Advantage at the Arrival Location at BWI Marshall Train Station immediately upon their arrival. The representative will have a sign with the School's name or your name on it for identification purposes.

If students are delayed for any reason, they should immediately call Time Advantage, LLC at 301-378-6333. Students should also notify their respective dorm head via email and/or the Dean of Students.

NO TRAVEL WILL COMMENCE BEFORE RELEASE TIMES, AND ARRIVAL AT SCHOOL WILL BE BETWEEN 6:00 P.M. – 9:30 P.M. ON THE SCHEDULED DAYS.

No student may use Uber or Lyft to travel to or from campus without the expressed permission of the Dean of Students.

LAUNDRY

Boarders are to use the laundry machines in their assigned areas in the dormitories. Laundry machines are free of charge.

SCHOOL ADMINISTRATION

HEADMASTER

The Headmaster is the Chief Executive Officer of the School and is responsible for the School's good order to the Board of Trustees. In this, he is assisted by the Headmaster's Secretary and the following administrators:

ASSISTANT HEADMASTER

The Assistant Headmaster is responsible to the Headmaster for the academic direction of the School. In this role, she assists the Headmaster in the appointment of new faculty, the supervision and evaluation of existing faculty, and the direction of the School's curriculum. She directs the department chairs in the supervision of their respective departments, maintains discipline in the academic building, and enforces the academic standards of the School. She serves as the School's primary liaison in academic matters with individual parents. She has a particular responsibility for international students and academic student support. In the absence of the Headmaster, she administers the School. She is assisted by the Director of Upper School Studies, the Assistant Dean for Lower School Studies, and the Academic Secretary and Registrar.

BUSINESS MANAGER

The Business Manager is responsible to the Headmaster for administering the School's accounts and maintaining the School's physical fabric and plant. He is assisted by the Comptroller, the Accounts Payable Assistant, and the Student Billing Assistant.

DEAN OF ENROLLMENT MANAGEMENT & FINANCIAL AID

The Dean of Enrollment Management & Financial Aid is responsible to the Headmaster for administering admissions to the School. In this, he is assisted by the Director of Admission and the Admissions and Enrollment Coordinator.

DEAN OF FACULTY

The Dean of Faculty is responsible to the Headmaster for the guidance, morale and supervision of the faculty. She assists the Assistant Headmaster in the hiring of new faculty. She works closely with the Assistant Headmaster with directing the department chairs and the supervision of their departments.

DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS

The Director of Development is responsible to the Headmaster for the School's fundrasing, alumini outreach, and public relations. She is assisted by two Associate Directors and the Development Associate.

SENIOR MASTER

The Senior Master is the senior member of the faculty; and as such, assists the Headmaster in the administration of the School.

DEAN OF STUDENTS

The Dean of Students is responsible to the Headmaster for the discipline and morale of the student body. In this role, he handles all matters of discipline not requiring the response of expulsion. In these matters, he advises the Headmaster. He oversees residential life, administers and oversees weekend permissions and the demerit system, organizes student activities, administers the student activities budget, and works with the Weekend Duty Team Captains in supervising the School's weekends. He is assisted by the Associate Dean of Students.

DIRECTOR OF ATHLETICS

The Director of Athletics is responsible to the Headmaster for the direction of all athletics at the School. He appoints all coaches, supervises their coaching, and schedules all practices and matches. He directs the students' athletic participation and is responsible for all discipline in the Field House and on the field. He is assisted by the Assistant Director of Athletics.

CHAPLAIN

The Chaplain directs the liturgy of the Chapel, teaches the School's classes in religion and administers the Service Learning Program. The Chaplain is an Episcopal priest and is available to students and all members of the community for direction and guidance. He is assisted by the Community Service Coordinator.

DIRECTOR OF COLLEGE COUNSELING

The Director of College Counseling oversees the college admissions process under the direction of the Headmaster. The Director counsels all students applying to college, schedules all college visits, and administers all standardized testing.

SCHOOL NURSE

The School Nurse is available to students and faculty in need of medical and/or confidential support and counsel and can coordinate additional psychological therapy and support as needed.

DIRECTOR OF MARKETING & COMMUNICATION

The Director of Marketing & Communication is responsible for all communication and marketing on behalf of the School under the direction of the Headmaster. She is assisted by the Assistant Director.

