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# PARENT-STUDENT HANDBOOK

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2020-2021



SAINT JAMES' EPISCOPAL SCHOOL  
73 Culpeper Street, Warrenton, VA 20186

Revised 9/11/2020

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*Saint James’ Episcopal School reserves the right to unilaterally amend, change, modify, delete, replace or add to the policies in this document, or to any other School policies or procedures, at any time, with or without prior notice. Such changes will be communicated in a timely manner.*

*Revised August 31, 2020*

# 1 OVERVIEW

## 1.1 HISTORY

St. James' Preschool was founded as a community outreach ministry of Saint James' Episcopal Church in September of 1982. It began with four classes and a staff of five. Now, Saint James' Episcopal School is the largest ministry of Saint James' Episcopal Church. In August of 2007 under the direction of Father C. Christian Pierce and the authority of the Vestry of Saint James' Episcopal Church, the Saint James' Episcopal School Board was reorganized to provide oversight and direction to the School. The School is designed to promote the Christian, moral, intellectual, physical, social, and artistic development of children through the provision of educational, enrichment, and related programs to children. In 2007, we began our elementary program and offered Kindergarten for the first time. In 2010, we started First Grade and have added one elementary grade every year, ending at fifth grade in 2014-2015

## 1.2 PHILOSOPHY

At Saint James' Episcopal School, religion is embraced as an essential facet of student learning. The day begins with a short chapel service of singing and prayers. Our teachers and staff openly share our faith, demonstrating that God is real and is a part of our lives. We foster a caring atmosphere within the School in which children feel comfortable helping each other and asking for help.

Within reason, our teachers and staff permit each child the freedom of choice within a structured situation. Our program and environment allow each child to grow at his or her own individual rate. We encourage and provide opportunities for promoting healthy self-images and instilling a life-long love of learning.

Our teachers strive to supplement the core parental efforts provided in the home to create a partnership of loving and learning for each student.

The teachers and staff will:

- integrate faith within the learning experience,
- provide a variety of instructional techniques to help meet the needs of all students,
- assist students in developing the skills necessary for becoming responsible citizens of the home, school, and community, and
- welcome and encourage input and cooperation of the parents and guardians.

Each student will:

- join in religious education including weekly chapel service,
- participate in daily classroom activities and special programs, and
- show respect for teachers, staff, other students, and the community.

The parents and guardians will:

- support the philosophy and mission of the School and the efforts of its teachers and staff,
- abide by the School's policies and procedures, and
- provide support and resources to the extent they are able as a symbol of their belief in the value of education.

### 1.3 MISSION

As a member of the National Association of Episcopal Schools (NAES), Saint James' Episcopal School recognizes the Principles of Good Practice and Principal Qualities that distinguish our School as Episcopal. In practice, these principles and ideals are expressed through:

- School Worship that is creative, inclusive, draws fully upon the liturgical resources of The Episcopal Church, and is a regular part of school life for all faculty and students.
- Community Life, in which reflection, prayer, and matters of the spirit are honored and cultivated and the physical, mental, and emotional health of all are supported and nurtured.
- Religious Formation and Study that is meaningful, academically substantive, and age-appropriate; and in teaching the Christian tradition, fosters dialogue with other faith traditions.
- Social Justice, which is the integration of the ideals and concepts of equity, justice, and a just society throughout the life of the School; the embracing and honoring of diversity; and the inclusion of community service and service-learning as an integral part of the life of the School.

By weaving these principles into the very fabric of the School's overall life, Episcopal schools ensure that their missions are built on the sure foundation of a Christian love that guides and challenges all who attend our schools to build lives of genuine meaning, purpose and service in the world they will inherit.

#### 1.3.1 Mission Statement

"Experience the Episcopal traditions of service, compassion, and respect;

Enrich the whole child through the joy of learning, creativity, and faith;

Excel and grow in grace."

#### 1.3.2 School Motto

"Follow Me," comes from Matthew 4:18-22

#### 1.3.3 School Prayer

Heavenly Father, you love us as your children:

Bless our School, its faculty, staff, students, families, and friends;

Bless our Church, its priests, leaders, staff, and all its members;

Open our hearts to accept and serve others with compassion and respect;

Enrich our minds with your wisdom so that we may learn to love and love to learn;

Help us to excel and to grow in grace;

Through Jesus Christ, our Savior, Teacher, Lord, and Friend. Amen.

## 2 PROGRAM DESCRIPTIONS

The School provides a stimulating educational environment, cultivating the intellectual and spiritual promise of each student, and instilling a love for learning. Academic success coupled with a clear value system create a foundation that gives each student the ability to navigate gracefully through life.

### 2.1 TWO AND THREE-YEAR-OLD PRESCHOOL

The emphasis of our two (2x2) and three-year-old classes is to provide challenging activities designed to meet the individual needs of children during the active time of growth and development. The classes use consistent routine and engaging activities to help create a love of school. Hands-on learning allows students to develop skills in language arts and math while building self-confidence and self-esteem in the classroom. We provide materials, experiences, and the physical space for children to explore through touch, sound, and sight - a requisite for their cognitive growth. Between the ages of two and five, children experience considerable growth. Saint James' strives to work in all areas of development including physical, cognitive, and social-emotional. Teachers offer a planned curriculum that stimulates children's interest, experimentation, and cooperation. Children are offered hands-on activities and are encouraged to work with each other. In January and at the conclusion of the school year, a report will be sent home to assess students' progress in the class.

### 2.2 FOUR-YEAR-OLD PREKINDERGARTEN

The prekindergarten classes help prepare young minds for elementary school with emphasis on more structured learning. Parents can choose from 3, 4, and 5 day-a-week classes. Teachers and administrators may help in this placement.

Within the prekindergarten program, the focus is to help promote an enthusiastic and receptive attitude toward school. By combining a diverse academic program with a healthy, socially oriented one, teachers strive to create a very stimulating, fun-filled day for the children. The prekindergarten and kindergarten programs follow a philosophy of education in which children proceed at their own pace and use a variety of hands-on materials and age-appropriate activities.

The prekindergarten classroom offers child-centered learning activities allowing children to build a positive attitude toward learning through questioning, observing, and experimenting with varied materials. Teachers help promote the children's construction of knowledge and build foundations for school success in reading, math, science, and the arts. Interaction and collaboration with peers work to promote language development, perspective taking and conflict resolution.

In January, a progress report is sent home to assess student progress. Readiness Screening is available, if needed through the school. Children entering Kindergarten should be five years old by September 30.

### 2.3 KINDERGARTEN

The kindergarten program uses a stimulating hands-on approach to learning, allowing for a more individualized student experience. The kindergarten curriculum includes religious education, language arts, mathematics, social science, physical science, music, art, Spanish, physical education, library, and

computer technology. Language arts instruction includes a balance of activities focused on developing phonemic awareness, phonics, word study, comprehension / vocabulary and writing skills. Mathematics instruction in Kindergarten is center based, encouraging students to manipulate real materials to make mathematical concepts meaningful. Social science, physical science, and computer technology instruction are integrated into the overall curriculum through theme-based units in language arts and mathematics. Learning experiences emphasize friendliness, cooperation, and social responsibility within a child-centered curriculum. Our kindergarten class meets Monday-Friday, from 8:15am-2:15pm. Kindergarten students are required to wear the SJES uniform as outlined under the Uniform Policy.

## 2.4 GRADES 1-5

Grades 1-5 have thematically organized curriculums in each subject area to ensure strong continuity and the reinforcement of skills and concepts across grades. Core subjects include reading, language arts, math, science, and social studies. The reading and language arts curriculum is based on the Literacy by Design program. Literacy by Design is a structured reading program focused on teaching students reading skills and strengthening reading comprehension through teacher modeling, whole class instruction and independent practice. Instruction focuses on listening, speaking, reading, and writing within content-specific themes, which simultaneously builds reading and content-area competence among students. Literacy by Design utilizes a built-in acceleration system that allows teachers to differentiate instruction based on students' individual needs. The assessment components are tied closely to instruction and allow for diagnostic assessment and ongoing progress monitoring. Literacy by Design reflects the Gradual Release of Responsibility model, which seeks to develop reading and writing independence among students. Our Math curriculum is supported by the Everyday Math which is designed to support students in making sense of mathematics and learning that they can be mathematical thinkers. Our science program, FOSS, the award-winning, STEM-based curriculum, engages students in earth science, life science, and physical science. Students work both independently and cooperatively to uncover discoveries, as they develop and refine the important skill of generating their inquiry. Grades 1 -5 also study the following Exploration subjects: religious education, art, Spanish, music, physical education, and library. Computer technology is incorporated into core classes. Classes for Grades 1-5 meet Monday-Friday, 8:15am-3:15pm. Elementary students are required to wear the SJES uniform as outlined under the Uniform Policy.

## 2.5 EXTENDED DAY PROGRAM

Extended Day is available for all elementary students enrolled at SJES. During the pandemic, there will be no drop-in option for Extended Day. If you need to contact the Extended Day Coordinator, she can be reached at:

- 540-860-0681 (call or text)
- [extendedday@saintjamesepiscopalschool.org](mailto:extendedday@saintjamesepiscopalschool.org)

Students must bring a peanut/tree nut-free snack from home (please refer to the Peanut/Tree Nut-Sensitive Policy on the School website). For costs and to enroll, please contact the Business Office.



