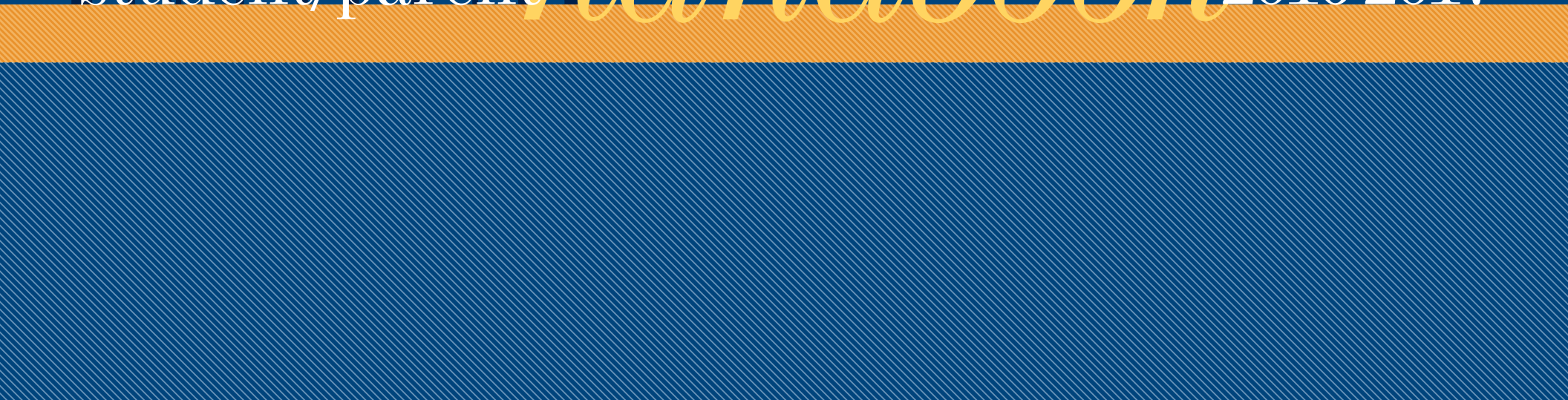




Saint James School

student/parent *handbook* 2016-2017



# the *rights* and *responsibilities* of the student body of Saint James School



## Saint James School Mission

*Saint James is an independent, non-sectarian, college preparatory school with a student body broadly representative of college-bound students. We are committed to challenging and assisting students in realizing their individual potential and preparing them for lives of responsibility, service, and achievement.*

At Saint James School, students fulfill the mission by satisfying curriculum requirements within each grade and meeting graduation requirements. The basis of the Honor Code is the belief that a student's pursuits will be fruitless unless he or she has achieved a sense of integrity. The size of the student body at Saint James not only binds students to each other, but it also unites students and faculty as well. The school community represents a wide variety of individuals, and we come to appreciate one another as much for our differences as for our similarities.



## INTRODUCTION

This handbook is provided as a convenience to Saint James' parents and students. It is filled with information that bears on daily activities at the school. For this reason, parents and students must indicate their familiarity with, and willingness to follow, the policies and guidance in this handbook by signing the printed handbook agreement form provided to each student. We urge you to carefully read the procedures in the entire handbook.

### THE SAINT JAMES SCHOOL—PARENT PARTNERSHIP COVENANT

For our students to reach their highest potential, Saint James School and Saint James parents must work together to form a positive partnership. Saint James School counts on our parents to understand and support our school's programs and policies, including those outlined in the Student/Parent Handbook and Enrollment Contract, among others. Saint James parents count on us to clearly communicate and fairly carry out these programs and policies. By working together, Saint James School and our parents will create, sustain, and strengthen the partnership that is critical to the success of Saint James students.

The expectations and responsibilities that comprise the Saint James School—Parent Partnership Covenant are based on our school's mission, core values and beliefs, educational philosophy, and the NAIS Principles of Good Practice created by the National Association of Independent Schools.

Guiding, teaching, mentoring, and parenting children is challenging and rewarding work. As educators and parents, we are all responsible for continuing to learn and cultivate the skills and best practices for parenting and developing our students and children. As adults, we are examples to children. When we work together to create a supportive, positive, and respectful setting for each other, we have put in place a strong foundation for our students to flourish in a nurturing and uplifting learning community. Frederick Douglass once said, "It is easier to build up strong children than to repair broken men." Together, we have the opportunity to form a powerful partnership to build up each Saint James student.

As members of the Saint James community, all of us—faculty, parents, students, school leaders, and staff—are collectively part of providing an environment in which Saint James students can successfully grow and develop. Likewise, we are all responsible for fulfilling our school's mission and advancing our school's reputation. Each one of us has an obligation to positively promote our school on campus and to advance our good name in the broader community. By working together within a strong partnership of shared values we will create an uplifting community that helps our students to fulfill their potential. At the same time, our shared commitment to a partnership will strengthen Saint James School as a whole and enhance our learning community.

Please carefully read and thoughtfully reflect on the Saint James School—Parent Partnership Covenant. Please call me directly if you would like to discuss our partnership covenant.

Dr. Larry McLemore  
Head of School

**Saint James Parents will strive to meet these expectations and responsibilities:**

1. Saint James parents recognize that effective partnerships are characterized by clearly defined and shared responsibilities, open lines of communication, trust, mutual respect, and a common goal: doing what is best for the student to develop the whole child.
2. In selecting Saint James School, parents seek a match based on the needs of their children, their own expectations, and the school itself with careful consideration of the Saint James mission as well as our programs and policies.
3. Saint James parents provide a safe and healthy home environment in which the law is respected and the development of positive attitudes and habits are supported. This includes things such as providing active supervision, modeling polite and civil behavior and honesty, communicating respectfully, and promoting health and wellness.
4. Saint James parents involve themselves in the life of Saint James School through volunteering, staying informed by reading school communications and information, attending performances and events, contributing to discussions during conferences or other school-initiated conversations, and participating in parent education opportunities, among other actions. Saint James Parents actively promote and advance our school's mission and reputation, both on campus and off campus.
5. Saint James parents seek and value Saint James School's perspective on the student, recognizing that, at times, there may be differences in children's behavior at home and at school. Parents will be open-minded about any concerns communicated by Saint James School. Parents will keep in mind that all children make mistakes, and mistakes and resulting consequences are vital learning experiences in a child's growth and development.
6. When Saint James parents have concerns involving the school, parents will seek information from and consult with the adult faculty or staff person closest to the situation (teacher, coach, sponsor, director, or administrator). These concerns could be personal, such as an issue involving their child, or communal, such as a rumor they hear in the community.

7. Saint James parents share with Saint James School any religious, cultural, medical, academic, or personal information that the school may need in order to serve the student best.
8. Parents accept their financial responsibilities to Saint James School. This includes making tuition payments on-time and considering a contribution according to their ability to our Annual Fund and development campaigns, which support our school's current-year operating expenses as well as improvements to our school.

**Saint James School will strive to meet these expectations and responsibilities:**

1. Saint James School recognizes that effective partnerships are characterized by clearly defined and shared responsibilities, open lines of communication, trust, mutual respect, and a common goal: doing what is best for the student to develop the whole child.
2. Saint James School clearly and fully presents our mission and core values as well as our programs and policies to parents during the admission process and continues to encourage dialogue that clarifies parental expectations and aspirations for the student.
3. Saint James School seeks, values, and listens to our parents' perspectives and concerns regarding the student and the school.
4. Saint James teachers and administrators are accessible and responsive to our parents and model civil, honest, and respectful dialogue.
5. Saint James School keeps our parents well informed through reports, letters, conferences, meetings, publications, electronic and online communications, and phone or in-person conversations.
6. Saint James School offers and supports a variety of parent education opportunities and suggests constructive ways for our parents to be engaged with our school and to support our students' educational process and learning experiences.
7. Saint James School works effectively with a diverse parent body.
8. Saint James School staff and board members will be good stewards of the school's financial resources.

## SAINT JAMES SCHOOL HONOR CODE

Personal and academic honesty and integrity are common goals of our school, the faculty, and our students. The primary objective of the Honor Code at Saint James School is to encourage and promote honorable and ethical behavior on the part of all students. Our students face many difficult choices as they grow and develop. Teachers, coaches, and parents are integral to helping them make good choices and building their personal sense of honor and integrity. The school wants this Honor Code to permeate all aspects of Saint James and significantly impact the life of every student. A student's signature represents his/her pledge and commitment to uphold the highest standards of honesty, integrity, and ethical behavior in all of their actions and deeds. Major components of the Honor Code are explained below. Violations of any part of the Honor Code will be addressed by faculty members and the principals and will be handled in accordance with the policies set forth in the current Saint James Parent/Student Handbook.

### LYING

Intentional written or verbal falsification is a form of lying and is a violation of the Honor Code. Deliberately creating or allowing a false impression also constitutes lying.

### STEALING

Students are not allowed to take, use, borrow, or move the possessions of another student without specific permission. Doing so is a violation of the Honor Code.

### HARASSMENT

Saint James School is an exemplary school and will not tolerate students being unkind to other students. Harassment in any form will not be tolerated. Incidents of harassment will be carried over on the student's record from year to year and severe penalties as outlined in the code of conduct will be enforced. Students may be asked to leave Saint James to find another school if they show a pattern of unkind behavior to other students. The Saint James Honor Code establishes an expectation that students will honor each other with dignity, respect, and kindness. Students should learn to appreciate each other's differences with tolerance and respect. Parents or students have a responsibility to report incidents of harassment to a teacher, counselor, or principal in a timely fashion.

### CHEATING

Cheating on any assignment, regardless of the significance or weight of the assignment, in any class is detrimental to the school and the academic and personal development of students. Examples of cheating include, but are not limited to, copying the homework of another student; obtaining information from a peer or other source, such as notes, during a quiz or test; receiving a grade for work that was completed by another individual, including a parent or tutor; using technology devices to share work or send answers to another student; and discussing the details of a test or quiz with someone who has taken it at an earlier time. Cheating represents a failure to display academic integrity and is a violation of the school Honor Code.

### PLAGIARISM

**Plagiarism is a form of cheating and will be addressed accordingly.**

Plagiarism occurs when a student uses someone else's work without giving credit to the source of that material. All types of writing, charts, pictures, graphs, Internet material, or other representations of original insights, images, sounds, or creative expressions of others should not be documented as your own work. Using technology devices to copy information without citing or to use it as your own work is strictly prohibited, and is also considered a form of plagiarism. When completing any assignment for school, students must be sure that readers know which works and ideas are original to the student and which belong to someone else. When students present the ideas or works of another as their own without acknowledgment, plagiarism has occurred, whether intended or not.

**Examples of plagiarism and other forms of cheating include:**

- Failure to properly cite direct quotations from the works of others
- Copying a friend's work or sharing your work with a friend on any graded assignment (this includes homework)
- Completing homework by copying the answers from a book or Internet site
- Failure to properly cite paraphrases and summaries of the works or ideas of others
- Failure to properly cite facts that are not common knowledge
- Merely substituting synonyms for a few words in passages from sources that are being used

- Merely changing the order of words or passages from sources that are being used and presenting the ideas or information without proper documentation
- Buying and using an assignment such as a documented essay or research paper
- Presenting an assignment that was created by someone else, including a peer or parent, to a teacher for a grade

**Please note that the above list is not all-inclusive.**

**Follow these guidelines to avoid plagiarism in all of your assignments (Keys for Writers):**

- Never include in your own essay a passage, an identifiable phrase (three words in a row), or an idea that you copied from someone's work without acknowledging and documenting the source.
- Never use exactly the same sequence of ideas and organization of an argument as your source.
- Always put the author's exact words inside quotation marks.
- Always cite the source of any summary or paraphrase. Not only exact words but also ideas need to be credited.
- Never simply substitute synonyms for a few words in the source or move a few words around.
- Never use long sections that have been written or rewritten by a peer, parent, or tutor.