PARENTS AND THE SCHOOL

NOTE TO PARENTS

We believe that the relationship between the School and parents of students should be one of mutual respect and cooperation. To achieve this goal, parents of students at Saint James School are expected to know the rules and policies outlined in this Handbook and to support them. Further, in their engagement with the School, parents are expected to treat all members of the staff with decorum and respect. Saint James reserves the right to terminate the enrollment contract of any student whose parents harass or treat the School's employees disrespectfully.

FREQUENTLY ASKED QUESTIONS

I have questions or concerns about the School or my child. Whom should I contact?

for specific academic concerns:	Teacher of the course in question
for academic concerns:	Assistant Headmaster
for concerns about faculty:	Dean of Faculty
for college counseling:	Director of College Counseling
for disciplinary concerns:	Dean of Students
for admission/financial aid concerns:	Director of Admission
for athletic concerns:	Director of Athletics
for dorm concerns:	Dean of Students
for pastoral concerns:	Chaplain
for physical plant concerns:	Business Manager
for billing concerns:	Business Manager
for concerns about administrators:	Headmaster
for concerns not well addressed:	Headmaster

While we understand that parents will often discuss general school matters, it is never appropriate for parents to involve other parents by conversation or email when they have a concern particular to their own child.

Please call the School (301-733-9330) during our business hours of 8:00 am – 4:00 pm EST, Monday – Friday, or send an e-mail or message in Veracross at any time. Links to email can be found on the Faculty & Staff section of the School's website.

I have an immediate question after regular business hours or over the weekend. What should I do?

Weekdays after 4:00 pm: Please call the School cell phone at 301-730-8788.

Weekends: Please do not leave a message in the School voicemail after 4:00 pm Friday if it relates to a weekend concern. Call the duty cell phone at 301-730-8788.

What are the best ways to stay in touch with my boarding child?

Set up a time each week for telephone conversations (before lights out).

Send care packages and write letters on a regular basis.

Know your child's schedule.

Get to know your child's advisor and teachers. Check our website for news and calendar updates.

How do I take my child off campus during term?

Please see **Permissions** under the Residential Life section of this Handbook.

What is the Annual Fund?

Each year Saint James asks parents, trustees, alumni, grandparents, and friends of the School to contribute to the Annual Fund. The Annual Fund is vital to the School's financial stability and is the School's first philanthropic priority, and it is our expectation that every parent will support it.

Why does Saint James ask for these gifts?

Donations to the Annual Fund provide c. 16% of the School's cash budget each year. This vital income bridges the substantial gap between tuition revenue and the true cost of educating each Saint James student. Contributions to the Annual Fund are unrestricted, which allows the School to use the donated funds wherever they are needed most. Gifts to the Annual Fund provide current-year benefits to every student and faculty member and Saint James expects that every school family will make an Annual Fund gift each school year. For more information about the Annual Fund, or to make your annual gift, please visit the School's website (www.stjames.edu).

How do I thank my child's teachers for their hard work and care of my child?

Saint James School parents show their gratitude and appreciation to teachers by supporting the Annual Fund

Campaign each year. Annual Fund gifts can be given "In Honor" of an individual teacher or administrator, and this special designation will appear in the School's Annual Report of Giving. Parents are discouraged from the practice of making monetary gifts to individual faculty members or to specific athletic, curricular, or extra curricular programs.