Students picked up after their designated pick up time will be charged a \$20.00 late fee per 15 minutes. The person picking up the student will have to sign the Extended Day Late Charge form acknowledging the amount due.

Extended day may be used after a school-sponsored field trip only if the student is already enrolled in the Extended Day program. **Students who are absent from school may not attend Extended Day or Encore programs.**

## 2.6 ENCORE PROGRAM

Saint James' offers a variety of after-school programs to its students to provide opportunities for participation in quality, safe, fun, and structured activities/sports. Our offerings include activities such as Spanish, sports, and art. These programs are offered for an additional fee and vary by class. Partial enrollment in programs is not available. Advertisements for such programs will be communicated via email, folder, and on the School website.

The SJES Encore programs are meant to be fun as well as instructional. For some students, this will be their first experience with after-school programs, and we want that experience to be positive. The instructors strive to ensure sure all students are on task while participating in these programs. If we feel that a student is having difficulty assimilating into this setting, or being disruptive to the group, the student will be asked to sit out until he/she is ready to re-enter the group. Parents will be notified if this happens. If a student is not benefiting from the program or cannot assimilate in a way that benefits all involved, then we may ask that the student not return. We want all participants to enjoy the Encore programs and appreciate your cooperation.

## 2.7 SUMMER CAMP

The mission of Saint James' Episcopal School Summer Camp is to create fun, exciting and adventurous experiences for children to discover and learn. Our summer program provides camp opportunities for children ages 3-11. The camp schedule is divided into age-specific camps. This program is offered for an additional fee and camp offerings vary every year. Advertisements for such programs will be communicated via email, folder, and on the School website.

# 3 ADMINISTRATIVE PROCEDURES

## 3.1 ADMISSIONS

Saint James' Episcopal School is generally open to all children, ages two through age eleven (students entering fifth grade). However, there may be circumstances in which SJES is not able to accommodate the needs of a child (for example, a child with a certain level of learning disabilities). Saint James' admits new students based on character, past academic day care or school experience, parent interviews, and assessment of the student's potential to profit from and contribute to the life of the School. Priority in admissions is given to siblings of current students and children of parishioners of Saint James' Episcopal Church. To this end, among qualified applicants, students are accepted – space permitting – in the following order: (1) current students, (2) siblings of current students and pledging parishioners of Saint

James' Episcopal Church, (3) Priority Application applicants, and (4) all others.

### 3.1.1 Notice of Nondiscriminatory Policy

Saint James' Episcopal School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. SJES does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and tuition assistance and Encore/Summer Camp or other School-administered programs.

### 3.1.2 Documentation Required for Matriculation

The following documentation must be received by the School with respect to each student before such student will be permitted to attend the School:

- an original birth certificate (school will verify receipt),
- proof of immunization as required by the Code of Virginia,
- only for students new to the elementary program and those entering Kindergarten, proof of physical examination within 12 months prior to entering the School via the School Entrance Health Form found on the School website under Forms, and
- copy of custody agreement, if applicable.

### 3.1.3 Registration, Documentation and Fees

Registration for each upcoming school year is typically held in late January (for currently enrolled families and Saint James' parishioners), the beginning of February (for pre-registered families) and mid-February (for new families) of each calendar year. No applications will be accepted more than one year prior to the School year for which admission to the School is sought.

To register a new student, applicants must complete an online application and submit a non-refundable new applicant fee per student. This fee covers administrative expenses and, if applicable, secures a spot on our waiting list. Due to the high volume of applicants and space restrictions, an application does not guarantee acceptance.

For current students, the School utilizes continuous enrollment. Once a student is enrolled at SJES, he or she is enrolled until he/she graduates fifth grade or makes it a point to dis-enroll by March 1. Each year, families will be notified of fees and tuition by January 15 and will have until March 1, to contact the school to say they will not re-enroll for the upcoming school year. Please make sure you receive an email confirming receipt of your withdrawal. Otherwise, school fees will be withdrawn from FACTS on March 10 and the first tuition payment will be drawn May 10 or 20 as in previous years. Families with a current preschool student in a two or three-year-old class will receive an email by January 24 with instructions on how to use the Family Portal for class selection, to select first and second choice classes for the new school year. Families will then receive a continuous enrollment contract with class assignment by February 22. Signed contracts and fees must be received by March 1. Families applying for a sibling new to SJES will use the link to our online application which will be available to all families in

the Family Portal on January 24 and follow our new student application process. Families who choose to dis-enroll or do not return the continuous enrollment contract by March 1, and later decide to return, must re-apply and will not be eligible for tuition assistance or other financial discounts.

## 3.2 TUITION AND PAYMENT

Saint James' Episcopal School uses the FACTS payment program to collect tuition from families. All families enroll in the FACTS payment program through the Family Portal. Unless paying the tuition in full with a returned enrollment contract, FACTS will manage any tuition payment communications with families throughout the year. The initial non-refundable tuition payment will be due in May prior to the start of school. Following the initial payment, monthly tuition is due to FACTS on either the 10th or 20th of every month starting in September and ending in April.

While we may make up missed days due to inclement weather, we do not refund tuition or Extended Day fees.

### 3.2.1 Multi-Student Discount

Families with more than one child enrolled in Saint James' Episcopal School may take advantage of our Multi-Student Discount. A discount of \$500 for each family will be applied to the tuition by the School. This discount is also extended to those families who graduate a student from fifth grade at SJES. Once a student graduates from fifth grade and another sibling remains at SJES, the multi-student discount will continue to apply until the youngest student of the family leaves Saint James'.

### 3.2.2 Tuition Assistance

Tuition Assistance at Saint James' Episcopal School assists qualified students who demonstrate financial need as determined by School and Student Services (SSS) by the National Association of Independent Schools. Requests for tuition assistance are not a factor in the admissions decision process and all tuition assistance information is confidential. Tuition Assistance is limited and may not be available in all need-based situations.

Tuition Assistance applications must be completed by the end of March prior to the school year for which you are applying. All applications are filtered through SSS and then reviewed by the SJES Tuition Assistance Committee. Tuition assistance is offered exclusively for tuition and cannot be applied to registration fees, book fees or other programs outside of primary education. All current tuition assistance recipients at SJES must reapply for assistance each year. Please contact the School Business Officer if you would like to receive more information on tuition assistance.

### 3.2.3 Statement of Financial Responsibility

Saint James' Episcopal School is a non-profit Christian ministry that relies primarily on timely tuition and other payments for its operations and to maintain affordable tuition rates. As such, we cannot afford to incur additional expenses due to delinquent accounts and late payments. It is therefore imperative and expected that we receive payment of all fees and tuition, and that it is understood that the payment of all fees and tuition is the responsibility of the parents/guardians.

### 3.2.4 Payment Policy

Late tuition payments are monitored by the School, and families will be contacted by the Business Office regarding any outstanding payments. Accounts must be kept current (30 days); if they are not, the student may be unable to remain in school. Accounts must be paid in full by April 20th, if enrolled in the

FACTS payment plan. Interest of 18% APR will be charged on all past-due accounts. Cost of collection, including reasonable attorney fees, shall be the responsibility of the parents/guardians. School records, including progress reports/report cards, will not be released until all accounts are fully paid.

### 3.3 WITHDRAWAL/DISMISSAL of STUDENT

In the event it becomes necessary to withdraw your student from Saint James' Episcopal School, written notice to the Head of School must be given at least 30 days in advance.

Saint James' Episcopal School reserves the right to suspend or dismiss any student from his or her enrollment at Saint James' if such student's conduct is deemed unacceptable by the School. We reserve the right to suspend or terminate any student from his or her enrollment at Saint James' especially if physical, social, or emotional needs cannot be met by the programs and staff at Saint James'.

No portion of tuition will be refunded, returned, or cancelled for any reason, including the following circumstances:

- in which student withdraws or is suspended, expelled, or absent from the School, and
- in circumstances necessitating a School closure, such as weather, emergency, or health-related reason.

The Head of School may grant exceptions to this policy in extraordinary and other situations.

The School plans its operations in advance on the assumption that each student will remain enrolled for the entire school year and has many fixed and continuing expenses. Recognizing this, parents sign the admission contract with the School agreeing that the obligation to pay tuition in full is unconditional. Contracts state that in the event of the withdrawal/dismissal of the enrolled student prior to June 30 of the enrolled school year, parents agree to pay 50 percent of the student's annual tuition owed to the School. In the event of the withdrawal/dismissal of the student after June 30 of the enrolled school year, parents will pay 100 percent of the student's annual tuition owed to the School.

If parents have not met all financial obligations in a timely manner to the School, the School may take legal action as appropriate.

### 3.4 COURT ORDERS

Once admission to the School has been granted to a student, it is the responsibility of the parent(s)/guardian(s) to provide the Head of School with a copy of any relevant legal document, including any custody agreement, for each student. It is also the parent/guardian responsibility to notify the Head of School if there is a change in any court document during the school year.