Generally, common knowledge does not have to be documented. Common knowledge refers to facts or judgments that are widely known by most readers. What is considered common knowledge is somewhat dependent on the audience that will be reading an assignment or paper. That Abraham Lincoln was the president during the Civil War is an example of common knowledge that would not require documentation. The contention that Lincoln saw the bloody battle of Antietam, which is considered to have ended in a draw, as a sign from heaven that he should rally the Union troops by making public the Emancipation Proclamation is not common knowledge and would need to be properly documented (*2000 Questions and Answers about the Civil War*). Also, the results of a student's original research, personal experiences, observations, or reactions do not need to be cited. **Consequences for students who commit plagiarism are determined at each division (elementary, middle school, high school) level.**

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## GENERAL INFORMATION

### TEACHER'S IN-SERVICE AND PLANNING

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New Faculty In-Service	August 4 & 5, 2016
Faculty In-Service Day	August 8 & 9, 2016
First Day of School (All School Half Day)	August 10, 2016
Last Day of School	May 25, 2017
Teacher In-Service	May 26, 2017

### SCHOOL YEAR 2016-2017 GRADING PERIODS

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1st Nine Weeks	August 10-October 7, 2016
2nd Nine Weeks	October 11-December 16, 2016
Mid Term Exams	December 13, 14, 15, & 16, 2016
3rd Nine Weeks	January 3-March 10, 2017
4th Nine Weeks	March 13-May 25, 2017
Exams	May 22, 23, 24, & 25, 2017

### SCHOOL DAYS

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First Semester	84 Days
Second Semester	94 Days
<b>Total School Days</b>	<b>178 Days</b>

### SAINT JAMES CALENDAR 2016-2017

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Labor Day	September 5, 2016
AISA In-Service	October 3, 2016
High School Community Service (dismiss around 12pm)	October 7, 2016
Middle School Grandparent Day (Half Day)	October 7, 2016
Furlong Debate Tournament (All School Half Day)	October 7, 2016
Columbus Day	October 10, 2016
High School Grandparent Day	October 28, 2016
Veteran's Day	November 11, 2016
Thanksgiving	November 21-25, 2016
Convocation/Half Day (Afternoon MS & HS Exam Tutorials)	December 12, 2016
Last Day of First Semester (Elementary Half Day)	December 16, 2016
Faculty In-Service Day	January 2, 2017
First Day of Second Semester	January 3, 2017
MLK Day	January 16, 2017
Alabama Shakespeare Festival (Grades 6-8 only, dismiss around 12pm)	January 26, 2017
President's Day Break	February 17-20, 2017
Alabama Shakespeare Festival (Grades 9-12 only, dismiss around 12pm)	March 16, 2017
Elementary Grandparent Day (Pre-K3-5th Grade)	March 17, 2017
Spring Break	March 20-24, 2017
Baccalaureate	May 21, 2017
Commencement	May 22, 2017
Last Day of Second Semester (Elementary Half Day)	May 25, 2017
Faculty Workday	May 26, 2017



## DAILY SCHEDULE AND HOURS

Saint James feels a responsibility to its parents to assure that we give particular attention to adult supervision and oversight of student activities appropriate to the students' ages and maturities.

Many of our students arrive at school well before school opens and remain well after school closes. We believe special measures are appropriate to assure proper care for the students in grades Pre-K3-5. Early arrival for elementary is 7:15-7:30am. These students should report directly to the supervised area in the Cafetorium (no charge for this service). Late departure is after 3:00pm for elementary students. If students are not picked up by 3:00pm, they will be taken to the Extended Day program. There are charges for this afternoon service. Affected parents need to contact the Extended Day Director for information on costs. Charges should be paid on the day of the service. Parents must be registered to use this service. Elementary students who are enrolled in Extended Day must attend the academic school day in order to attend Extended Day that same afternoon.

If your child has an activity that does not begin immediately after school, please pick them up at their assigned dismissal time and return them to campus for their activity. The coaches and teachers who are involved with your child's sport or activity will supervise them during the assigned practice time. Outside of that practice time, please be prompt for drop off and pick up of your children.

### Elementary Schools

#### Half Day Pre-K3 & Pre-K4

7:15	Enter Building
7:30	Enter Classroom
7:45	Tardy
12:00	Dismissed

### Full Day Pre-K3 & Pre-K4

#### and Grades K5-5

7:15	Enter Building
7:30	Enter Classroom
7:45	Tardy
2:45	Dismissed

### Middle School Grades 6-8

7:40	Enter Building
7:50-8:07	Advisory
8:07-8:33	First Period
8:38-9:25	Second Period
9:30-10:17	Third Period
10:22-11:09	Fourth Period
11:09-11:34	Lunch
11:39-12:26	Fifth Period
12:31-1:18	Sixth Period
1:23-2:10	Seventh Period
2:15-3:02	Eighth Period

### High School Grades 9-12

7:50	Enter Building
7:55	Warning Bell
8:00-8:49	First Period
8:54-9:43	Second Period
9:48-10:13	Advisory
10:18-11:07	Third Period
11:12-12:01	Fourth Period
12:06-12:38	Lunch
12:43-1:32	Fifth Period
1:37-2:26	Sixth Period
2:31-3:20	Seventh Period

## POLICY

The Board of Directors approves policy. If you have a concern with policy, please submit your concern to the Board in writing. Parents should follow all processes outlined in this section before expressing concerns to either individual board members or to the board as a group.

## FINANCIAL POLICIES

All tuition payments, except cash, must be sent to FACTS, the school's billing and collection company. Cash payments may be made in the Business Office in the main administrative building, Furlong Hall, during business hours (7:30am to 4pm). FACTS offers multiple ways to pay: automatic bank and credit card draft and monthly billing with check and credit card payment by phone, mail, or on the Internet. You can review your account at FACTS through the Internet or by phone at any time, 24/7. You can reach them at 1-866-441-4637, or by clicking on the FACTS logo at the bottom of the STJweb.org home page.

The Saint James enrollment contract states, "When payments are past due, report cards and other school records will not be released, NetClassroom access will be denied, and, if past due for 60 days or more, the student will not be allowed to attend class." This means that all school bills, including Extended Day fees, must be paid before a report card, transcript, or school record will be released.

Tuition and fee payments are due by the tenth of each month. A grace period (for payment only) is allowed until the 16th, after which a 5 percent late fee will be charged. NetClassroom access will be blocked starting the 16th of the month.

A \$30 fee is charged on each returned check. Saint James School will not accept post-dated checks. If post-dated checks are nevertheless presented for payment, a handling fee of \$25 per check will be charged.

The enrollment contract obligates the person responsible for paying tuition for the full amount of the contract, even if the child does not complete the full school year. The enrollment contract also states, "I hereby agree that in case of default in payment of any of the payments above, the entire unpaid balance of this debt shall, at the option of Saint James School, become immediately due and payable. I hereby agree to pay all costs of collecting or attempting to collect or secure tuition due, including a reasonable attorney's fee, whether the same is collected or is secured by suit or otherwise."

The Board of Directors has adopted the following past due account policy:

1. Students will not be allowed to start school in August or return to school in January unless the FAMILY account is current.
2. Any account more than 60 days past due will result in the suspension of the student(s) for whom tuition has not been paid until the account is current.
3. For any account past due, report cards, records, and transcripts will not be released.
4. Past due accounts deemed not collectible will be turned over to a collection agency. Any student placed on probation or conditional acceptance status will be required to purchase tuition insurance. More information about the tuition insurance program is available in the Business Office.

Registration of currently enrolled students for the following school year begins in January. After mid-February, registration is opened to the general public. Currently enrolled students are strongly encouraged to register early for the following school year because of the following school policies:

1. You cannot re-register unless your FACTS account is current.
2. Spaces for currently enrolled students are not guaranteed after the re-registration deadline.
3. For high school and middle school students, the registration date is one of many criteria used for course selection.
4. Students may not try out or practice for subsequent year sports, cheerleading, band, chorus, or any other extracurricular activity unless they are registered for that subsequent school year.
5. Your child must be registered for the upcoming school year in order to attend Camp STJ during the summer.

## FINANCIAL AID

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The program for financial aid is administered by the Controller under the policies approved by the Board of Directors. The program is based on financial data submitted by the parents. This data is then evaluated based on national criteria developed by the National Association of Independent Schools (NAIS) and Saint James School. Those who wish to apply for financial aid should contact the Business Office to obtain the appropriate application forms.

## ACADEMIC POLICIES

### CURRICULUM

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In keeping with our mission statement, Saint James strives to provide a superior Pre-K3 through 12 learning environment and to prepare each student academically. The administrators and faculty make every effort to provide a supportive environment for learning while teaching students independence and growth. Students may not skip a requirement for graduation by taking a course during the school year or summer at another institution or through a distance learning or online program. Students wishing to take a course at another institution in order to hasten their academic progress at Saint James must receive approval from the Academic Review Committee who will evaluate each situation independently. The student should make such a request directly to the principal. Students are to be reminded that only courses taken at Saint James appear on the Saint James transcript and count toward the GPA.

### ACADEMIC REVIEW PROCESS

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At the end of each grading period, every student's academic, behavior, and attendance performance will be evaluated to ensure that satisfactory progress is being made, to recognize excellence, and to assist any student who is at risk of failure. Principals will convey significant concerns to parents in writing at the end of each quarter. If the problem continues, parents will be requested to confer with their student's counselor and teacher(s) to determine an appropriate course of action. If a student's academic problem is not solved within a reasonable period of time, the school administration will confer with the parents about placing their child in a more suitable learning environment.

If a student is asked to leave Saint James School for conduct or academic reasons, the student may not reapply to Saint James School until one full academic year has transpired. This full year does not include any remaining portion of the year in which the student left Saint James School. While students may reapply, the school holds the right to deny admittance based on the original offense, the student's current conduct or academic record, or other circumstances that would prevent Saint James School from being the appropriate educational environment for the student.

**The Academic Review Committee has the final decision on all matters related to academic, behavior, and attendance performance.**

## WHEN YOU HAVE A QUESTION OR CONCERN

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It is the policy of Saint James School for questions or concerns to be addressed as close to their origin as possible and within a reasonable period of time. Parents should follow the process in addressing their concerns or posing their questions. To resolve a problem related to instruction, discipline, learning materials, any other classroom question, or a matter involving an extracurricular activity parents should discuss it with the school's staff in the appropriate sequence by contacting or making an appointment in the following order:

1. Teacher (or Coach, Sponsor, or Director of program)
2. Counselor
3. Principal
4. Academic Dean
5. Head of School

For example, if you choose to discuss a concern in a teacher's classroom first with the principal, he/she will ask you if you have discussed the matter with the teacher and/or counselor first and if not, you will be asked to contact that person or make an appointment as outlined above. Most questions and concerns can be resolved by first contact with person closest to the situation. Should you feel you need to continue to follow the process after your initial meetings, please continue to contact or meet with school personnel in the order outlined above and in a timely fashion. It is difficult to resolve a concern when it is not expressed to the appropriate person or when a significant amount of time has passed since the matter occurred.

## COUNSELING AND GUIDANCE

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Guidance services are an integral part of the school program. These services to students include individual and group counseling, orientation, national testing programs, and data gathered to assist students in college selection and career planning. These services are designed to assist students with (1) evaluating aptitudes, interests, and achievements; (2) gathering educational and vocational information; (3) making wise choices concerning future school programs and post-high school plans; (4) gaining a better understanding of one's self and environment; (5) becoming a well-adjusted and contributing member of society; (6) developing good study habits; and (7) applying for college scholarships. Saint James provides counselors on the elementary, middle school, and high-school levels. Parents who wish to confer with a counselor or faculty member can

arrange for an appointment through the counselor's office. Students are encouraged to seek assistance from their counselor whenever they see the need. Routinely, they may see the counselor before or after school, during lunch or break time, or during study hall. Teachers will honor a student's request to go to the guidance office unless a graded lesson or examination is being given. Students with an urgent reason to see the counselor may go to their principal's office and ask to be called when the counselor is available.

## HIGH SCHOOL COURSE REQUIREMENTS

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Saint James offers many courses in grades nine through twelve. Students must work closely with their parents and the guidance counselors in selecting courses. The core academic subjects must take precedent over any electives.

One of two diplomas may be earned, General or Honors. The course requirements for these diplomas are listed below. Students wishing to attend more selective institutions should consider additional courses in mathematics, science, and foreign languages. All students are encouraged to take challenging courses to meet or surpass their intellectual abilities. By following this principle, Saint James students are prepared for a rigorous college educational program.

**Saint James students may not opt to meet course requirements for graduation by taking courses at another institution or through a distance learning or online program.**

## GENERAL COURSE REQUIREMENTS

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Student must pass a minimum of 25 Carnegie units in order to graduate.