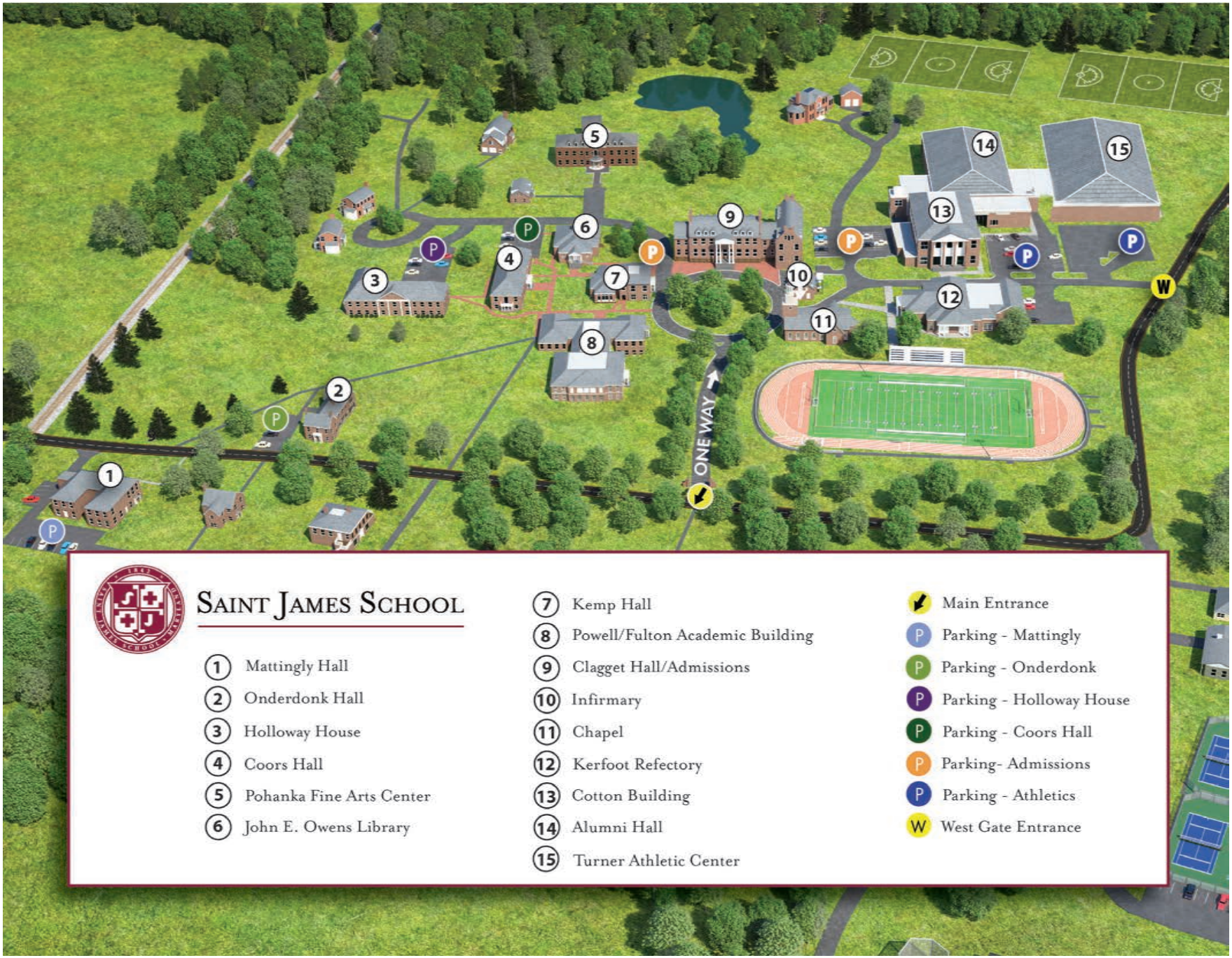
PARENTS' ASSOCIATION

The SJS Parents' Association serves as an avenue of communication and cooperation among the parents, administrators, and faculty of Saint James School to build and foster a spirit of community. All current parents are members of the Parents' Association and as such are invited to participate in Parents' Association meetings and activities. Parents' Association meetings are held several times during the year at the School. The Parents' Association itself is an independent charitable organization and is not funded by the School.

The Parents' Association supports the School in several ways, including providing a "cookie day" for students during each exam week, purchasing of teacher appreciation gifts, assistance with the Annual Fund, assisting in recruiting new students, providing seasonal decorations for the School's campus and chapel, and providing financial support to the School for special campus projects. The Parents' Association holds an annual fundraising event to provide funds for its many activities and gifts to the School.

For a list of current officers and committee chairs, please visit the Parents' Association page of the School's website.

SAINT JAMES SCHOOL CAMPUS MAP



EDUCATION IS VITAL, BUT MAKE SURE
THAT YOUR HEART EXPANDS FASTER
THAN YOUR MIND. JAMES MONTGOMERY SCHURZ

In the previous pages, duties that are assigned to specific administrators, such as the Dean of Students, the Assistant Headmaster, or the Headmaster, may be delegated to another person under appropriate circumstances.

Saint James does not discriminate on the basis of gender, race, color, religion, sexual orientation, physical disability, ethnic origin, or any other protected category in the administration of its educational policies, admission policies, financial aid program, athletic and other School-administered programs, or employment practices in accordance with applicable Federal, State and local laws.

This information is current as of July 1, 2026.
The School may find it necessary to alter or append this document during the course of the Academic year.
These changes will be announced and posted in the Saint James Handbook.