Saint James' Episcopal School will release a child from school to his/her father, mother, or other legal guardian unless the School has a valid court order on file indicating any restriction on contact with the child.

School communication with the appropriate guardian is essential. Accordingly, custodial parents should identify in writing other adults who are authorized to have access to information regarding their child. In

addition, non-custodial parents will be permitted to receive certain information (when requested) regarding the child unless specific legal documentation to the contrary is provided to the School.

In the event the School retains an attorney to defend or enforce its rights under this contract, and/or in the event Parents involve the School in any custody, visitation, access or other domestic dispute, Parents shall pay the School's legal fees, costs, and expenses.

## 4 SCHOOL POLICIES

### 4.1 SCHOOL AND PARENT PARTNERSHIP

A strong partnership between staff and families is a key component to the success of the students. Communication between staff and families allows for an open dialogue concerning activities, opportunities, questions, and concerns. Contact the teacher with any questions or concerns you may have regarding your student in the classroom.

The Saint James' Parent Association (SJPA) has been established to enhance parent teacher communication and increase parent involvement. One parent from each class will be selected as a representative of the group.

### 4.2 TOILET TRAINING FOR PRESCHOOL STUDENTS

All children at Saint James' Episcopal School must be potty-trained to attend, except for 2-year old children who should be working towards toilet training. Children will always have total access to the bathroom facilities and will be allowed to freely come and go as needed. Children will be asked frequently if they need to use the toilet, but never forced, ridiculed, or punished if they say no.

Accidents will be treated matter-of-factly, with the teacher quietly helping the child if possible. It is school policy that two staff members must be present when changing the clothing of any student. Staff may not be able to clean or change the child in a classroom while watching the other children in the class. If the child can clean and change himself, then he will be asked to do so. For children in the 3 and 4-year-old programs, if a bowel movement occurs in their clothing, parents will be required to come to School to clean and change their children.

Teachers of 2-year old and young 3-year old children may ask parents to send in one set of clothing for their child as a precaution. The School also has available in the downstairs supply closet clothing to borrow for the occasional accident. Please return the borrowed clothing clean and in a timely fashion.

The Head of School and parents will be notified if accidents are habitual and cause a disruption to the class. If necessary, families of children in 3 and 4-year-old classes may be asked to keep their children at home until potty training is complete.

### 4.3 LUNCH

Preschool students enrolled in 4-hour classes and/or Lunch Bunch will bring their lunch to school. Lunches should be in a container that is labeled with the child's name, and easy for students to open

and close. Please follow the Peanut/ Tree Nut-Sensitive Policy in the Forms section of the School website. Teachers may ask parents to pack a snack as well.

The SJES hot lunch program is available to faculty and staff, elementary students, prekindergarten students in 4-hour classes, and Lunch Bunch participants. Lunches are served Monday through Friday. Lunch is \$6 and includes a main dish, side dish(es), and water. Monday and Friday lunches will be from local restaurants. Tuesday-Thursday will be homemade lunches from the Parish Hall kitchen. Order online and pay monthly through the FACTS tuition account. An email will be sent every month when the online menu is available. The annual hot lunch plan is not available during phase 3 of the pandemic.

#### 4.3.1 Hot Lunch Ordering

Hot lunches may be ordered by the month. When the new online monthly menu is available, you will receive an email before the start of every month. Because we shop for ingredients and place the restaurant orders ahead of time, it is important that you place your order by the deadline. Parents will have one week (Thursday through Thursday) every month to place the order for the upcoming month. All orders must be placed by the last Thursday of the month prior to the start of the new month. If you do not place your order in time, please contact [lunch@saintjamesepiscopalschool.org](mailto:lunch@saintjamesepiscopalschool.org).

To order hot lunch, use the Family Portal link on the home page of the School website ([www.saintjamesepiscopalschool.org](http://www.saintjamesepiscopalschool.org)) and use district code SJ-VA. If you are new to Family Portal you must create a username and password first (there is a link under the login boxes.) Once in Family Portal, go to Student Information > Lunch > select "Create Web Order" to see the options available by date. Input the number of lunches in the quantity field next to those lunches to be ordered. Parents are encouraged to print the lunch menu for the month.

#### 4.3.2 Missed Hot Lunches

If your student is absent from school and therefore misses his/her pre-ordered hot lunch, the lunch will be put in the Parish Hall kitchen refrigerator and will be available for your student for up to 3 days. Missed lunches will be clearly marked with student name and date. It is the responsibility of the parent to notify the teacher when the student has a missed lunch to eat.

#### 4.4 SUPPLIES

A list of supplies will be provided at the onset of school. Teachers may request additional supplies as needed throughout the school year.

#### 4.5 PERSONAL BELONGINGS

Students should not bring personal items such as toys or electronic devices to school unless it is for a specific reason, such as a school project. Please have your student's coat/sweater, hat, backpack, water bottle and lunch bag labeled with his or her name. There is a Lost and Found in the reception area. Unclaimed items will be donated at the end of the school year.

#### 4.6 SCHOOL VISITORS/VOLUNTEERS

Saint James' Episcopal School encourages parents to visit and volunteer in the classrooms and participate in activities at the School during the week; however, during the pandemic, no visitors will be

allowed inside the building. Volunteers may be needed for outdoor events.

## 4.7 ATTENDANCE

Due to the important work that occurs at school daily, Saint James' Episcopal School expects students to attend school each day. Parents are asked to schedule all outside activities and appointments for children accordingly. Except for unusual circumstances, parents should avoid taking children on trips when school is in session. When a child will miss school, the child or the family should, with as much lead time as possible, notify the teacher. It is the child's or his or her parents' responsibility to then initiate contact with the teachers and to arrange an acceptable plan for work completion.

That said, there is no reward for perfect attendance at Saint James'; a sick student should remain at home. When a student is absent, parents should notify the School Office by 8:30 am, either by phone or email. In all cases, children are responsible for missed assignments which are normally due the day a child returns to school. Teachers are not expected to provide make-up or review sessions.

If a student is absent from school, he or she may not attend scheduled after-school activities, such as school plays, field trips, Encore and Extended Day programs, even if the activity has been paid for in advance.

Attendance is part of a student's permanent record and will be reviewed by secondary school admission offices. Excessive absenteeism or tardiness for unwarranted reasons can be grounds for disciplinary action including dismissal from Saint James' Episcopal School.

### 4.7.1 Late Arrival

Students who arrive at school after their designated arrival time are considered late and must be brought to the front door by a parent or guardian. Please ring the bell for assistance. Excessive lateness puts a student at a disadvantage both academically and socially. Excessive lateness will result in the need for a conference with parents, teacher, student, and administrator to create an action plan for improvement.

### 4.7.2 Early Departure

The School must be notified when a student needs to leave early for any reason. A student who leaves early by pre-arrangement, such as for a doctor's appointment, must present a written note from a parent to the classroom teacher stating the time the student is to be picked up and the reason. Please remain at the front door to pick up your student. All work should be completed and turned in the day of return. It is recommended that trips and appointments be scheduled outside of class time.

## 4.8 ONSITE TUTOR POLICY

At times students may benefit from outside tutoring. Teachers and/or parents may recommend that a student receive additional support. Parents may contract with private tutors to help their child. Such tutorial help should be given before or after the school day. Any private tutoring on the SJES campus must be approved by the Head of School, and the Onsite Tutor Permission Form must be completed by tutor and parents.

#### 4.9 A COMMUNITY OF LOVE: VIRTUES, BEHAVIOR AND DISCIPLINE

Saint James' Episcopal School is a "community of love" that creates a learning environment where children thrive academically, socially, and emotionally. This approach is cohesive with our religious formation, which has two primary goals. First, every student knows that he/she is a beloved child of God and second, every student is given unique gifts and God has a special purpose for each of them. Our mission statement is "Experience the Episcopal traditions of service, compassion, and respect; Enrich the whole child through the joy of learning, creativity, and faith; Excel and grow in grace." This mission statement reflects the religious formation goals and is supported by the "Virtues of the Month."

Sep: The Golden Rule / Respect	Jan: Friendship/Self Confidence
Oct: Honesty and Courage	Feb: Love
Nov: Thankfulness and Heritage	Mar: Compassion
Dec: Patience and Generosity	April: Grace

The virtues are reinforced throughout the school day in a variety of ways and contexts. Throughout the school day students are encouraged to live the mission statement by practicing the virtues in the classroom, the hallway, and the playground. Teachers coach the students in the virtues informally during the day incorporating them into the curriculum and focusing on them specifically during morning assembly for elementary students and during chapel with preschoolers as well as class meetings.

We believe that the social curriculum is as important as the academic curriculum. How children learn is as important as what they learn. This shows that process and content go hand in hand. Students at Saint James' are expected to be safe, responsible, and respectful members of our school community and to feel a sense of belonging to something greater than themselves. Mutual respect creates a safe learning environment and reduces disruption of the educational process. Students are expected to follow a social context that includes practicing key skills (from the acronym CARES) cooperation, assertion, responsibility, empathy, and self-control.