**Required: (Core subjects are required each year in grades 9-12.)**

English	4
*Mathematics	4
Social Studies	4
Science	4
Foreign Language	
(Two years of the same foreign language)	2
Fine Arts	1
Physical Education	1
Twenty-First Century Technology	1
Electives	Must complete a minimum of 4

Saint James School graduation requirements stipulate that students must earn (complete and pass) 4 Carnegie units of core classes in each of the following areas: English, history, math, and science. Semester credits of differing courses cannot be combined to equal one full credit in any core or elective area. Students are required to take a minimum of one English, history, math, and science class each year in grades 9, 10, 11, and 12.

*\*Minimum of Algebra I, Geometry, Algebra II, and Algebra III w/Trigonometry.*

*\*\*Two semesters of Marching Band may be substituted for the Physical Education Credit. Two semesters of concert band may be substituted for the Fine Arts credit.*

## HONORS DIPLOMA REQUIREMENTS

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### Class of 2017

1. The student must pass 26 Carnegie units.
2. The student must have a weighted grade point average of 3.80 or better. Advanced Placement courses are given extra weight in the calculation of grade point averages.
3. In addition to general course requirements, the student must complete five elective credits. One of these must be the third year of the same foreign language.
4. The student must receive high school credit for a minimum of four of the following science courses:  
Physical Science, Advanced Biology, Biology, Chemistry, Physics, AP Biology, AP Chemistry, and Anatomy and Physiology.
5. The student must complete a minimum of 4 semesters of advanced placement courses (2 courses).
6. Transfer students are eligible for an honors diploma only if they complete two semesters (one academic year) at Saint James and satisfy all other Honors Diploma Requirements.
7. The student must complete 6 hours of documented community service during each year he or she attends Saint James School in grades 9–12. In order to count towards the Honors Diploma requirement, all hours must be accumulated through programs sponsored or approved by the principal or his designee and must be properly documented by the student.

### Beginning with Class of 2018

1. The student must earn a minimum of 27 Carnegie units of high school credit.
2. The student must have a weighted grade point average of 3.80 or better. Advanced Placement courses are given one additional quality point in the calculation of grade point averages.
3. The student must receive high school credit for three different levels of the same foreign language.
4. The student must receive high school credit for a minimum of four of the following science courses:  
Physical Science, Advanced Biology, Biology, Chemistry, Physics, AP Biology, AP Chemistry, and Anatomy and Physiology.
5. The student must complete a minimum of 6 semesters of Advanced Placement courses in high school. In order to receive AP credit toward an Honors Diploma, a student must successfully complete both semesters of any course designated as a year-long course by the College Board. The only semester AP classes offered by Saint James are US Government & Politics and Macroeconomics. These Advanced Placement courses must be selected from a minimum of two different subject areas in order to satisfy Honors Diploma requirements. (For Example: Art and Math, Math and Science, Science and English, History and English)
6. Transfer students are eligible for an Honors Diploma only if they complete four semesters (two academic years) at Saint James and satisfy all other Honors Diploma Requirements.
7. The student must complete 8 hours of documented community service during each year he or she attends Saint James in grades 9–12. In order to count towards the Honors Diploma requirement, all hours must be accumulated through programs sponsored or approved by the principal or his designee and must be properly documented by the student.

### GRADUATION REGALIA

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Graduation attire including cords, medals, and stoles must meet established school criteria.

## GRADING SYSTEM

Before a report card or diploma can be issued, parents must ensure that financial accounts are current.

Academic and Effort Grades indicate academic achievement in each subject as follows:

100-90—A: Excellent	69-64—D: Marginal
89-80—B: Good	63 and below—F: Failing
79-70—C: Average	

Academic grades are strongly influenced by scores on major tests and quizzes. The balance of the grade will reflect homework, class assignments, research papers or projects, book reports, lab assignments, or any other sources of information that reflect the student's mastery of the subject matter. Grades in exploratory and elective classes in middle school are included when determining honor roll eligibility. Extra credit assignments are not given at Saint James School. We believe this practice inflates grades and burdens students with "busy work." We expect grades to reflect a true mastery of the discipline.

**International Students** for whom English is their second language may be placed on the international grading system for a designated school year based on English proficiency test scores. High school students do not receive credit toward graduation for classes taken on international grades.

## CONDUCT

Students in grades K through 5 receive grades for conduct and effort.

"A" Meets standard	"D" Below standard
"B" Approaches standard	"F" Unsatisfactory
"C" Marginal	

## REPORTS TO PARENTS

**NetClassroom**—The purpose of NetClassroom is to provide access for students and parents to view grades and other pertinent information related to assignment and class activities. While NetClassroom is an extremely useful tool, we caution parents to use it wisely for student supervision. Micromanaging your child's work is not healthy for the child and could lead to unnecessary stress for parents, students, and teachers. We urge parents to use NetClassroom information to encourage your student's work habits. Students need to learn responsibility and independence with their work and grades and your help in this academic growth is invaluable. Each school will post grades once a week. Your children, of course, can communicate with you about grades as they find out scores. Many schools do not offer NetClassroom. However, we feel it is important and is a useful tool if used in the proper manner. We appreciate your help in this partnership. Attendance, conduct, and grade information is available for you to view in NetClassroom.

### PRE-K3, PRE-K4, KINDERGARTEN, FIRST GRADE

Pre-Kindergarten (Pre-K3 & Pre-K4), Kindergarten, and First Grade parents will receive four reports on the student's progress during the year. Additional reports are sent as needed. All bills must be cleared and paid before kindergarten graduation.

### GRADES 2-5

Check NetClassroom for grade progress in Grades 2-5. Teachers will send home a progress report mid-quarter for averages of 70 or below. Additional reports will be sent home as needed. At the end of each grading period, the report card will be published to NetClassroom. Parent-Teacher conferences are always encouraged.

Classroom papers (grades 2-5) will be sent home weekly; and will be sent home daily for grades Pre-K3-1. We ask that these be acknowledged and returned within three (3) school days.

A student who misses class work and/or tests while on an excused absence must complete make-up work as specified under the section "Attendance Policies."

The symbols below will be used to reflect how well students in grades 1-5 are performing in enrichment classes and how well first-grade students are performing in their academic programs and in their social and work habits:  
**S—Satisfactory**    **N—Needs Improvement**    **U—Unsatisfactory**

## PROGRESS REPORTS—GRADES 6-12

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Check NetClassroom for ongoing progress with your child's grades. For averages of 70 or below, teachers will either call or email parents at mid-quarter and at other times when there may be a sudden drop in grades. Parents are encouraged to contact the guidance counselor and schedule a parent-faculty conference if needed.

## REPORT CARDS

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Report cards will be published through NetClassroom at the end of each grading period.

## SEMESTER EXAMS

Semester examinations are administered for grades 6-12 at the end of the first semester (December) and second semester (May) to:

1. Provide students an opportunity to organize and review the material covered during the semester.
2. Improve instruction by faculty evaluation of results.
3. Give students experience in test taking.
4. Establish the student's mastery of the subject matter to provide a basis for academic grades.

Pre-arranged absences for family trips will not be considered for exam days in grades 6-12. A student who misses a semester exam for an excused reason, such as personal illness, death in the family, or an emergency must complete a make-up exam before a final grade is assigned. A student who is absent for a semester exam due to illness must bring a doctor's excuse to the office before being allowed to take the make-up exam. A grade of "0" will be given on the exam if it is not made up by January 15 for first semester or June 15 for second semester. The Saint James administration has final authority on determining if an absence is excused.

For study purposes and to help prepare for semester exams, the teacher will provide an Exam Review Guide. Students may view old tests in the teacher's classroom. Semester examination papers may not be sent home or removed from the school for any reason. Parents and/or the student may request to see the examination by appointment.

**Students who are late to an exam have only the remaining time to complete the exam unless the principal determines that there were extenuating circumstances.**

**For students in grades 9-12, please refer to the exam-exemption attendance policy below.**

## GRADES 6-8

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All students in grades 6, 7, and 8 must take their first semester exams. Students in grades 6, 7, and 8 may be exempt from second semester exams if they have a grade of 90 or better for both quarters prior to the exams.

## GRADES 9-12

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Students in grades 9-11 may be exempt from second semester exams or one semester courses by having a grade of 90 or better in a subject in both the third and fourth nine-week grading periods. Seniors may be exempt from second semester exams or one semester courses in a subject by having an 80 average for the semester and at least an 80 for the 2nd or 4th quarter. Students in Advanced Placement (AP) classes are required to take the appropriate Advanced Placement examinations given by the College Board in May and will be assessed the fee in the Spring. Students who take the AP exam will be excused from final examination, provided an unweighted 80 average has been maintained in the AP course with an unweighted numeric grade of at least 80 for the 2nd or 4th quarter. An AP class exam will not be administered to students for the purpose of allowing them to improve their semester grade. Students who do not show up for an AP test will be required to take the final examination for that course regardless of their grade in that course. In addition, they will be subject to a \$75 processing fee payable to Saint James School in addition to the cost of the exam.

## SCHEDULE CHANGES

Students in grades 6-8 must make elective course changes before the end of the second week of the first semester. Second semester changes will be made only if deemed necessary academically. Academic schedules for students in grades 6-12 will be published in NetClassroom in the summer before school begins. Once school begins, for grades 9-12, changes in this schedule for core and elective classes must be made during the designated Drop/Add period first semester. Second semester changes in core or elective classes will be made only if deemed necessary academically.

## FAILURE POLICY

Every effort is made to help students reach their potential and avoid failure. Failure usually occurs when students have not been consistent with work habits, study skills, attendance, and behavior. Because Saint James wishes to work closely with individual talents and needs, the following failure policies have been implemented:

### GRADES 1–5

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Students who fail any subject for the year in elementary school are subject to one of the following decisions by the Academic Review Committee: (1) a remediation plan to be developed and monitored by the Academic Review Committee, (2) retention, or (3) ineligible to return.

### GRADES 6–8

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Students who fail a course for the year may be given a remediation plan developed by the Academic Review Committee. Implementation of the plan will be monitored by this committee. There may be a fee payable to Saint James School for additional work. All decisions concerning retention will be made by the Head of School.

### GRADES 9–11

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All decisions concerning retention will be made by the Head of School. The failure of any class may place a student's retention at Saint James in jeopardy. Any student failing a subject for the semester who is allowed to remain at Saint James will be given a remediation plan developed by the Academic Review Committee. General guidelines governing academic performance are as follows:

For purposes of remediation, students who fail a semester course but are eligible to remain at Saint James are required by the Academic Review Committee to either re-take the course at Saint James, complete a remediation program developed by the committee, or take the course through a school approved distance learning program. Distance learning courses may not be an option in all failure situations. The decision is based on what is the most academically sound plan for a particular student. Students who are re-taking a course are responsible for working with their counselors during the course selection process to schedule the class for the upcoming school year. Students approved for distance learning courses must complete all course work no later than **May 1** for first

semester failures and **August 1** for second semester failures. In addition to distance learning fees paid to the company for a course, there may be a processing fee payable to Saint James School for additional work.

When students pass and receive credit for a course being repeated through distance learning or being re-taken at Saint James, a notation is made on their transcript indicating successful completion of the course. However, the original failing grade will remain on their transcript. Grades earned through distance learning are not put on Saint James transcripts or included in a student's GPA. The transcript from the distance learning company showing credit and the grade earned will be attached to the student's Saint James transcript.

### SENIORS

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Seniors who fail a course for first or second semester of their senior year are required to take the course through the school's approved distance learning program or an alternative program approved by members of the Academic Review Committee. Any senior seeking credit through distance learning or any approved program must have all course work completed with a passing grade by April 15 for a first semester failure and August 1 for a second semester failure. Failure to meet any graduation requirement may prevent the student from participating in the graduation exercise (walking at graduation), receiving a Saint James diploma, or graduating from Saint James School.

## ACADEMIC ELIGIBILITY AND STANDING

The Head of School and the Academic Review Committee will govern all options regarding student eligibility, academic standing, and graduation. The decisions of this group are final.

### GRADE POINT AVERAGE REQUIREMENT

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**The following are the eligibility requirements for rising 9-11 graders. All seniors will be reviewed separately:**

Beginning with the class of 2020, rising 9-11 high school students must maintain a cumulative grade point average of at least a 2.3 each year to remain at Saint James. At the end of the 8th grade year, the Academic Review Committee will review each student's academic performance to make a determination of their status as they move to high school.

Students leaving 8th grade with a GPA below 2.3 for their 8th grade year will be placed on probation for 9th grade. Students will be reviewed at the end of 9th, 10th, and 11th grades.

A student may be placed on academic probation for several reasons including, but not limited to, not meeting the cumulative 2.3 GPA requirement or failing one or more semester courses.