The approach to elementary classroom management at SJES is based on Responsive Classroom, an approach that combines social and academic learning throughout the day. Responsive Classroom helps teachers build competencies in four areas: engaging academics, effective management, developmentally responsive teaching, and a positive classroom community. Our core virtues and the belief that children can and will take responsibility for their own behavior are woven into these four domains. Consequently, the trajectory of our program is from dependence as a preschooler to independence as an upper elementary student. Our goal is for students to become self-disciplined through intrinsic motivation and to learn to solve most social and emotional issues on their own, with appropriate adult guidance when necessary.

Responsive Classroom's principles are as follows:

- Teaching social and emotional skills is as important as teaching academic content.
- How we teach is as important as what we teach.
- Great cognitive growth occurs through social interaction.
- How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
- What we know and believe about our students - individually, culturally, developmentally - informs our expectations, reactions, and attitudes about those students.



- Partnering with families - knowing them and valuing their contributions - is as important as knowing the children we teach.
- (taken from Responsive Classroom Course for Elementary Educators, resource book)

In using the Responsive Classroom approach, we aim to:

- Nurture an atmosphere of respect and preserve orderly school operations
- Create and maintain a positive and effective learning environment
- Help children develop skills and behaviors that promote healthy social interaction and learning
- Help children develop an understanding of how their actions affect the quality of their lives and of the lives of others
- Help children develop a sense of responsibility (for their actions) and character (acting appropriately in any environment)

The faculty and staff at Saint James' believe that each child is a unique individual with unique social, emotional, and academic needs, and we understand that every situation is unique. Reminding, reinforcing, and redirecting behaviors is a first step to keeping behaviors from escalating. The response to each student and each situation will not always be predetermined or prescribed, and our responses, while always as fair as possible, will follow a logical consequence. Because we trust the judgment of our teachers and staff, misbehavior will be dealt with and consequences will be determined in accordance with the Responsive Classroom approach and the teacher's knowledge of the situation. Logical consequences as determined by the teacher and/or the learning community may include loss of privilege, reparation ("if you break it, fix it"), and/or reflective time in the child's classroom or in another teacher's classroom. In the most serious situations, the administration will be involved in determining consequences, which may include recovery at home or dismissal from school.

In the most serious situations, the administration will be involved in determining consequences. The hierarchy of consequences, from least serious to most serious, is as follows:

1. Consequences determined by the teacher and/or the learning community, which may include reflective time at lunch, recess, in the classroom or after school.
2. In-School Recovery – removal from the classroom to a designated recovery area
3. Planned Home Recovery - release to parents for recovery at home (determined by the administration)
4. Expulsion from school (determined by the administration)

In disciplinary matters, we know that parental support and communication is essential, and we will inform parents about situations when it is necessary. Parents will receive more feedback at the preschool and primary grades and less at the upper elementary graders when students are expected to assume more responsibility for their behavior. Please work with us in helping your elementary student understand and abide by these simple but appropriate rules of behavior.

#### 4.10 BULLYING AND HARASSMENT PREVENTION

A fundamental ideal of Saint James' is to provide the youngest students in our community a safe, nurturing, and loving environment to learn and grow. Children must feel and be safe - both physically and psychologically - to grow academically, socially, and emotionally. We believe that proper student behavior is a precondition for learning to occur and that it is the responsibility of parents, students, and

teachers to ensure that Saint James' is a school which is safe, free of threats, bullying, or harassment and has a positive learning environment. We believe no student has the right to interfere with the learning of others, endanger classmates, or in any way tarnish the reputation of Saint James' Episcopal School. In any circumstance when a student's behavior presents a clear danger, intimidates a classmate, or violates state or federal laws, that student may lose his/her privilege to attend Saint James'.

To support these beliefs parents must:

- Instill in their children a love of learning, a sense of and value for civility, respect for authority, and self-discipline.
- Employ strong parenting skills and strategies that prepare students for school emotionally, intellectually, and socially, so that their children come to school understanding their responsibilities and ready to learn.
- Understand that their children will be held accountable for their actions on and off the Saint James' campus.
- Encourage proper student conduct and help promote a positive learning environment and a safe and secure school free of disruptions through open communication and cooperation with teachers.
- Inform the school if their child feels that a behavior problem is interfering with their child's positive learning environment.

To support these beliefs students must:

- Choose always to conduct themselves in a civil and respectful manner towards classmates, teachers and school staff, or any person at Saint James'.
- Come to school every day ready to learn and conduct themselves in a manner that is not disruptive, threatening to others, or in any way interferes with others' right to learn.
- Support one another's efforts to develop self-discipline, practice civility, and show respect.
- Understand that they will be held accountable for their behavior, both on and off the campus, and that consequences, positive and negative, will flow directly from their own actions.
- Seek out a teacher if they are ever made to feel uncomfortable by another's behavior.

To support these beliefs teachers, administrators, and school staff must:

- Accept the responsibility of establishing and maintaining classrooms and a school that has a positive learning environment free of threats and disruptions.
- Have high expectations for student conduct and support students' efforts to develop self-discipline, practice civility, and respect for authority by modeling civility, respect, and self-control in all dealings with students and colleagues.
- Approach discipline with the mindset of making decisions designed to improve student behavior by applying consequences that are fair, appropriate to the student, the student's action, and the circumstances of the situation.
- Encourage proper student conduct and help promote a positive learning environment and a safe and secure school free of disruptions through open communication and cooperation with parents.

Any threat to the physical and psychological safety of an individual student and/or to the school community at large is responded to immediately by the faculty, the administration, and the Head of School. Examples of such infractions that threaten individual students or the community include, but are not limited to:

- Physical, verbal, or online harassment\* or bullying\*
- The possession or use of tobacco, alcohol, or illegal drugs
- The possession or use of firearms or any weapons

\*Definitions:

- Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself/herself. Bullying includes: repeated hurtful or mean behavior, intention to cause harm, and imbalance of power.
- Cyberbullying is bullying as defined above through the use of electronic devices such as telephones, cell phones, computers, FAX machines, and the internet. It includes, but is not limited to, e-mail, instant messages, text messages, and internet postings, whether on a webpage, in a blog, or other social media.
- Harassment is when someone systematically and/or continually displays unwanted and annoying actions including threats and demands toward one person or a group.
- Retaliation is intimidation, reprisal, or harassment directed against an individual (student, staff, or parent) who reports bullying or who provides information for the investigation of reported bullying.

Reported cases of bullying, harassment, intimidation, and/or retaliation will be investigated by the School with action taken to address the safety of the victim; provide (when merited) consequences for the aggressor; and empower the bystanders. The Head of School is ultimately responsible for the investigation and implementation of all consequences.

#### 4.11 WALKING/BICYCLING TO SCHOOL POLICY

Walking and/or bicycling to and from school are among the best ways to promote student well-being by integrating more physical activity into a daily routine and provides active living skills and healthy habits that will last a lifetime. While on school grounds, students must abide by all traffic safety laws when walking or riding a bicycle to school and follow these guidelines:

Bicycling:

- Students may ride their bicycles to school only with permission from the Head of School and written consent from their parents or guardians. Students in grades 3 or lower must be accompanied by an adult.
- Students must wear a helmet when riding bicycles to school and helmets must be stored in a locker or backpack or locked to a bicycle.
- Upon arrival at school the student must park his bicycle in the school bike rack.
- Student bicycles are not to be ridden or otherwise used during the school day. Students must respect the personal property of others and not interfere with other bicycles. This includes

stealing bicycles or equipment, unlocking quick releases, touching helmets locked to bicycles, or any other action that would damage property.

- Students riding a bicycle to school in the morning shall see that the bicycle is removed from the school premises in the evening.
- The school shall assume no responsibility for the loss or theft of bicycles or to ensure that students are trained in bicycle safety. Parents and guardians are expected to teach students the traffic safety and school rules outlined in this policy.

Walking:

- Students in grades 3 or lower must be accompanied by an adult when walking to school.
- Walkers must obey traffic safety laws and always use their common sense and good judgment.
- If available, students, parents/guardians and employees should use cross walks where painted.
- Before crossing, look left, right, and left again to make sure the road is clear. Continue looking while you cross and listen for traffic.
- Do not cross the street from between parked cars.

The School shall assume no responsibility to ensure that students are trained in pedestrian safety. Parents and guardians are expected to teach students the traffic safety and school rules outlined in this policy.

#### 4.12 CLOTHING FOR SCHOOL

Preschool children should be dressed comfortably and appropriately for outdoor play as they will be going outdoors daily as weather permits. Everyday clothing and outdoor wear should be easy for the children to manage themselves and labeled clearly with their names. Children in the 2x2s and three-year-old classes should wear pants with elastic waistbands to help with the bathroom. Please do not send children in wearing buttoned pants, tights, belts, or any type of clothing that they cannot manage on their own. Appropriate footwear is an important safety feature for daily activities. Because of our time outside and the stairs coming in and out of the building, flip flops or other backless shoes may create hazards for the children. Therefore, please choose shoes that will allow the students to run and walk safely. "Velcro" closures are highly recommended for young students.

For elementary students, we have established a uniform with an expressed goal that all students may simultaneously take pride in wearing the uniform of their school and recognize the unique attributes that exist within everyone. Students enrolled in Saint James' Episcopal School and their families are expected to follow the uniform requirements. Cold and hot weather options are detailed and may be worn according to the judgment of the parents.

Saint James' Elementary students will be required to wear three uniforms: Causal, Formal and Physical Education (PE). Casual uniform will be worn every day except those designated as Formal or PE. Formal uniform will be worn on any Church day or days designated as Formal. Sneakers and socks are required on PE days, but wearing the PE uniform shirt and pants/shorts are optional. Formal uniforms will be worn every Wednesday for "White Shirt Wednesdays," and PE uniforms will be worn every Friday for "Phys Ed Fridays," unless otherwise indicated.

#### 4.12.1 Uniform Days

All students should wear the designated uniform in a tidy manner. Shirts should be tucked in. Collars should be worn down. Top buttons should be buttoned on collared shirts when wearing a tie. Torn clothing is unacceptable. Students may not adorn their uniforms or bodies with unusual jewelry or accoutrements, and we suggest leaving all valuable jewelry at home.

#### 4.12.2 Free Dress Days

On Free Dress days, all students should wear neat and clean clothing that is free of inappropriate language and symbols. Torn clothing is unacceptable. Parents of students wearing inappropriate clothing may be called to notify them of the violation, or to ask them to bring appropriate clothing, or to ask them to pick up the student from school.

#### 4.12.3 Uniform Infractions

If a student does not adhere to the Uniform Policy (found on the School's website), the following actions may be taken:

- Two written infraction warnings will be sent home to parents.
- On the third infraction, the uniform infraction notice will be sent home to parents for signature. The student will not participate in the next Free Dress day.
- On the fourth infraction, parents will be called to bring in the proper uniform attire or take the student home. The student will sit in the School Office until the parents are present at the School.

### 4.13 PEANUT AND TREE NUT-SENSITIVE SCHOOL

As a school dedicated to the some of the youngest members of our community, we understand that many of our students are not old enough to make sound decisions when it comes to what should go into their mouths and are therefore less able to manage their allergies. For this reason, no peanuts or tree nuts should be brought into the School. Foods sent in for snack, lunch, or any class event (including parties, field trips, etc.) should be carefully checked to ensure they are peanut/tree nut-free. This means the product cannot contain peanuts or tree nuts and cannot have the following warnings: "may contain..."; "processed in a facility...", and "manufactured on shared equipment..." Families can help ensure that our school stays peanut/tree nut-free by reading packaging labels and by reminding children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him or her. Food is not allowed to be shared among students or from a teacher to a student without permission from the student's parent. While the School is dedicated to being peanut/tree nut-free, please note that other groups using the Church campus, and the School does not regulate the activities of those groups. However, the School remains diligent in using its best efforts to create a peanut/tree nut-free environment for our students.

We appreciate and expect your cooperation with this policy—the sacrifice of not having nuts or nut products in the school is a small one to make compared to the consequences a child with severe allergies could face. If you have any questions, please do not hesitate to contact the Office Manager.

#### 4.14 OUTDOOR POLICY

Fresh air and exercise are important parts of the school day. Time spent outdoors gives students the opportunity to engage in activities that allow them to temporarily relax from the structure of the classroom. When properly clothed, students can participate in safe, vigorous play in an outdoor environment in most weather conditions. Conditions to be considered include temperature, wind chill, humidity, age of students, length of time outdoors, adequacy of clothing on children, and the condition of the playground. Increased caution will be practiced when temperatures are below 30 degrees, including the wind chill factor, and over 95 degrees, including the humidity level. This means limiting the amount of outdoor activity. Outdoor activity includes general and physical education classes, recess, and scheduled fire drills. This does not include students walking to/from school or staff related outdoor duties before, during, or after the school day. All staff and students shall exit the building during an activation of the fire alarm system.

During a National Weather Service (NWS) issued Wind Chill Advisory, no more than 15 minutes of outdoor activity will be allowed. During a NWS Wind Chill Warning, outdoor activities will be cancelled. When temperatures fall below 20 degrees including the wind chill ("Feels like" temperature for zip code 20186 on [www.weather.com](http://www.weather.com)) students will be kept indoors. It is the responsibility of the parent/guardian to ensure their children come to school appropriately dressed for the weather. This includes coats, hats and gloves or mittens. All classes will enter and exit from the play area through the courtyard by the School Office.

When temperatures are 95° and above, teachers will consider a reduction in physical activities such as running, jumping, and prolonged exposure to the sun. Activities will be adjusted to reduce strenuous exercises. When temperatures reach 100° or over, outside activities will be discontinued.

#### 4.15 DROP OFF/PICK UP

Please be observant of the one-way traffic flow in the school parking lot and try not to "stack" on Beckham Street as this causes traffic problems and is frowned upon by the town. Have your student seated in the back right of the car to assist with teachers helping to get students out of cars. Please do not allow your student to exit the car without a teacher or administrative staff member present. Preschool teachers are not allowed to remove elementary students from the car.

If a preschooler arrives late, parents must park and come to the front entrance to ring the bell. For the 2020-2021 school year, elementary drop off is between 8am and 8:20am. Please arrive on time during your designated arrival time. If you arrive after 8:20am your student will be considered late and you must park and come to the front entrance to ring the bell.

When walking students into school, parents are asked to use the Main Entrance of the School facing South Third Street.

The staff must have specific prior written authorization as to who is picking up your student each day. Those people who pick up your student on a regular basis should have their names listed on the application form on file in the Office or on the Emergency form. When your student will be going home with someone different, please send in a written note in advance with the date and the name of the person authorized to pick up the student. The person picking up your student will need to have government-issued photo identification available.

Saint James' Episcopal School is obligated to release a student from school to either his/her mother or father unless we have a court order on file indicating that one of the parents is prohibited from taking the student.

Students whose parents are late at dismissal will wait in their classroom. After 15 minutes, parents will be charged accordingly by the Business Office.

#### 4.16 SPECIAL EVENT PARKING

Parking is available in the School parking lot in any space except those designated Church & School Staff only. There are two hour designated spaces on Culpeper Street, Third Street and Beckham Street as well as all day parking on Culpeper Street past the Church towards Broadview Avenue. Free municipal lots are available on W. Franklin Street and Washington Street near the School. See a map of all municipal lots in Warrenton on the School website.

#### 4.17 INCLEMENT WEATHER

SJES follows the Fauquier County Public School system's inclement weather policy on the first day of a weather event, however, the decision is ultimately up to the discretion of the parents. Unless otherwise notified by SJES, all families should follow that policy (FCPS closings and delays announced via local media and on its website, <http://www.fcps1.org>). In the event of a school closing, delay, or early dismissal due to weather, the School will utilize the Parent Alert system to communicate with parents. Alerts may be via text or telephone.

As a member of the Virginia Council of Private Education, the Virginia Department of Education gives accredited schools guidance for schedules and plans as long as we meet the minimum hours of instruction time. Please note that, per the state, our minimum hours for instruction are based on grades K-5. Our calendar is designed to meet those guidelines with built in snow days as well as flexibility to make changes to add days as needed. Once we know we are close to the required minimum for the state, we plan accordingly to make changes to the calendar.

Please remember to send in a lunch for preschool students on days when school is delayed. Use the class schedule for your start and end times within the Inclement Weather Policy found in the Forms section of the School website.

#### 4.18 FIELD TRIPS

At various times during the year, the students will be taking field trips. The School will provide supervision as well as volunteer parents for the trip. There will be no special insurance provided for a trip. Students must have the Field Trip Permission Form and Liability Waiver signed by their parent/guardian to be allowed to participate on trips. If you have a student with medication requirements (e.g., Epi-pen), a MAT staff member or the child's parent must attend the field trip.

If a parent chooses not to have their student attend a field trip, it is expected that the student will remain at home for the day. If there is a cost for the field trip, teachers must collect the fees from parents prior to the trip.

Children are transported by car on most field trips by their parent/guardian. All privately-owned vehicles are required to have current inspection by the Department of Motor Vehicles. Children are to be seat-belted in a seat, child seat, or restraining harness as appropriate based upon the age and weight of the child. Drivers on field trips are to have a valid driver's license and be at least 18 years of age. "Caravanning" for field trips is not permitted.

No staff member or other person employed at the School shall transport any student (other than their own children). For all field trips and other activities outside the School, parents or guardians of students shall provide any required transportation to and from such field trips and activities. If parents cannot attend, it is their responsibility, if desired, to arrange for another authorized driver to transport the student and to provide written authorization for the authorized driver.

#### 4.19 ANIMALS ON PREMISE

At Saint James' Episcopal School, we believe that instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes humane treatment of living creatures. Therefore, animals are sometimes used in the classroom as a teaching aid. Animals on premise may include guinea pigs, various aquatic life, and a therapy dog. While every effort is made to teach the students how to properly hold and care for the animals, there are occasions where the animals may bite, scratch or kick. Students should follow the following safety precautions to avoid injury and to ensure a good environment for the class:

1. Never horseplay around the animals. This causes them to be frightened, often resulting in undue stress and creates animals that bite.
2. Never use the animals as a means of scaring another person.
3. Do not feed the animals without faculty permission.
4. Animals may only be handled with permission.
5. Make sure to handle each animal gently and carefully in the appropriate way for the individual animal.
6. Always make sure that cages and pens are closed properly to prevent escape.
7. Do NOT put your fingers in or near the mouths of any animal.
8. Do not handle animals near the computers or modules.
9. Keep fingers, pencils, erasers, paperclips, etc. out of the fish tanks.
10. Remember, if you are handling an animal and it makes a mess, you are responsible for cleaning up.
11. Respect the animals and treat them compassionately to ensure your safety as well as that of the animals.