No student may be on probation more than once in grades 9–11. Should the student not have a cumulative 2.3 at the end of the probationary year, the student will not be allowed to return to Saint James the following year.

In addition, a student who fails a total of three semesters of any core or elective classes at any point in grades 9-11 will not be allowed to return the following year regardless of their cumulative GPA.

No student in grades 9–12 will be allowed to apply more than 2 semester credits of a distance learning or online program or other remediation credits toward graduation at Saint James.

**ACADEMIC PROBATION:** Students who are on academic probation will only be allowed to remain under this condition for one academic year. The 2.3 cumulative grade point average requirement will be reviewed annually and will include all classes including electives. No classes taken as part of a remediation plan assigned by the Academic Review Committee will be factored into the student's GPA.

## BEHAVIOR POLICIES

### STUDENTS

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Saint James prepares students for success in college. Much of this success rests upon each student's readiness to assume responsibility for his or her own life and to meet the demands of a collegiate environment. Saint James standards of conduct and behavior have a role in advancing the development of this level of responsibility as well as assuring a productive educational environment for our students. As they will find in a collegiate environment, students are responsible for their compliance with school standards or for the consequences of their misconduct.

Saints James' policies on conduct and discipline have been designed to reflect the nature of our student body. Saint James parents send students prepared for school in both academics and behavior. Many students go through an entire school year without a blemish on their record. A few

students need to be regularly reminded of the rules. Our disciplinary program is designed to recognize these differences in students. The Disciplinary Program also recognizes the very real differences between students in grades Pre-K3 through 5 and those in grades 6-12 through the use of separate programs.

Saint James School is an exemplary school and will not tolerate students being unkind to other students. Harassment in any form will not be tolerated. Incidents of harassment will be carried over from year to year and severe penalties as outlined in the code of conduct will be enforced. Students may be asked to leave Saint James to find another school if they show a pattern of unkind behavior to other students.

Occasionally, circumstances will make it prudent to determine the presence of prohibited or inappropriate material in a student's locker or on a student's person. The principals are authorized to establish whether such materials are present by inspecting lockers and/or by asking a student to empty pockets, handbag, or purse or to unlock and permit the inspection of a personal vehicle parked on campus. Policies pertaining to the examination of both school issued and personal electronic devices by school personnel, including cell phones, are outlined in the disciplinary and RUP policy sections of this handbook. Records of any student who is guilty of harassment will carry over from year to year. A pattern of this behavior will be reason for expulsion from Saint James School.

Students and parents should understand that parties and gatherings not sponsored by Saint James School and held off campus but attended by Saint James students are not endorsed by this school. Only teacher chaperoned events planned by the school are school-sponsored. Parents or students planning such events and parents allowing their students to attend these events should understand the school is not involved nor does it have responsibility over such events.



## REPRESENTATION IN THE COMMUNITY

The school attempts to instill within each student a sense of integrity, good citizenship, and understanding of his or her responsibilities as a citizen of Saint James School and the community, including but not limited to, the responsibility to comply with all civil and criminal laws. Saint James School expects each student to be cognizant of his or her conduct and decorum away from the school campus as well as on the campus. Student and parent conduct should promote the general welfare and reputation of the school and must not reflect poorly on the school, its name or the community in general. On or off campus behavior or conduct that is illegal, illicit, immoral, and/or conduct that adversely reflects on Saint James School is subject to the Disciplinary Program. Saint James reserves the right to take disciplinary action at the discretion of the administration if, in the opinion of the administration, student or parent conduct on or off campus affects the general welfare and reputation of the school. While we do not punish parents, parents should know the retention of their children is at risk for inappropriate behavior on the part of the parents.

## DISCIPLINARY PROGRAM, ALL GRADES

### ELECTRONIC DEVICES

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Cell phones, cameras, and other hand-held devices can be a distraction to the instructional process and are therefore prohibited during the school day. Personal or school issued electronic devices, including cell phones, should never be used to capture or convey any materials or photographs deemed inappropriate by Saint James School including that of a sexual nature. Student use of electronic devices is subject to Saint James disciplinary policies. (Refer to each serious violation consequence under the appropriate grade.)

### GRADES 1-5

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The following are violations of Saint James standards of behavior:

1. Chewing gum on campus during the school day.
2. Disruptive behavior.
3. Cheating.
4. Defacing property.
5. Theft of others' property.
6. Harassment or intimidation of others, including cyber or any form of bullying.
7. Possession or use of prohibited items or substances while on school campus or at school-sponsored events. Prohibited items include knives, lighters, fireworks, or any type of explosive. Prohibited substances include alcohol, tobacco, e-cigarettes, or illicit drugs.
8. Making negative racial, ethnic, religious, or other inappropriate comments.
9. Fighting and/or any behavior that inflicts personal or bodily harm to a fellow student.
10. Use of a cell phone, camera, or computer to photograph, send, pose for or possess nude, semi-nude or sexually explicit pictures or images.

Options in response to student misbehavior are conduct checks, the denial of school privileges, parent conferences, suspension, or expulsion. The parents will be advised when any of these options have been exercised.

## GRADES 6–8

It is important for our students to follow the rules so that our educational goals can be met. Our “Discipline System” identifies the various infractions that are made by our students so that we can distinguish between the seriousness of these infractions.

### The Minors

Listed below are infractions that are considered minor but yet important so that the students follow the rules as outlined by the school.

1. Chewing gum on campus or eating in class.
2. Not bringing proper materials to class.
3. Dress Code violation.
4. Off task.
5. Misuse of pass.
6. Excessive talking in class.
7. Unexcused tardiness.
8. Violation of the Required Use Policy.
9. Unauthorized possession of items such as: radios, tape recorders, remote control devices, cameras, beepers, pagers, cellular phones, photo phones, laser pointers, or other telecommunication devices. Such items will be confiscated and returned to parents.

Students may receive multiple infractions for the same offense in the same day.

### Accumulation of these minor infractions will result in the following consequences:

- |                        |                                       |
|------------------------|---------------------------------------|
| 4 minor infractions:   | Notify the parents                    |
| 8 minor infractions:   | 30 minute Detention Hall              |
| 12 minor infractions:  | Two 30 minute Detention Halls         |
| 15+ minor infractions: | Move to consequences for “The Majors” |

### The Majors

Listed below are infractions that are considered to be major and also detrimental to the learning environment of our school.

1. Inappropriate public display of affection.
2. Disruptive behavior.
3. Insubordinate, argumentative, or disrespectful behavior.
4. Forging notes and signatures, deception, or misrepresentation.
5. Using profanity.

6. Making negative racial, ethnic, religious, or other inappropriate comments.
7. Inappropriate physical contact.
8. Abusing lockers, desks, computers, or other school property.
9. Communicating on a cell phone in class.
10. Skipping class or any part of the instructional day which includes unauthorized absence for any length of time on or off campus.

### Accumulation of these major infractions will result in the following consequences:

- |                        |  |
|------------------------|--|
| 1 major infraction:    | Teacher/Principal will notify the parent |
| 3 major infractions:   | Hour Detention Hall                      |
| 4 major infractions:   | Work Detail                              |
| 6 major infractions:   | Student-Parent-Administrator Conference  |
| 8 major infractions:   | 1-Day Suspension                         |
| 10 major infractions:  | 2-Day Suspension                         |
| 12+ major infractions: | Head of School Referral                  |

### Serious Offenses Subject to Immediate Suspension

1. Violations of plagiarism as defined in the honor code. Students will also receive a grade of “0” for work which was plagiarized.
2. Cheating on tests, homework, or any assignments as defined in the honor code. Students will also receive a grade of “0” for work that is plagiarized.
3. Any violation of the school’s academic integrity policy.
4. Conflicts that lead to physical confrontations.
5. Violation of computer/Internet policy.
6. Incidents of repeated patterns of intimidation or harassment—verbal, physical, sexual, cyber bullying, etc.

*\*\*Any student who is suspended will be reviewed by the Academic Review Committee and could be placed on probationary or conditional status for the upcoming school year if he/she is allowed to return.*

### Subject to Immediate Expulsion

1. Possession or use of prohibited items or substance while on campus or at school-sponsored events. Prohibited items include knives, lighters, fireworks, any type of explosive, or any item that may be construed as a weapon. Prohibited substances include tobacco products, alcohol, e-cigarettes, all illicit drugs, and drug paraphernalia.

2. Being under the influence of prohibited substances on campus or at school-sponsored events.
3. Defacing property.
4. Theft of others' property.
5. Pulling fire alarms or tampering with security systems.
6. Physical confrontation that leads to injury.
7. Repeated patterns of intimidation or harassment—verbal, physical, sexual, cyber bullying, etc.
8. Use of a cell phone, camera, or computer to photograph, send, pose for, or possess nude, semi-nude, or sexually explicit pictures or images.
9. Repeated violation of the Honor Code.

It is important to note that these are general guidelines for our students. The teachers and administration may determine other violations that may fall in one of these three categories because we cannot envision every situation that may occur.

Infractions will be accumulated by the semester and middle school students will start the second semester with a zero balance. Saint James School considers it an important responsibility of all students to abide by the code of conduct that has been established and to be honest and forthcoming with parents about their record in relation to this system.

Students have a responsibility to inform their parents each time they receive an infraction warning. Each infraction warning should be signed by both the student and the parent and then returned to the appropriate teacher.

**Detention Hall Guidelines:** Detention Hall is not a study hall and students will not be allowed to complete schoolwork during this time. The date and time of the detention hall will be determined by the principal. Students who are tardy to detention hall or who do not attend will receive additional infractions that may result in immediate suspension. Students who are assigned a detention hall will be required to miss tutoring sessions, athletic practices, scheduled games, or other events or activities as required in order to meet their obligation of serving the detention hall.

**Suspension Guideline:** If a student is suspended from school, he or she is not in good standing with the school. For the first suspension day in a semester, zeros will be issued for any assignments missed that are classified as homework or quizzes. Any test missed on the first suspension day in a semester must be made up before school on the first day the

student returns to school. For any additional suspension days in a semester, zeros will be issued for all assignments missed. During the suspension period, the student is not allowed to participate in any school-sponsored activities. The student is responsible for any information given during the suspension. The teacher is under no obligation to offer special instruction to the student during his or her suspension. Students who are suspended from Saint James are putting their retention for the current school year and following school year in jeopardy.

**Behavior Review:** Every student's record will be reviewed at the end of each quarter to determine whether the student is eligible to return to Saint James or will be placed on probation. The records used are those that have been made available to parents throughout the school year, i.e., report cards, infraction reports, and all formal correspondence with the parents concerning academic or disciplinary matters. Parents are advised by letter when the judgment has been made that their student is not eligible to return to Saint James or placed on probation. The Head of School will meet with students before dismissal.

## GRADES 9–12

The high school faculty, led by the Head of School and the principal, are responsible for maintaining student discipline and decorum for an effective learning environment.

### **Rule Infractions: Minor Misconduct**

Teachers will address minor disciplinary infractions issuing students conduct warning forms and submit copies to the high school office. The principal's office maintains records of reported infractions and misconduct. The principal assigns students to detention or other appropriate consequences for single or accumulated infractions.

### **Rule Infractions: Major Misconduct**

The Head of School and principal address more serious disciplinary issues, particularly incidents warranting substantial detention time, suspension, or expulsion. Saint James may legally consider any information pertinent to student conduct, welfare, and safety and to the best interests of students and the school. Any student given suspension will also be required to complete specified community service in addition to other consequences assigned by the Head of School and High School Principal. (Evidentiary and investigative limitations that constrain law enforcement and public officials do not apply to independent schools.)

### **Disciplinary Program: Rule Infractions and Minor Misconduct**

Saint James School distinguishes between major and minor infractions of the school and classroom disciplinary policies and rules. Examples of rule infractions and minor misconduct include, but are not limited to:

1. Tardy to school or class
2. Misbehavior in class
3. Inappropriate conduct
4. Dress code violations
5. Parking violations
6. Chewing gum
7. Electronic devices\*
8. Drinking/eating in class
9. Failure to follow class rules/instructions
10. Violation of the Required Use Policy

This is only a sample and in no way covers all minor infractions. The severity of action taken may be increased for repeated violations of Saint James School's policies and guidelines. Students may receive multiple infractions for the same offense in the same day.