If someone wants to bring an animal on premise, the Animal on Premise Request form must be completed and submitted to the Head of School for approval.

By signing the Acknowledgement form at the end of this handbook, you confirm that you have read and understand the following:

The parent(s) agree to forever release, acquit, discharge and hold harmless Saint James' Episcopal School (from here on known as "the School"), as well as its Board of Directors, staff, teachers, volunteers, contributors and any property or animal owners affiliated with the School of and from any



and all liabilities, claims, loss, damage, illness, injury, or death that may be sustained by any or each of the undersigned while in on or upon the premises while participating in or observing an animal demonstration.

The parent(s) acknowledges that there are certain risks inherent in participation in such activities. While the School makes every effort to minimize these risks, the parent(s) are duly aware of these risks and hazards inherent upon participation in or observing animal activities and/or upon entering the School premises.

#### 4.20 PHOTOS AND OTHER MEDIA

Throughout the year students will be participating in various activities in which they may be videotaped, audio recorded, or photographed, and may involve the Internet. All parents must complete the Photo Release form indicating their preference for their student's photograph or likeness to be used by the School. The Photo Release form is required at the start of a student's enrollment and can be found on the School website. The form will apply to all years the student is at the school and it is the responsibility of the parent to make any necessary changes and update the School Office accordingly. All photographs, videos, and other media are the property of Saint James' Episcopal School.

#### 4.21 ACCEPTABLE USE of COMPUTERS POLICY FOR ELEMENTARY STUDENTS

Saint James' Episcopal School (School) offers its students, faculty, and administration access to its computer systems, network, and technological resources, including the Internet, to facilitate learning, improve communication, and encourage innovation. This access is a privilege, not a right. Every student and every parent/guardian of a student (User) must abide by the policies of the School relating to technology, computer, and School network systems usage on School property or while conducting school-related matters off campus, including distance-learning. Users are expected to act in a responsible, ethical manner and to abide by this policy and local, state, and federal law, as applicable. While it is not possible to maintain complete control over resources and materials found on the Internet, it is expected that users take every precaution to prevent access, use, and disclosure of objectionable material. Saint James' Episcopal community members are expected to act with honesty, integrity, and respect for others. Saint James' Episcopal computer and network systems users are responsible for respecting and protecting the rights of every other person in our community and on the Internet.

In order to prevent misuse, the School reserves the right to monitor, intercept, review, store, use, delete, destroy, and/or disclose – without notice – any data, electronic mail, or files that exist on the School's network systems or on any School-owned computer, without the prior consent of the system users. The user maintains no reasonable expectation of privacy in use of or communications on the School's network, systems, or equipment.

##### Use of School Networks, Systems, and Technology Resources

- Users will only use the assigned login name and password. Passwords must be kept private and may not be shared with others; however, logins and passwords must be shared with the School. If a user

becomes aware of another individual's password, the user must inform that person or a faculty member.

- School network and system Users will respect the work and privacy of others.
- School systems, applications, email accounts, network space, Google applications and other distance-learning platforms will be used exclusively for School-related activities.
- School systems or technology equipment will not be vandalized, or tampered with, or destroyed by Users.
- Users will not deliberately perform any act which will negatively impact the operation of the School network, systems, or equipment.
- Users will not assume any fictitious or anonymous identity in any activity that uses School systems or technology resources or refers to the School or Saint James' Episcopal Church.
- Users will not send, save, access, or view content that may reasonably be considered objectionable – as determined by the School – on School networks or systems or from School technological equipment.
- Users will be cognizant of his/her environment when in video conferencing with other individuals or teachers and comport oneself in a respectable manner in those situations.
- Users will not distribute the email addresses or personal identification information of others without their express permission.

When families pay the School technology fee in third grade (or as a new student in grades 4-5), a Chromebook will be purchased on behalf of their student and stays with the student; however, the Chromebook remains the property of the School until the student graduates fifth grade, or un-enrolls from the School. So long as the student is enrolled in the School, such Chromebooks will be retained by the School over summer break for maintenance and update purposes.

Access to and use of Google Suite for Education (GSFE), SeeSaw, Zoom and other distance-learning platforms – as well as School networks, systems, and equipment – is a privilege accorded at the discretion of the School. The School maintains the right to immediately withdraw access to and use of its networks, systems, and equipment at any time for any reason, including when the School believes that there has been a violation of policy or the law. Depending on the severity of the violation, the School may involve appropriate authorities and/or third parties.

Any violations of Saint James' Episcopal School Acceptable Use Policy may result in disciplinary action, as determined by the School, up to and including expulsion, depending on the severity. The School reserves and maintains the right to amend or modify this policy at any time.

#### APPLICATIONS FOR STUDENTS AND COPPA COMPLIANCE

The School may utilize computer software applications and web-based services operated by third parties for in-classroom or distance learning, such as GSFE (Google Contacts, Gmail, Google Meet, Google Classroom,) Seesaw and Zoom. By using these and other online tools and resources, students collaboratively create, edit and share files for School-related projects and communicate with other

students and teachers. Examples of student use include showcasing class projects, building an electronic portfolio of School learning experiences, meeting with teachers individually and in groups for class (distance-learning) and working in small groups on presentations to share with others. The School restricts student sharing and collaboration to members (students, teachers, parents/guardians) of the School only.

There may also be situations in which the School will direct the recording and/or videotaping of students and teachers who are using third party applications, such as Zoom, for in-classroom or distance learning. Parents' consent to such regarding by signing of the Handbook Acknowledgement below.

For students to utilize these programs, certain personal identifiable information, typically limited to the student's name and email address, must be provided to the program operator. Under the Children's Online Privacy Protection Act (COPPA), these programs must provide parental notification and obtain parental consent before collecting personal identifiable information for children under 13. In addition, the law permits schools to consent collectively on behalf of parents in situations where the website or online platform is or the benefit of students and the school in an educational context, such as the context used by the School. For additional information on COPPA, please visit: <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

To read more on Google's privacy policy for educational settings, please visit their website: <http://www.google.com/apps/intl/en/edu/privacy.html>. Seesaw and Zoom programs' privacy policies may be found on their websites (<https://zoom.us/docs/en-us/childrens-privacy.html> and <https://web.seesaw.me/privacy>). Other platforms may be used as needed.

By signing the Acknowledgement form at the end of this handbook, you as the parent confirm that you have read, shared, and discussed with your student, and understand the following:

You consent for the School to provide personally identifiable information of your student to software programs for School use. The School will strive to disable outside access and sharing for GSFE and other distance-learning tools. You also consent to your student's education record being stored by Google and other distance-learning platforms. You understand that by participating in GSFE, Zoom, SeeSaw and other distance-learning platforms, information about your child may be collected and stored electronically. I have read the privacy policies of GSFE, Zoom and Seesaw. I understand that I may ask for my child's account to be removed at any time. I further consent to the recording/videotaping of students and teachers while using third party applications for in-classroom or distance learning.

No student will be given access to School networks, systems, and equipment without the signature of a parent/guardian on the Handbook Acknowledgement form.

## 4.22 SOCIAL MEDIA

SJES understands the importance of teachers, students, and parents engaging, collaborating, learning, and sharing in the fast-paced world of the Internet and social media networks such as Facebook, Twitter, Instagram, LinkedIn, blogs, media sharing sites such as YouTube, and other online tools through which people connect and share information. However, to the extent that employees, faculty, parents, elementary students and members of the School community represent SJES to each other and to the wider community, participation in such social media should be done responsibly with a mind toward

how both the location and the content reflect on that person individually and on the School. Please work with us in helping your elementary student understand and abide by these simple but appropriate rules of social media use.

#### 4.23 OUT OF SCHOOL BEHAVIOR

Students should be aware that certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be disruptive of the educational process, is contrary to the mission of the school, generates negative publicity, impinges on the rights of other students, staff, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school. Some examples of such outside conduct that may have disciplinary ramifications at school include any violation of law; use or misuse of computers, computer websites, social media or applications (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

#### 4.24 STUDENT SMART DEVICE POLICY

Smart devices such as cell phones and Apple watches can be disruptive in an educational environment. Please assist us in keeping our learning environment free from distractions. When it is necessary for a student to contact you during the day, we have telephones available in the main office. If it is necessary for you to get an important message to your child, you may contact the office and our staff will relay the message to your child. SJES does not assume responsibility for the loss of, or damage to, personal property.

## 5 HEALTH AND SAFETY

### 5.1 HEALTH POLICY

**For the COVID-19 health policy, please refer to the Return to School Plan document found at the bottom of school-wide emails.**

For the health and safety of staff and students, every family must follow this Health Policy and report to the School if their student has had symptoms of, exposure to, or diagnoses of any of the following:

<ul style="list-style-type: none"><li>• Fever (must be fever-free for 24 hours before returning to work)</li><li>• Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, difficulty breathing,</li></ul>	<ul style="list-style-type: none"><li>• Strep throat, or other streptococcal infection</li><li>• Chickenpox (varicella zoster) or shingles (herpes zoster)</li><li>• Whooping cough (pertussis)</li><li>• Mumps</li></ul>
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<p>wheezing, or other unusual signs (until medical evaluation determines you can return to School)</p> <ul style="list-style-type: none"> <li>• Diarrhea</li> <li>• Blood in the stools not explained by diet change, medication or hard stools</li> <li>• Vomiting two or more times in 24 hours</li> <li>• Persistent abdominal pain (lasting more than 2 hours)</li> <li>• Mouth sores with drooling</li> <li>• Rash with fever</li> <li>• Purulent conjunctivitis (pink or red eye lining or whites of the eyes with white or yellow pus coming from the eyes)</li> <li>• Lice</li> </ul>	<ul style="list-style-type: none"> <li>• Hepatitis A</li> <li>• Measles</li> <li>• Rubella</li> <li>• Unspecified respiratory tract illness</li> <li>• Herpes simplex</li> <li>• Norovirus</li> <li>• Salmonella typhi (typhoid fever)</li> <li>• Shigella spp. Infection</li> <li>• E.coli infection (Escherichia coli or other)</li> <li>• Impetigo</li> <li>• Scabies</li> <li>• Tuberculosis</li> <li>• COVID-19</li> </ul>
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If students become ill at school, parents will be called and expected to pick up the student as soon as possible. Any student with a fever of 100.4 or greater will be sent home immediately. A student should not return to school until he/she is fever free without medicine for 24 hours. When the School is aware that a student has been exposed to a serious communicable disease while attending school, we will attempt to notify the parents by the end of that day.

#### 5.1.1 Tick Policy

If a tick is found crawling on a student, a staff member can remove it. If the tick is embedded on the student, the parent will be contacted to come in to remove the tick.

#### 5.1.2 Lice Policy

The School has a “No Lice/No Nits” policy, meaning that students will be sent home for treatment if lice are found, and students cannot return until all lice or nits (eggs) are gone. Clothing, hats, scarves, pillow cases, bedding, and towels worn or used by the affected person at school in the 2-day period just before treatment is started will be machine washed and dried using the hot water and hot air cycles because lice and eggs are killed by exposure for 5 minutes to temperatures greater than 53.5°C (128.3°F). Items that cannot be laundered will be dry-cleaned or sealed in a plastic bag for two weeks. Furniture and floors will be vacuumed. Such measures should also be taken at the home and in the car of the affected student. Re-checks of students who are classmates, but are not considered affected with lice, remain the responsibility of the family and should be conducted on a regular basis. Classroom teachers and office staff do not conduct regular checks for lice.

## 5.2 MEDICATION

Saint James’ Episcopal School follows the procedures of the Virginia Department of Social Services applicable to student day centers with respect to the administration of medication to students. If your student requires any type of medication (prescription or non-prescription), you must complete the Medication Authorization Form found on the School website. Members of staff who have obtained Medication Administration Training (MAT) will be the only staff members allowed to administer medication. Parents are required to deliver prescribed medication only to staff members that are MAT.

If a parent or guardian requests that prescription medication be administered to a student of the School the following shall apply:

1. The medication must be administered by a staff member who is either licensed by the Commonwealth of Virginia to administer medications or has successfully completed the Medication Administration Training (a “Trained Staff Member”) or the Pre-Medication Administration Training (for staff who do not ordinarily administer medications, but who supervise children who might need either an emergency injection of epinephrine using an auto-injector device (epi-pen) or prescription topical ointment or cream).
2. The trained staff member may only administer those medications that were dispensed from a pharmacy and maintained in the original, labeled container.
3. The trained staff member administers medications only to the child identified on the prescription label in accordance with the prescriber’s instructions pertaining to dosage, frequency, and manner of administration. The parent or guardian shall specify the time it shall be given to the child, if it is consistent with the prescriber’s instructions on the label.
4. Prescription medication will be kept in the original container with the prescription label in place. All medication will be kept in an area inaccessible to the children that has been designated and approved by the Head of School for the storage of medications.
5. All medications will be returned to the parent/guardian as soon as the medication is no longer being administered. Parents and guardians shall be informed that they must promptly notify the School of any change in their child's dosage of medication.

### 5.3 FIRST AID

First aid to wounds or other injuries will be limited to cleansing with mild soap and water and bandages, when administered by non-MAT staff members. Other first aid procedures may be administered by a Medication Administration Trained (MAT) staff member. In the event of a serious or other injury requiring medical attention, all staff members will take every necessary action to take care of the child and will alert School management. If the injury is believed to be serious, and the parent, guardian or other emergency contact cannot be reached, the student will be taken by rescue vehicle to a doctor or hospital for treatment. Payment for medical services and transport is the sole responsibility of the student’s parent or guardian.

### 5.4 HEALTH AND IMMUNIZATIONS

The School office must have on file prior to the start of school the most recent immunization records for preschool students and a completed School Entrance Health Form for elementary students. Please see the School website for the School Entrance Health form.

### 5.5 GENERAL SAFETY

Saint James’ Episcopal School doors are always locked. Please use the main entrance on Beckham Street always. All visitors must sign in at the School Office and obtain a visitor badge.

- Staff is trained in CPR, First Aid, AED, and general safety procedures.
- All staff members are required by law to report any suspicion of child abuse/neglect.
- Staff will do head counts at all transitions and regularly throughout the day.

- Staff will monitor all students in the bathrooms.
- Staff will greet all unfamiliar persons in the hallway and walk them to the School Office to check in.
- An Emergency Plan has been developed and distributed to all School and Church Personnel and regularly scheduled drills will be implemented.
- Student information is confidential.

#### Ways Families Can Help:

- When dropping off and picking up, use the designated School entrance and exit in the parking lot (please follow one-way traffic flow).
- Monitor your student carefully in the parking lot; do NOT leave children in the car unattended.
- Greet everyone, especially those people you do not know. Walk anyone you do not know to check in at the Church or School Office.
- Be aware of your surroundings. Report any suspicious activity or people. Make notes of license plate numbers and features/details that may help.
- Call Saint James' Episcopal School if you hear of any local inclement weather conditions or emergency situations (540-347-3855).
- Make the office personnel aware of any safety issues or concerns.
- Keep current on student's immunizations and check-ups.
- Teach your student good health practices at home (wiping nose with tissues, brushing teeth after meals, flushing the toilet, washing hands before meals and after toileting, cleaning up after self, etc.). It helps if we are consistent with health practices at home and School.
- Keep all contact information current with the Saint James' office. This includes phone numbers for home, work, and cell; home address; and e-mail address.
- When you drop off or pick up your student, take time to make contact with the student's teachers so they know you are dropping off/picking up. Never take your student without letting a teacher know.
- Keep teachers informed about your student's health, mood, eating habits, or anything that might affect your student's behavior at School.
- Teach your student about safety practices (good strangers/bad strangers, practice fire and tornado drills at home, stop, drop and roll, etc.). It helps if we are consistent with safety practices at home and School.
- Alert the School Office when family situations change, including, but not limited to, separation, divorce, court orders, etc.

## 5.6 FIRE DRILLS

Fire Drills are conducted once a month by the administration. Each room in the School has a visible evacuation chart with the route to be taken clearly indicated. Other drills are practiced as needed.

## 5.7 CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed, approved and is in place. All employees have been trained accordingly. Crisis Management is an integral component of our School



safety. The most important consideration in both crisis management and safe School efforts is the health, safety, and welfare of the children and staff.

## 6 GUIDE TO GIVING AND GETTING INVOLVED

At Saint James' Episcopal School, we believe that together with families, we can and should model and teach compassion to our children and instill in them the belief that they are made in the image of God and that they can make a difference in the lives of many. This is why our mission is to allow each student to experience the Episcopal traditions of service, compassion, and respect; we teach a virtue of the month; why we promote one school-wide service project per month and why our fifth graders take on a personal service project for the year.

Quality academic, extracurricular, community and global service opportunities are made possible by the philanthropy of parents, grandparents, alumni, and friends. In our ever-changing world, success requires a deep level of engagement across a diverse range of opportunities. Your support and involvement are welcomed as we help current and future students to excel and grow in grace, academically and spiritually. The sections that follow serve as a guide for the many ways that you can support the SJES community.

### 6.1 THE SJES ANNUAL FUND

Why give? Great schools happen when three key elements - exceptional people, engaging programs, and outstanding support - converge and thrive. They come together year after year at SJES, thanks to the generosity and support of those who invest in the very best for our students and our school.

Since our founding we have relied upon and benefited from the unwavering financial support of parents, alumni, faculty, staff, and friends who make up the SJES community. Giving has become part of our culture, and your contributions support our mission and enable SJES to flourish as a leading independent school, now and into the future.