*\*Cell phones will be required to be turned in to the teacher at the beginning of each class period. Students will be able to retrieve their devices at the end of each period. If students are caught with cell phones on their person during instructional time the device will be confiscated and the student will be subject to disciplinary action as seen fit by the principal. Students who are caught with cell phones during tests or quizzes will receive a "0" in compliance with rules regarding cheating in the Honor Code.*

### **Consequences for Rule Infractions and Minor Misconduct**

Consequences depend on the nature, severity, and repetition of the infraction. The high school principal reserves the right to assign punishment as he or she deems fit to any and all infractions.

1. Conduct warning notice (accumulated notices will result in detention)
2. Detention (assigned by the principal)
3. Student/Parent conference
4. Suspension

### **Consequences for Accumulated Infractions**

- |                        |   |
|------------------------|---|
| 1. 3 Infractions:      | Detention   |
| 2. 6 Detentions:       | One-Day Suspension                                      |
| 3. 8 Detentions:       | Two-Day Suspension                                      |
| 4. Above 8 Detentions: | Conference with Head of School and subject to dismissal |

*\*\*Accumulated infractions will be reviewed by the Head of School and High School Principal. Based on the nature of the infractions, suspension or another course of action may be taken. Each case will be reviewed on an individual basis and appropriate consequences will be given. Depending on the nature of a suspension, it may be recorded on any college applications or counselor/teacher recommendation forms.*

First suspension in a school year: The student receives grades of "0" on all assignments, quizzes, projects, and tests that are missed on the day of the suspension.

*\*\*Any student who is suspended will be reviewed by the Academic Review Committee and could be placed on probationary or conditional status for the upcoming school year if he/she is allowed to return.*

Any additional suspensions in a school year:

1. The student receives grades of "0" on all assignments, quizzes, projects, and tests that are missed.
2. During the suspension period, the student may not participate in any school activities.
3. The student is responsible for all academic instruction and information missed during the suspension. Teachers will not offer special instruction or provide notes to help the student catch up on missed classes. The student may seek help from classmates.
4. Suspended students jeopardize their eligibility for re-enrollment.

*\*\*Any student who is suspended will be placed on probationary or conditional status for the upcoming school year if he/she is allowed to return.*

## Major Misconduct

Types of Major Misconduct are numbered below. While on campus, under supervision of school personnel, or at any school event or activity on or off campus, students are prohibited from the following:

1. Honor Code Violations–The Saint James Honor Code is a shared pledge and commitment to honorable and ethical behavior by all in the school family. Violations of the Honor Code include lying, deliberately creating false impressions, stealing, bullying, and all forms of academic dishonesty including but not limited to cheating and plagiarism. Violations are described in greater detail in other sections of this handbook. Consequences for Honor Code violations may include any or all of the following:
  - A. A grade of “0” on the test/assignment
  - B. Notification and/or conference with the student’s parent
  - C. Suspension
  - D. Expulsion
  - E. Any additional actions the principal deems appropriate
2. Using, possessing, being under the influence of alcohol, illicit drugs, tobacco, tobacco substitute, e-cigarettes, drug paraphernalia at any time on the Saint James campus.
3. Improperly using or possessing prescription medications.
4. Using or possessing a firearm.
5. Using or possessing any dangerous device or instrument (so deemed by the Head of School or principal), including but not limited to lighters, knives, fireworks, or explosives.
6. Gross misconduct including any threatening action, verbal or physical abuse, disrespectful actions, hazing or other inappropriate initiations, intimidation, harassment, cyber bullying, physical confrontation, injury, violence, derogatory comments relating to race, ethnic background, or religion, and abusive or profane language and/or gestures.
7. Encouraging other students to engage in fighting or other inappropriate behavior.
8. Vandalizing or committing inappropriate or vindictive pranks including theft, destruction and defacement of school or personal property (such as rolling, painting, egging, or writing on a wall), and any other celebration or behavior deemed inappropriate by the administration.

9. Use of a school issued or personal electronic device for any inappropriate use, including but not limited to sending, posing for, or possessing nude, semi-nude, or sexually explicit photographs or images.
10. Insubordination or disrespectful behavior toward a faculty or staff member.
11. Unexcused absence from school or leaving campus without permission or proper notification.
12. Skipping class or any part of the instructional day which includes unauthorized absence for any length of time on or off campus.

### Consequences for Major Misconduct (may include any or all of the following):

1. Expulsion
2. Suspension for a period of 1-10 days
3. Probation for a period to be determined
4. Student/Parent conference with principal and/or Head of School
5. Other actions the administration deems appropriate
6. Reporting to law enforcement agencies

*\*\*First and subsequent suspension penalties apply to both minor and major misconduct infractions.*

## DETENTION

1. Students serve detention as assigned by the principal, typically before (7:05- 7:50) or after school (3:30-4:15). Students remain silent and are not allowed to read or complete schoolwork during detention.
2. Students assigned to detention are deemed not in good standing and may, as determined by the principal, be removed from eligibility for school-sponsored events until the detention is served.
3. Upon reporting to detention, students must submit the detention notice signed by their parents.
4. The principal notifies students of their detention obligations at least 24 hours in advance so they may arrange for transportation.
5. Failure to serve a detention (without principal permission) will result in issuance of an additional detention.

## MOTOR VEHICLES

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These regulations are established to control traffic and provide security and safety on campus.

1. Saint James School is private property. Students park vehicles on campus with the school's permission. The school administration reserves the right to search student vehicles at its discretion.
2. Automobiles driven on campus by Saint James students must be registered at the high school office. Registered cars must display the school-issued parking decal. The first decal is free. A replacement decal will cost the student \$10.
3. Student parking is restricted to the lot across the street from the gymnasium and the Performing Arts Building.
4. Students may not congregate in the parking area.
5. Students may not return to their automobiles during the school day except to leave campus.
6. The speed limit on campus is 5 miles per hour for all drivers.
7. Saint James School assumes no responsibility for damage to vehicles or personal property in them.
8. Only high school students may bring motorized vehicles to school.

## DISCIPLINARY RECORDS

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The principal's office maintains records of all student rule infractions and disciplinary actions. Excessive disciplinary actions over the course of a school year warrant administrative review and may result in a change in the student's enrollment status.

### Student Cooperation in Disciplinary Investigations/Inquiries

Students are expected to be forthright, honest, and cooperative when the Head of School, the principal, or other faculty/staff members investigate disciplinary issues. Dishonesty, deception, or obfuscation will be treated as separate incidents of major misconduct.

## SUSPENSION, PROBATION, AND CONSEQUENCES

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A student suspended from school is deemed to be "not in good standing." Students who are suspended will be subject to the consequences outlined for suspensions in the above sections. A student may be placed on probation or suspended for major misconduct or an accumulation of minor infractions. A student on probation who commits major misconduct or

accumulates additional minor infractions is subject to dismissal. Any student given suspension will also be required to complete specified community service in addition to other consequences assigned by the Head of School and High School Principal.

## STUDENT MANDATORY AND RANDOM DRUG TESTING: POLICY AND PROCEDURES

(REVISED 6/10/2013)

### I. PURPOSE OF A DRUG TESTING PROGRAM

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Saint James School is dedicated to academic excellence and to the personal growth and well being of its students. This mission requires a school environment that is safe and drug free in order to maximize the learning potential of its students. Saint James School is demonstrating its leadership and commitment to the community by instituting an innovative drug-testing program for students and employees. The drug-testing program is designed to be preventative rather than punitive and to help students resist drug use. It is based on principles and a structure that assists youth, rather than punishing students on the first offense. It is intended to empower parents with valuable information for active participation in this assistance.

### II. SCOPE OF THE DRUG TESTING PROGRAM

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The program requires both mandatory and/or random drug testing of all students in grades 6-12 at some point during the school year. The testing schedule is as follows:

- A. INITIAL TESTING:** Every student in grades 8-12 will be tested once during the months of August and September.
- B. RANDOM TESTING:** Students in grades 6-12 will then be randomly tested throughout the school year. Students will be assigned an independent number by the administration. The original list will be provided to the Head of School and/or the liaison who is appointed as described below. The original list must be signed and dated by both the Head of School or his designee and the liaison. The students to be re-tested shall be randomly selected by the drug testing company. The Board of Saint James shall select a person as its liaison with the Head of School concerning drug testing. When the drug testing company randomly selects the students who are to be tested, the testing

company shall, by secure means, transmit the list of numbers of the students who are to be tested to the Head of School and the liaison. The board's liaison and the Head of School will meet to authenticate the transmission that they received from the drug company. Each stage of the process must be verified by the signature and date of the Head of School and the liaison.

- C. FOLLOW-UP TESTING:** Any student testing positive will be re-tested. Following a positive test, the School reserves the right to re-test every one hundred (100) days as long as the student is enrolled.
- D. COST OF TESTING:** The cost of initial testing and random testing is included in tuition. The cost of re-testing due to a positive test result will be borne by the parent(s)/ guardian(s) at the prevailing rate.
- E. SUSPICION TESTING:** Any student reasonably suspected of drug use shall submit to a drug test at a regular scheduled random testing. "Reasonable suspicion" shall mean that a member of the school administration or faculty member has knowledge that would lead a reasonable and prudent person to believe that a student has used or is using controlled/illegal substances. Before any student can be tested based upon "reasonable suspicion," the Head of School will submit a written explanation, without the student names, of why he/she wants to conduct said test to the school attorney and the liaison. The Head of School must discuss the case, without the student names, with the school attorney and the liaison before deciding whether to proceed with the test.
- F.** Beginning in August 2008, all board members shall submit to a drug test annually no later than September 30 of the school year.

### III. TESTING METHOD

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Hair analysis has been selected as the method of testing. A licensed clinical laboratory will perform the analysis of all hair samples. All samples that are positively identified through the screening analysis are confirmed.

The School reserves the right to change or add testing labs and/or testing procedures at any time. Notice of any change will be communicated to all parents and/or guardians.

Hair testing provides detection for illicit drug use for the 90 days prior to the hair collection. Every ½ inch of hair represents approximately 30 days of drug use history.

#### A. Hair Collection Procedures:

1. The student will select a unique identification number. Trained staff will perform the hair collections using full chain-of-custody procedures. The Head of School, Principal, or a designated Saint James employee will be the only people privy to the identification number. This number will be entered on the hair collection kit and will protect the identity of the individual being tested.
2. A sample of hair, as defined by the testing laboratory, is cosmetically cut at the scalp from the crown of the person's head. Persons with insufficient head hair will have body hair collected such as arm, leg, or underarm hair. The sample will be sealed by the designated Saint James employee collector and initialed by the tested person under full chain-of-custody procedures to ensure the correct identification of the hair sample and results. The sample will be mailed to the laboratory. Results will be available to the Head of School or a designated Saint James employee only via secure means within one week of receipt of the tests.
3. Appropriate disciplinary action will be taken if a student deliberately tries to avoid the collection process. Avoiding or missing a test can be considered a positive test or major infraction as defined by the student handbook.

#### B. Contesting a Positive Result

All positive results are confirmed using a highly reliable confirmation technology. This prevents false positives resulting from other drugs or substances that are ingested. If, however, a student who tests positive wishes to contest the result, he/she may do so within ten (10) days. He/she will be re-tested at his/her own expense.

### IV. CONFIDENTIALITY AND DISSEMINATION OF RESULTS

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- A. The unique individually coded number identifies all hair collections and results. No names are recorded on the collection bag or the paper work sent to the laboratory. No names are on the test results that the school receives from the company.
- B. The laboratory confidentially will provide test results of students to the Head of School, Principal, or other person(s) designated by the

Saint James Board. The summary results of all testing, excluding the student names, shall be immediately available for review by the board liaison. The Head of School shall report to the Board of Directors, during Executive Session, the number of tests performed and the percentage of positive results annually at the June board meeting. The school will submit positive test results to the parent/guardian and the school attorney within 10 days of the receipt of the same. All test results of students will remain strictly confidential between the student, the parent/guardian, and Saint James School's Head of School, Principal and/or designated Saint James employee, the Saint James attorney, and any counseling program agreed upon by the parents/guardians and Head of School or Board designee.

- C. No test results of a student will be disclosed to any person or agency beyond the persons identified above (B) without signed consent by their parent/guardian. Release of test results of students may be requested by the Head of School, Principal, or designated Saint James employee for purposes of professional evaluation and possible treatment recommendations.