#### **What is the SJES Annual Fund?**

The SJES Annual Fund is our annual appeal that raises funds to supplement the annual operating expenses of the school. The SJES Annual Fund is the first and most important philanthropic request we make each year and helps make the following possible for our students:

- A unique day-in, day-out emphasis on virtues and service to others
- Outstanding teachers and staff who create excitement about learning
- An exceptional academic experience through low student to teacher ratios
- An experience where students thrive not only academically but also spiritually, where the students are grateful for God's grace and for each other
- A glimpse into the arts - every student, preschool through grade five, receives visual art and music education each week
- A warm, welcoming, and nurturing environment for you and your child

- An increasingly diverse student body thanks to tuition assistance to nearly 13 percent of our students

### **Doesn't my tuition payment cover costs?**

No, tuition alone does not cover the cost of educating a student at SJES. Each year, on average, there is roughly a 10 percent "gap" between tuition and the actual cost of educating each SJES student.

### **Why not simply raise tuition to cover the "gap"?**

Bridging the gap through gifts to the SJES Annual Fund allows us to keep tuition at an affordable level, encourages a greater level of diversity among the student body, and provides all members of our community an opportunity to experience the personal satisfaction that comes from making a charitable contribution that benefits children and our community.

### **Who gives?**

It is our hope and has been our experience that all members of our community will share this responsibility and choose to support the SJES Annual Fund. This includes faculty, staff, board members, parents, grandparents, alumni, parishioners of Saint James' Episcopal Church and friends.

### **Why is participation important?**

The SJES Annual Fund unites the entire school community behind the common goal of supporting our students, faculty, and staff. The higher the participation, the more we can achieve for our school. In addition, foundations, and other outside organizations to which we appeal for support expect the highest levels of participation from our current constituents when considering gifts and grants.

### **What is an appropriate SJES Annual Fund contribution?**

Every gift, regardless of size, makes a difference. We ask that you give a gift that is truly meaningful to you and your family. Please remember that every gift counts and is used for programming in the current year.

### **Doesn't SJES already have enough money?**

We are extremely fortunate to operate with a solid balance sheet and a growing endowment, made possible by both prudent financial management and the extraordinary generosity of our community. That said, the caring educational experience we deliver requires the combination of tuition, and robust SJES Annual Fund giving each year.

### **How do I make a gift to the SJES Annual Fund?**

There are several ways to support Saint James' Episcopal School through giving. Gifts may be given in the form of cash, check, credit card, stock, as well as through your employer's matching gift program. We welcome pledges and gifts anytime, payable by June 30, of the current school year. To visit our secure online giving site, visit the Support section on the School website, [www.saintjamesepiscopalschool.org](http://www.saintjamesepiscopalschool.org) and click on the "Donate" button. Or call the Business Office at 540-347-3855 x219.

### **What is the matching gift program?**

Matching gifts are a wonderful way to double, sometimes triple the impact of your gift, with 1 in 10 gifts being match eligible. Many companies will match the philanthropic contributions of their employees, some matching the gifts of spouses and/or retirees. Check with your company's personnel office to see if your company participates in such a program and obtain the appropriate forms.

### **Is my gift tax-deductible?**

Gifts to the SJES Annual Fund are 100% percent tax-deductible. Once we receive your gift, you will receive a receipt verifying your gift.

### **Can I give online?**

Yes! Credit card contributions and pledges can be made over a secure server at [www.saintjamesepiscopalschool.org](http://www.saintjamesepiscopalschool.org) by clicking on the "Donate" button on the homepage.

### **Can I donate something other than cash?**

In addition to cash (via check or credit card) we are happy to accept gifts of stock. Please contact the School Business Office at 540-347-3855 x219 for details regarding a gift of stock.

### **When should I make my SJES Annual Fund gift?**

We encourage early participation, but you can make a gift at any time. Saint James' Episcopal School operates on a fiscal year which begins on July 1st and ends on June 30th. Donors vary in the timing of their gift depending on circumstances and on tax advantages. Many donors choose to make their gifts closer to the end of the calendar year, to take advantage of the IRS tax benefit in that year.

### **When can I expect to be asked for a contribution to the SJES Annual Fund?**

We will send you detailed information in August, which will describe in greater detail how contributions are used to augment your students' educational experiences. We will also send additional reminders in December and May during the school year.

### **Will I be recognized for my gift?**

We will acknowledge your donation with a thank you letter and receipt for tax purposes. Most importantly, you will have the gratitude of the entire SJES community, and you will know you have made a difference!

## **6.2 VOLUNTEER**

Volunteering is a tradition at Saint James' and our families contribute countless hours sharing their talents and time through our Parents' Association activities and other volunteer opportunities. If you are a parent, then you are automatically a member of the Parents' Association. We welcome and encourage your participation. Being a part of this integral association at SJES offers the unique opportunity to get to know your fellow parents in a fun and purposeful way, as well as providing an excellent link between parents and the School's administration.

The SJPA allows for parents to make a difference in the school's functioning through a multitude of inviting social and educational events. Some of these activities raise funds for faculty and staff

appreciation gifts, as well as various projects that benefit the SJES students and the School, while others represent the very epitome of inclusivity.

The SJPA organizes fun events like Back to School Bingo and decorating the school for Christmas.

### 6.2.1 Activities

The SJPA plans events which bring together parents in a way that is both fun and meaningful and not only raises money for the school but also builds community.

Some of these events include Back to School and Winter Bingo nights and various Spirit Nights throughout the year.

The Parents' Association is also involved in various other community-building, educational, fundraising, and appreciation events:

- Community Service Efforts
- Decking the School Halls
- Love Your Teacher Week
- Preschool Grand Friend Fall Festival
- Preschool Field Day

You can access SJPA via the Community section on [www.saintjamesepiscopalschool.org](http://www.saintjamesepiscopalschool.org). The dates and times of SJPA-sponsored events are announced in the School's electronic news which is emailed to all families. The emails are the best way to stay informed of activities happening throughout the school year. Don't forget to read them!

All parents with enrolled children at Saint James' Episcopal School are automatically members of the SJPA! Each parent and/or family member is welcome and even encouraged to volunteer in whatever capacity they choose. There is no time requirement or limitation. You may volunteer at any point throughout the school year just by completing the volunteer form or contacting your child's teacher.

### 6.2.2 Fundraising Events

Fundraising is foundational to achieving the vision of Saint James' Episcopal School. Join us today to volunteer, donate, or participate in the annual events that help fund the daily operations of our School. Some events and opportunities are sponsored by the SJPA and some by the School:

- Box Tops for Education
- Spirit Night at local restaurants
- Grocery Club Card program
- Book Purchases through Scholastic or Book Fair
- Photography purchases
- School Spirit item purchases

Opportunities at/for the School

- Set up and/or clean up a special outdoor event
- Participate in Love Your Teacher Week
- Help with any fundraising during the school year
- Contribute an item from the School Wish List

- Work at the Book Fair
- Attend or work at the Annual Gala, held the first Saturday in October

Each parent and/or family member is welcome and encouraged to volunteer in whatever capacity they choose.

## 7 COMPLIANCE INFORMATION

### 7.1 STATEMENT of CODE COMPLIANCE

Saint James' Episcopal School, operated by Saint James' Episcopal Church, located at 73 Culpeper Street, Warrenton, VA 20186 is a "child day center" within the meaning of the Code of the Commonwealth of Virginia. As a religious institution, Saint James' Episcopal School is exempt from some of the licensure requirements applicable to child day centers. The School complies with the procedures and requirements applicable to such exempt religious institutions.

### 7.2 DESCRIPTION of FACILITIES and ENROLLMENT CAPACITY

Portions of the building in which the School is located date to around [1912], with renovations and repairs as appropriate since the original construction. The three-level wing in which part of the School resides, encompasses 8307 sq. ft., and was built in the 1960's. The School utilizes 17 rooms within this wing including the activity room, a large playroom on the lower level, and has access to the Parish Hall which is used for special activities. The School also uses a large outside play area, a 5,000 square foot elementary addition, a 5,000 square foot unfinished basement, and has access to a kitchen.

### 7.3 FOOD SERVICE

Our facility is inspected by the health department, and food service is provided throughout the school year. In addition, a snack and lunch may be sent in daily by the parents. Water is available at the School.

### 7.4 HEALTH REQUIREMENTS for STAFF

Staff members are certified by a practicing physician to be free from any disability which would prevent them from caring for children.

### 7.5 PUBLIC LIABILITY INSURANCE

The School is covered by public liability insurance which provides coverage for the School if someone brings suit against the School for personal or bodily harm suffered during the operation of the center as a result of negligence. Students are expected to be covered by their own health insurance policies.

### 7.6 QUALIFICATIONS of PERSONNEL

Staff members are trained in CPR and first aid. All staff members have been fingerprinted and have had background checks. They attend yearly workshops and classes in early childhood education, and are trained in necessary procedures to ensure the health and safety of children, i.e. proper hand washing, recognizing, and reporting child abuse, health screening, and the like

Saint James' Episcopal School strives to hire teachers with high moral and spiritual standards. Qualities such as kindness, compassion, and gentleness are considered essential, as are the abilities to lead, nurture, guide, and inspire. The elementary classroom teaching staff has degrees in early childhood education, and some have advanced degrees in education and curriculum development.

**All parents/guardians must complete the [Parent-Student Handbook Acknowledgement Form](#) no later than September 11.**