## V. CONSEQUENCES OF POSITIVE RESULTS

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- A. School personnel will not initiate criminal charges or other legal action against a student based solely on a positive drug test.
- B. On the first occasion where a student tests positive for drugs, his parents shall be notified and a conference shall be set up with the student, his/her parents, and the Saint James Head of School and/or Principal to discuss the positive results. It shall be the parents' sole responsibility thereafter to address their child's positive drug test. Following a positive test, the School reserves the right to re-test that student every one hundred (100) days as long as the student is enrolled. Additionally, the School reserves the right to ask a student to provide proof of prescriptions that pre-date a positive test.
- C. After a student tests positive for drugs a second time, the Head of School, Principal, or his designee shall refer the student who tests positive and the parents/guardian for a substance abuse evaluation through a Saint James Board approved counselor or community agency. The parents of said student shall be provided said Board approved list of counselors and community agencies to choose from. This counselor or community agency will provide recommendations to the family on the type of additional services that are required. The

student and parent/guardians shall seek this evaluation and cooperate with said counselor/community agency. The counselor's progress reports must be submitted to the Head of School or his designee on a regular basis in order to determine that the student is in an assistance program. All costs for this will be the responsibility of the parent/guardians. If a student or parent/guardians refuse professional assistance, the student will be dismissed from school at that time. A student who has tested positive and is in a substance abuse program approved by Saint James School will continue all normal school activities unless directed otherwise by the parents, and/or the approved Substance Abuse Counselor and/or counselor.

- D. Students who test positive more than two times during their enrollment at Saint James will be dismissed from school.
- E. A student in their senior year that tests positive for the first time, after January 1st of that year, will be treated as if it were a second positive test result under this policy. This could result in the student being prohibited from participation in graduation exercises. This determination will be made by the Head of School, Principal, and Board Representative.

*Approved: June 10, 2013*

*Revised: June 10, 2013*

## STUDENT DRESS CODE AND APPEARANCE STANDARDS

### OVERVIEW

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1. The Saint James student dress code and appearance standards are intended to foster an academic environment. These policies are designed to help students comply with the school's requirement that students must demonstrate modesty and good taste in dress and grooming at all times while at school. Appearance should be neat and clean reflecting a conservative style of dress, which endorses an atmosphere of intellectual growth and positive conduct. The school administration, faculty, and staff feel that Saint James students should be dressed in a manner that is intended to give our students a sense of unity and pride in their school. The student uniform and dress code is designed to promote Saint James School.
2. Parents and students should help to establish a quality environment for each child's education by adhering to this dress code. The ultimate determination on appropriate dress at any grade level will lie with the



principal. Teachers are responsible for dress code enforcement each day. Failure to comply with the dress code will lead to appropriate disciplinary action. All discipline related to the uniform and dress code violations will be determined and issued by the administration. Parents must make sure students are abiding by dress codes.

3. Dress code is in effect throughout the school year including exam days. Dress code items must be purchased from Southern School Uniforms or Lands' End. Uniform parts and accessories may be purchased by visiting Southern Uniforms at 1721 Eastern Boulevard in Montgomery or visiting Lands' End online: <http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900167156>

## GENERAL GUIDELINES

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1. No non-uniform outerwear will be allowed to be worn on campus. Wearing non-uniform will result in an infraction. Southern School Uniforms and Lands' End have options for all seasons.
2. All dress code clothing will embody school colors: Navy, Yellow, Khaki, White, and plaid of these colors.
3. The uniform dress code applies to outerwear including coats, jackets, and sweaters. Fleece jackets and/or sweaters that are worn inside a classroom must be purchased from the Southern School Uniform or Lands' End selection. All outerwear jackets sponsored by various Saint James teams are approved for wear at school as long as items meet the standard color requirements (navy/yellow/white and Saint James logo). These outerwear clothes must reflect a conservative nature and be in good taste as mentioned above. In the event of unforeseen circumstances, a teacher/coach may use his/her discretion to allow a student to wear winter outerwear in the classroom.
4. For Middle and High School students, the P.E./Athletic uniform is to be worn in P.E./Athletic class only. A student may only wear P.E./Athletic clothes outside of P.E./Athletics if he/she is called to the office during P.E./Athletic class. At no other time are P.E./Athletic clothes allowed in school buildings during school hours.
5. Cheerleading apparel may be worn at pep rallies only. At no other time is cheerleading apparel allowed in school buildings during school hours.
6. Special Academic/Fine and Performing Arts/Athletic apparel is to be determined by the teacher/coach/sponsor from the available uniform options.

7. Out-of-uniform days will be determined by the administration. On those days, students are expected to dress in an appropriate and modest manner conducive to an educational environment. Students may wear collared shirts or school issued t-shirts only. Students may not wear any t-shirt that has not been sponsored by the school. On any field trip or school-sponsored trip, the teacher/coach/sponsor will specify appropriate dress based on the activity. Lower elementary girls may wear cheerleader uniforms and lower elementary boys may wear football jerseys purchased from the Wooden Horse on game days.
8. Attire may be checked at any time. Students should understand they are answerable to every adult in the school.
9. Boys and girls may wear undergarments in school colors—white, yellow, or navy as long as the undergarment does not show through the uniform shirt.
10. All shirts not intended to be worn out must be tucked inside pants, shorts, or skirts.
11. On designated days, Saint James t-shirts are allowed to be worn.

## GIRLS

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1. Girls are expected to be neat and clean.
2. Hair should be neat, clean, and appropriate.
3. Unconventional hairstyles and colors are inappropriate.
4. Facial makeup will not be used by girls in Pre-K3 through fifth grade.
5. Earrings are acceptable for girls. Piercing of any other body part is not allowed.
6. Tattoos are not allowed.
7. Any jewelry, accessory, pocketbook, backpack, notebook, book, or manner of grooming that by virtue of its color, arrangement, trademark, or any other attribute, denotes advocacy of drug use, violence, hatred, disruptive behavior, or that promotes or refers to tobacco products, drugs, alcohol, racial or ethnic issues, vulgarities, immoral or illegal behavior, and clubs or organizations that are not authorized by the school are prohibited.
8. Sunglasses, hats, or caps may not be worn in school buildings.
9. Any clothing part that is altered so that it becomes too tight, revealing, or distracting is deemed inappropriate.
10. Clothing will not be patched, frayed, unhemmed, or with holes.

11. The length of shorts, skirts, or skorts shall be no more than 2 inches above the knee at the front or back (while kneeling).
12. Black, brown, or cordovan belt is to be worn and shown at all times, when appropriate (optional for elementary girls).
13. Shoes are to be closed-toe and closed-heel. Shoe strings must be the predominant color of the shoe. Heels must be no taller than 2 inches. Plastic shoes or flip flops are not allowed.
14. Natural color or solid color socks or hose or navy, white, black, or brown tights may be worn. Girls may also wear solid navy, white, black, or brown leggings.

## BOYS

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1. Boys are expected to be neat and clean. This includes being clean shaven and having no beards, mustaches, goatees or other facial hair visible.
2. Hair should be neat, clean, and appropriate.
3. Unconventional hairstyles or colors are inappropriate.
4. Hair should not extend below the collar in the back, below the eyebrow in the front, and below the middle of the ear.
5. Boys may not wear earrings and similar jewelry traditionally accepted as female adornment. Piercing of any other body part is not allowed.
6. Boys are not allowed to wear make-up of any kind.
7. Tattoos are not allowed.
8. Any jewelry, accessory, pocketbook, backpack, notebook, book, or manner of grooming that by virtue of its color, arrangement, trademark, or any other attribute, denotes advocacy of drug use, violence, hatred, disruptive behavior, or that promotes or refers to tobacco products, drugs, alcohol, racial or ethnic issues, vulgarities, immoral or illegal behavior, and clubs or organizations that are not authorized by the school are prohibited.
9. Sunglasses, hats, or caps may not be worn in school buildings.
10. Any clothing part that is altered so that it becomes too tight, revealing, or distracting is deemed inappropriate.
11. Clothing will not be patched, frayed, unhemmed, or with holes.
12. Pants or shorts must be worn around the waist area.

13. Black, brown, cordovan, needlepoint or canvas belts must be buckled and shown appropriately at all times. (Optional for lower elementary boys).
14. Shoes must be closed-toe and closed-heel. Shoe strings must be the predominant color of the shoe. Flip flops are not allowed. Socks are optional but must be a solid color when worn.

## DISCIPLINARY ACTIONS

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Students wearing attire that does not meet the dress code criteria will be required to correct the inappropriate dress immediately or be referred to the office. Students will not be allowed to return to class without proper attire. Any missed class time due to dress code violations will be unexcused and any work missed will be a zero. In addition, offenders will be subject to the discipline systems. Repeat offenders will be subject to appropriate measures deemed necessary to correct the violation and a student/parent/administrator conference. Students with multiple dress code infractions will be required to follow a specific and altered dress code, such as only being allowed to wear pants if the skirt length is repeatedly ignored.

*Approved by the Saint James School Board of Directors, September 14, 2004.*

## SAINT JAMES SECURITY PROGRAM [GRADES 9–12]

A new security program was enacted in the fall of 2015 at Saint James School. This included electronic locks on doors to the high school building, humanities building, the science building, the Performance Arts Building, and gym. All 9th–12th grade students are issued a keycard and a retractable card holder as part of tuition. Each keycard has an identifying number that is assigned to a specific student. It is imperative that students keep these cards with them at all times. Under no circumstances should a student use or take another student's keycard. If this occurs, it will be considered a violation of the RUP. Student cards will only work to unlock the building doors during school hours from 7am–4pm. If a card is lost or stolen, it must be reported to the Help Desk immediately. Cards will be replaced at a cost of \$50, which will be charged directly to the student's account.

## STUDENT REQUIRED USE AND INTERNET SAFETY POLICY (RUP)

(in accordance with Children's Internet Protection Act [CIPA] and Alabama Public Law Article 5 Section 13A)

### PURPOSE

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Saint James School provides all students access to the Internet, network resources as well as MacBooks, iPads, and iPod Touches at designated grade levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including MacBooks, iPads, and iPod Touches, also requires students to abide by the Saint James School Technology Use Guidelines as stated in the Student Code of Conduct. We expect our students to exercise good judgment and to utilize technology with integrity. Rules may be added as necessary and will become a part of this policy.

### TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

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Specifically, the student:

- Will adhere to these guidelines each time the Internet is used at home and school.
- Will make available for inspection by an administrator or teacher upon request of any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on school-owned technology are not private.
- Will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using school owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of etiquette should be followed conducting oneself in a responsible, ethical, and polite manner. This includes email, texting, and chatting.
- Will follow copyright laws and should only download/import music or other files to a school owned technology device that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files, or communications to others through email or post to the Internet.
- Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password as well as torrents or proxies.
- Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any school owned technology. This includes the intentional introduction of computer viruses and other malicious software, as well as the installation of iOS or OS upgrades without prior approval.
- Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges. It is the responsibility of the student to pay for damage to the school owned device.
- Will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations. This includes the use of torrents and 'private browsing.'
- Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political, or other private purposes. This includes shopping and playing games.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators and teachers. Specifically, all school owned technologies should be free at all times of any pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials (files).
- Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to the school owned and maintained local area network. Home Internet use and cost is the responsibility of the student both in cost and configuration. Dial-up is not an option as recent configurations do not include modems. The use of printers from home is permissible but is

the responsibility of the student to configure.

- Will not sync personal smart devices (iPhones, Android phones, Kindles) to school owned MacBooks.
- Will keep Device secure and damage free. Each Device is issued with a protective book bag or case.

### **USE OF PROVIDED DEVICE BAGS OR CASES IS REQUIRED AT ALL TIMES.**

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Follow these general guidelines:

- Do not loan your Device or charger and cords.
- Do not leave the Device in vehicle.
- Do not leave your Device unattended.
- Do not eat or drink while using the Device or have food or drinks in close proximity to the Device.
- Do not allow pets near your Device.
- Do not place the Device on floor or in sitting area such as couches or chairs.
- Do not leave the Device near table or desk edges.
- Do not stack objects on top of your Device.
- Do not leave the Device outside or use near water such as a pool.
- Do not check the Device as luggage at the airport.
- Devices must be carried and transported appropriately on campus. They should be carried in their approved cases/backpacks at all times. *\*Any costs incurred because of damage not covered by Apple Care Warranty is the responsibility of the student. This includes each part of the power cord.*
- Will back up data and other important files regularly. Saint James School will at times perform maintenance on the devices by imaging. All files not backed up to a “cloud” storage space or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.
- Will have an Apple ID, created with the parent of the student, to store data to iCloud or to install school apps as necessary

### **E-MAIL**

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- Every student will have a school email address with the stjweb.org domain. Emails can only be sent and received to this domain unless authorized by faculty or administration. School email cannot be used for personal reasons.

- Students WILL NOT set up personal emails on school owned devices. Saint James devices are for school use only.
- The use of e-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail is allowed including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else’s e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved mail programs may be used for student mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

### **CHATTING AND BLOGGING**

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- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration. This includes any parent communication using internet email chat applications.
- Blogging is to be utilized on campus only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

## AUDIO AND VIDEO

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- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of Devices to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

## GAMES

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- The view and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity.
- Any internet games, virtual games, or games accessed through external hard drives or USB drives are prohibited.
- The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the Device program.
- No games that are “played” over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or “played” on school devices.
- Screen-savers that include gaming components are not allowed.

## DEVICES

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- Student Devices must not be left unattended at any time. If a Device is found to be unattended, it will be turned in to the Technology Department.
- Devices must be in a student’s possession or secured in a locked classroom or locker at all times.
- Do not lend your Device to other students.
- Do not borrow a Device from another student.
- Do not lend power cords to other students or borrow another students power cord. The Help Desk has loaners.

- Device must not be taken into restrooms.
- Devices must stay in school provided cases or backpacks when in locker rooms.
- Devices must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to close the lid of a Device before transporting it could damage the hard drive and result in permanent loss of data. **Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school. All school-issued Devices must be in the school-issued case.**
- No food or beverages should be in the vicinity of the Devices. Devices may not be used in the PAB during lunch.
- Devices should be handled with respect and care. Inappropriate treatment of school Devices is not acceptable. Any damages are the responsibility of the student.
- Devices and Device cases are not to be written on, to have stickers applied to them, or to be defaced in any way.
- Don’t remove, move, or write on the identification sticker on your Device.
- In the unfortunate event that your device is stolen, contact the police and the school immediately. Ultimately, it is the responsibility of the student to look out for and protect their device as well as the cost for a replacement device.

## NETWORK ACCESS

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- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited. This includes Torrents, BitTorrents and the like.
- Connected school devices to a personal hotspot while on campus is strictly prohibited and will result in immediate **detention**.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

- Saint James School is not responsible for damaged or lost data transferred through our network or stored on Devices, computers, or our file servers.

## FILE SHARING

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- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- Remotely accessing a personal computer is strictly prohibited.
- No file sharing software of any kind is to be installed on school computers including Devices. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.
- There is a \$25 re-imaging charge to get rid of any unapproved software or files.

## DELETING FILES

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- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$25 re-imaging charge to correct system files.

## DOWNLOADING AND LOADING OF SOFTWARE

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- Downloading and installation of any software program is prohibited. Students are not permitted to install any software.
- There is a \$25 re-imaging charge to get rid of any unapproved software or files.

## SCREENSAVERS AND WALLPAPERS

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- Inappropriate or copyrighted media may not be used as a screensaver or wallpaper.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures will result in disciplinary actions.
- Do not place a passcode or touch ID on the school issue iPad.
- There is a \$25 re-imaging charge to remove any of the above.

## INTERNET USE

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- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Technology Director, or the Principal as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## PRIVACY, USE, AND SAFETY

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- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and Device access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or user names.
- Saint James School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including honor code violations or harassment, are suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on school-owned computers including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the Terminal interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers, such as AirDrop, unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

- Cyberbullying is the use of electronic information and communication devices to willfully harm either a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages/comments;
  - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
  - Breaking into an email account and sending vicious or embarrassing materials to others;
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others;
  - Posting of a student picture without their permission;
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated. Devices that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time. Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Required Use Policy including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the RUP that deserves that consequence.

## COPYRIGHT

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- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, apps, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

## CONSEQUENCES

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- The school reserves the right to enforce appropriate consequences for the violation of any section of the Required Use Policy. Such consequences could include the loss of privileges on a Device, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.
- Faculty members have the right to issue infractions if any student appears to have violated any part of the RUP. Faculty members may also take up devices and turn into the school's principal or Director of Technology.
- Computers with illegal or inappropriate software or materials on them will be reformatted or "reimaged," and the student will be charged a \$25 RUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated Device abuse and/or damages, the school has the right to revoke the use of the school's Device and the student will be restricted to using only on-campus computers. Repeated RUP offenses or Device abuses may lead to the loss of a student's privilege of using any Device on campus.
- Students are to report any known violations of this Required Use Policy to appropriate administrative staff members. Random checks of student Devices will be conducted throughout the year to ensure that these policies are being followed.
- Saint James School takes no responsibility for activities conducted on school computers and Devices or materials stored on computers, Devices, or the school's network.

## CHILD ABUSE POLICY

### GENERAL POLICY

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1. As a matter of moral and legal obligation, students are to be protected from any form of child abuse or exploitation whether committed by adults or another child. This policy sets out the procedure to report actual or suspected child abuse of students.
2. Alabama law defines child abuse as "harm or threatened harm to a child's health or welfare. Harm or threatened harm to a child's health

or welfare can occur through non-accidental physical or mental injury, sexual abuse or attempted sexual abuse, or sexual exploitation or attempted sexual exploitation. 'Sexual abuse' includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in any sexually explicit conduct or any simulation of the conduct for the purpose of producing any visual depiction of the conduct; or the rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children as those acts are defined by Alabama law. 'Sexual exploitation' includes allowing, permitting, or encouraging a child to engage in prostitution and allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, filming, or depicting of a child for commercial purposes."

3. When a child is known or suspected to be a victim of child abuse, Alabama law requires school teachers and officials to report such abuse orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority.
4. If the suspected child abuse involves disciplinary or corporal punishment by a school employee, the report must be submitted to the appropriate law enforcement agency. All other reports of suspected child abuse must be submitted to the Alabama Department of Human Resources.
5. The written report referred to above must include the following:
  - a. the name of the person giving the report;
  - b. the student's name and sex;
  - c. details of the basis of the employee becoming aware or reasonably suspecting that the student has been abused;
  - d. details of the abuse or suspected abuse;
  - e. any of the following of which the employee is aware:
    - (i) the student's age;
    - (ii) the identity of the employee who has abused or is suspected to have abused the student;
    - (iii) the identity of anyone else who may have information about the abuse or suspected abuse.



## PROCEDURES

1. Any Saint James School employee who becomes aware of actual or suspected child abuse of students will immediately notify a counselor, principal, the athletic director, or the Head of School. The employee reporting such must immediately make the call to authorities, and it is recommended the call is made in either the counselor's or principal's office with them present.
2. Within 24 hours of the initial report, the school employee who initiated the suspected abuse will submit the required written report as described above. Copies will be given to the appropriate principal and Head of School.
4. Each new faculty member will be provided guidance on recognizing and reporting child abuse during their initial orientation.
5. At least annually, each faculty member will be given refreshed training on recognizing and reporting child abuse.
6. This policy will be communicated to all students, parents, employees, and volunteers.

## ATTENDANCE POLICIES

Regular attendance is required at Saint James School. Absences deny the students instruction, jeopardize the student's grades, can be disruptive to the other students, and make it more difficult for the teacher to meet the needs of all the students. Parents must act to assure minimum absences. Family trips and vacations should be scheduled during the summer or on school holidays. A student is considered absent if he or she misses more than two classes in his/her schedule in one day. A student missing more than two classes for high school and three for middle school on the day of a school-sponsored extracurricular activity will not be eligible to practice or participate in that activity.

### **There are two types of absences, excused and unexcused.**

1. An absence can be excused only if a student/parent provides a note for one of the following reasons:
  - a. A death in the family
  - b. Personal illness (students are prohibited from returning to school until fever-free and symptom free for 24 hours) accompanied by a doctor's note

- c. A pre-arranged absence *\*\* Please note that for high school no absences will be excused during 9 weeks testing and exams.*
2. The principal must be notified at least three days before for a pre-arranged absence to be considered excused. This request must be submitted to the principal in writing. A principal may deny permission for pre-arranged absences due to a student's academic record and prior attendance, including previous pre-arranged absences. Prior attendance records can be checked by families on NetClassroom under the classes tab. Students with pre-arranged absences are responsible for gathering all make-up work. The student is also responsible for working with each teacher to create a make-up schedule. Individual school offices will not collect work or schedule make-up assignments. All work is due the day the student returns to school, and students will receive a "0" for all work that is not made up and will not be permitted to make up missed work.
  3. It is the student's responsibility to make up work assigned while the student was absent promptly upon return. Make-up tests will be scheduled at the teacher's convenience and will not be given during the school day. Any tests, quizzes, or other assignments that are scheduled prior to a student's absence will be the student's responsibility to make up upon his/her return to school. If a student checks in or out, it is his or her responsibility to see teachers whose classes have been or will be missed to make up work. Students who schedule make-up work with a teacher and do not meet an established deadline will be given a "0".
  4. If a student checks in after a test, he or she is responsible for seeing the teacher that day concerning the missed test. For example, if a student checks in third period having missed a test second period, he or she must see his second period teacher that day. In instances such as this, students will be required to stay after school and make up the missed test. Students who fail to make up their test will receive a "0".
  5. When we become aware of an unexcused student absence, we will make every attempt to advise the parent.
  6. A student with an unexcused absence from a class will receive a "0" for work graded in that class that day and will not be permitted to make up missed work.

7. **Every student** returning from an absence, excused or unexcused, must present a note that day signed by his or her parent or guardian explaining the absence. The note must specify the dates and reasons for the absence.
8. **Students who accumulate more than 10 absences, either excused or unexcused, in any class during the semester will be subject to review for retention at Saint James. Multiple absences from class make it extremely difficult to pass the course and places an extra burden on the student. The Academic Review Team will have the final say on excessive absences and the consequences with regards to retention and course credit. The review team may recommend a student retake a course for more than 10 absences per semester. Excessive tardies, check-ins, and check-outs will be examined as well.**
9. Students who accumulate 12 or more absences in any class whether excused or unexcused will not be able to be exempt from second semester exams in that class. If a student misses more than half a class, it will count as an absence. Absences for school sanctioned events and activities will not count against the student. If a student is tardy to the same class three times, it will count as one absence from that class. Official college visit days do not count against a student. Juniors will receive 2 excused college visits and seniors will receive 3. The student must provide documentation from the college for it to be counted as an excused absence. (Please check with high school counselors for proper documentation needed.) *\*Note 1: If a senior has 6 or more absences from Government first semester or Economics second semester they will be required to take the semester exam. \*\*Note 2: The attendance policy for exam exemptions does apply to AP classes. A student with 12 or more absences must take the AP exam and the regular class exam.*
10. Religious holidays will not be counted as absences toward perfect attendance.
11. If extended homebound instruction is required for a student, Saint James may make an appropriate recommendation for placement in an alternative learning environment that provides homebound services until regular attendance at Saint James is an option. The college preparatory mission of Saint James requires regular, active participation in classroom instruction and activities.
12. Parents are expected to call when a child is sick.

## UNEXCUSED ABSENCES

### GRADES PRE-K3–12

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The following behaviors will constitute an unexcused absence.

1. Failure to check in or out of school PROPERLY through the school office during the day; or,
2. Absence from class, assembly, or school function without proper school permission. Zeros are recorded for classes that are cut and averaged in with all grades earned at the end of each report card period.
3. An absence that does not meet the criteria for an excused absence.
4. Failure to request a pre-arranged absence.

### GRADES 9–12

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1. Unexcused check-outs as well as unexcused check-ins will receive a infraction which can lead to detention.
2. Students checking in or out for a doctor's appointment must have an excuse from the doctor's office for the absence to be considered excused.

## TARDINESS

Tardiness is absence from the assigned classroom at the time of the tardy bell. Tardiness can be a serious problem for fellow students, faculty, and the tardy student. Tardy students disrupt ongoing classroom activities by their arrival and start out behind their classmates who came to class on time. Principals will discuss excessive tardiness with the student's parents.

Students who are late arriving at school in the morning will report to the school office, sign in, and receive an admission slip for entry into homeroom or class. In grades 6–12, students will receive an infraction by the secretary or principal when checking in. Other unexcused tardiness are acted upon by classroom teachers. Students will be informed of each unexcused tardy.

See Discipline Guidelines concerning tardiness for grades 6-12. Excessive tardiness may result in a detention hall.

## CHECK OUT PROCEDURES

1. No student will leave during the day without permission from the principal. When early departure is planned, the student will bring a note from a parent stating the time and the reason the student is to be dismissed. All early departures must be confirmed by a phone call to or from the student's parents.
2. Dental and medical appointments should be after school hours. If appointments must be during school hours, the student, upon return, must bring a note from the dentist or physician to the school office verifying the appointment.
3. Parental permission to check a student out of school does not necessarily constitute an excused absence. For early departure to be excused, it must meet the criteria for an absence.

## STUDENT PASSES

In order to keep the halls clear and quiet, a pass is issued to a student traveling in the halls during instructional time. Passes must be signed by faculty or by members of the administrative staff.

## TRUANCY

A truant is defined as one who stays out of school without good reason. It is a parental responsibility to make sure your child is at school. Saint James School expects honesty concerning all absences.

## PROCEDURES FOR LATE ARRIVALS AND EARLY DISMISSALS

Students may not leave campus during the school day without permission from and/or notification to the principal's office.

### SIGNING IN AND OUT AT THE HIGH SCHOOL OFFICE

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Whenever a student arrives on campus late (after classes have started) or departs from campus early (before classes end), the student must sign in or out in the high school office. Seniors exercising off-campus privileges do not have to sign in or out unless they are late to class. Even if the student's late arrival or early departure is authorized, the student will receive a conduct warning if he/she fails to sign in or out properly in the high school office.

### PRIOR PERMISSIONS/APPROVAL

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To obtain permission/approval for an early departure from school, the student must submit to the principal's office a note from his/her parent stating the time and reason for the student's early departure. The principal's assistant may confirm parent requests for students' early departure by phone call or other direct communication with the student's parent.

### DENTAL AND MEDICAL APPOINTMENTS

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Parents are asked and expected to schedule regular physician and dental check-ups so as not to conflict with students' class schedules. If appointments must occur during school hours, the student must submit a verification note from the dentist or physician upon returning to school. Unless/until the student submits the required verification note, the absence from classes must be treated as unexcused, which brings disciplinary and academic consequences.

### PARENT REQUEST/PERMISSION DOES NOT EQUAL AN EXCUSED ABSENCE

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A parent's request or permission for a student to leave school does not necessarily mean that the student's absence will be treated as excused. A student who has not made arrangements with the principal's office prior to the absence may be held responsible for missed instruction and may receive a grade of "0" on any missed assignments.

## MISCELLANEOUS

### CLASSROOM INTERRUPTIONS

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Classroom instruction or school activities are not to be interrupted by persons not employed by the school. Students will not be called out of class to the phone unless it is an emergency as determined by the principal or designee. As an example, instruction will not be interrupted to permit the conduct of commercial ventures such as the appearance of clowns or the delivery of balloons or flowers. All such persons will be denied access to classrooms; objects will be retained in the respective school offices until the end of the school day. Similarly, we cannot afford parents access to the classrooms except when they have been invited to participate in scheduled classroom activities. With the prior approval of the classroom teacher, elementary school parents may bring items to school and request that they be distributed during the school day; for example, cupcakes to be served during break to recognize a student's birthday. Limousines are banned from campus. Parents are not to visit classrooms unannounced.

### STUDENT DELIVERIES

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Deliveries for students should not be made to the school and will not be accepted in the school office.

### CAMPUS VISITORS

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Friends of students or other persons who are not members of Saint James School are not to visit with Saint James students on campus or to attend class during school hours. Exceptions to this rule will be granted by the principal and as specified in Senior Privileges (See page 37).

## STUDENT ACTIVITIES

Students who participate in Saint James activities have an added responsibility to represent Saint James School with exemplary behavior. Therefore, see student conduct policies. Also see attendance policies, as stated previously. Coaches, sponsors, and administrators can determine student participation in all activities based on academic, behavior, and attendance records. Students first have an obligation to perform in the classroom on a daily basis with acceptable academics, exemplary behavior, and consistent attendance.

**All students participating in extra curricular activities must be fully enrolled, meeting all attendance and academic requirements stated in the handbook.**

### GRADES PRE-K3–12

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Parents who drive students for field trips or athletic events must turn into the appropriate office a copy of their valid driver's license and a copy of their proof of insurance card. Younger siblings should not be brought on your child's field trips. Younger siblings should not be brought to class parties. Younger children tend to distract the students from the event's activities.

### EXPECTATIONS FOR PARTICIPATION

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Saint James School offers a variety of extra-curricular and co-curricular options and encourages students to participate in those which best reflect their interests and talents.

Participation in these activities and programs is a privilege, and students should remember that their academic performance, behavior, and class attendance remain the most important priorities. The Academic Review Committee may examine students on an individual basis and limit participation in any of these activities if deemed necessary or appropriate. The decisions of this committee are final.

## INTERSCHOLASTIC SPORTS

Since athletics are an integral part of a well-rounded curriculum, Saint James offers an opportunity for students in grades 7-12 to be a member of interscholastic athletic teams in the Alabama High School Athletic Association.

### ATHLETIC TRANSFER RULE

Any student athlete or cheerleader who enrolls in one member school and later transfers to or enrolls in another member school of the AHSAA shall not be eligible immediately to represent the latter school in any athletic contest. If a student, before completion of the highest grade taught in a member school, transfers to another member school that serves the same area where the student's parents reside, that student is ineligible for one school year at the new school according to regulations for overlapping school zones.

### DETERMINATION OF UNDEFINED SCHOOL ZONES

Private or parochial school zone lines for eligibility purposes are limited to the municipality - city limits - in which the school is located. If the school is not located within a municipality, the school zone lines are the county system where it is located.

To new parents moving into the area considering coming to Saint James School and their children want to play sports: they must live in the city limits during the first year in order to be eligible.

### OVERLAPPING SCHOOL ZONES

A student whose parents reside in an area served by more than one school lives in the school zone of each school; thus, the student lives in overlapping school zones. A student who changes schools within these overlapping school zones is ineligible for one year at the new school.

### PARTICIPATION STATEMENT

When a student joins or is selected to an athletic team and starts the season (competitive dates) then the student leaves or is removed from the team, the student is not eligible to start another sport until the sport season is completed.

## FALL SPORTS

<b>Varsity:</b>	<b>Junior Varsity:</b>	<b>Middle School:</b>
Football	Football	Football
Volleyball	Volleyball	Volleyball
Cross Country Boys	Cross Country Boys	Cheerleading
Cross Country Girls	Cross Country Girls	
Cheerleading	Cheerleading	

<b>Grades 3-4:</b>	<b>Grades 5-6:</b>
Termite Football	PeeWee Football
Termite Cheerleading	PeeWee Cheerleading

### (Non-Sanctioned AHSAA) Equestrian Team

## WINTER SPORTS

<b>Varsity:</b>	<b>Junior Varsity:</b>	<b>Middle School:</b>
Basketball Boys	Basketball Boys	Basketball Boys
Basketball Girls	Basketball Girls	Basketball Girls
Wrestling	Wrestling	Indoor Track Boys
Indoor Track Boys	Indoor Track Boys	Indoor Track Girls
Indoor Track Girls	Indoor Track Girls	Cheerleading
Cheerleading	Cheerleading	

## SPRING SPORTS

<b>Varsity:</b>	<b>Junior Varsity:</b>	<b>Middle School:</b>
Baseball	Baseball	Track Boys
Softball	Softball	Track Girls
Golf Boys	Golf Boys	
Golf Girls	Golf Girls	
Track Boys	Track Boys	
Track Girls	Track Girls	
Soccer Boys	Soccer Boys	
Soccer Girls	Soccer Girls	
Tennis Boys	Tennis Boys	
Tennis Girls	Tennis Girls	

## CLASS OFFICERS/STUDENT GOVERNMENT

Students are organized by classes. Each class is headed by its elected officers who meet periodically to handle class business. A candidate for elected office must meet specified minimum academic and conduct grades. Principals will specify criteria for candidates for student offices. Elected officials must meet minimum grade requirements for extracurricular activities.

## CLUBS

Any student who wishes to participate in co-curricular activities as outlined will be able to join clubs. Students may serve as president of only one organization. Faculty members sponsor the clubs. Many different clubs are available, and each hold specific criteria for membership and/or running for an office.

## ANNOUNCEMENTS

Public address announcements of club, class, or special activities are made daily. Written announcements also may be included in the Daily Bulletin.

## POSTERS

Posters advertising upcoming events, student government candidates, magazine fund drives, etc., may be placed in the halls. Only tape may be used to hold posters on the walls. Organizations and/or individual students will be responsible for removing posters after the event has been completed.

## HONOR SOCIETY MEMBERSHIP

Students may be inducted into one or more honor societies after meeting the specified criteria.

## PUBLICATIONS

*Columns* is the magazine published by the school and mailed to families. It contains information about Saint James School as well as alumni news.

*The Odyssey* is the newspaper published by the students of the high school journalism class. Other interested, qualified students also may submit

articles or may volunteer their services with the approval of the editor and faculty advisor.

The Student/Parent Handbook provides information, rules, and procedures to be followed by students, their parents, and faculty.

The Iliad yearbook is published and sold by students of the high school journalism class.

The Student Directory is published digitally for parents.

The *Trojan Innovation* is the middle school digital newspaper.

The Sports Annual is published by the Athletic Booster Club and is sold at athletic contests. It features athletes, coaches, cheerleaders, athletic schedules, and photographs of varsity and junior high athletes, as well as descriptions of activities.

The Middle School and High School Course of Study is a presentation of the school's instructional program.

## ACTIVITY MEETINGS AND FUNCTIONS

Any school-sponsored activity, meeting, or function must have prior approval of the appropriate principal and, as a general rule, must be held on campus. Any activity held off campus will not be sponsored by Saint James School, implied or otherwise. The exceptions to this rule are field trips, interscholastic events, graduations, and the Junior/Senior Prom.

## REPRESENTATION OFF CAMPUS

Upon occasion Saint James students are given the opportunity to participate in public events as an extension of our academic program. These events include activities such as student legislature, leadership seminars, and even personal appearances at governmental functions.

Students selected to participate in these events are personal representatives of Saint James and will conduct themselves in a manner that reflects credit on the school. Often these events will include the discussion of controversial issues. Saint James students will respect the views of others and will be courteous when these views are presented and in presenting their own views. In presenting their views, students will not state or imply that they represent the views of Saint James School or any Saint James organization or any groups composed of Saint James students, parents, faculty, or administration.

## USE OF SCHOOL FACILITIES

### SCHOOL BUILDINGS

The school buildings are used continually for activities during the day, night, weekends, and holidays. All activities must therefore be scheduled with the principal.

All buildings are off limits to students and groups outside of school hours unless they are being used for scheduled activities or at the request of faculty.

### DANCES

1. Dances are conducted for students in grades 6-12. Middle school dances are for currently enrolled STJ students only.
2. Dances must be scheduled on the master calendar of events at the beginning of the school year. Dances may NOT be scheduled on a night before a school day.
3. All dances must be cleared with the principal and have faculty chaperons and security policemen.
4. The sponsor of the club giving the dance will be in charge of the dance.
5. Decorations must be fireproof. No nails are to be used. A faculty member must be present while all decorating is in progress.
6. All beverages must be served in disposable containers.
7. The Junior/Senior Prom is limited to students and their guests in grades 9 and above only.
8. Social events planned by parents and students off campus do not have the approval of STJ, and parents need to know the school is not responsible for the event. Students and parents are reminded that behavior at these events should be exemplary and should not reflect adversely on the school.

#### Student Conduct at Dances

1. After entering, no student or guest may leave the dance and then re-enter.
2. Alcohol, tobacco, and illicit drugs are not permitted anywhere on the school campus or at off-campus activities sponsored by Saint James.
3. Where authorized by the high school principal, Saint James students in grades 9-12 may invite students from other schools to attend Saint James dances as their guests. Saint James students are responsible for

the conduct of their guests. Each student is limited to one guest. (See prom rules above)

4. Students must depart school premises no later than fifteen minutes after the end of the dance. Parents are responsible for their student's prompt departure after the dance. Any student who does not depart within fifteen minutes will not be allowed to participate in the next dance.

#### Clean-Up After Dances

Custodians will be employed to replace all equipment and to clean up the area. The sponsoring club or organization must bear the expense of this overtime cleaning.

## SENIOR PRIVILEGES

The status of being a senior is enhanced by the Senior Privilege Program. This program includes:

1. An off-campus lunch period as stipulated by the high school principal.
2. College visitations are limited to three days as agreed to by senior's counselor and principal. Verification from the college admissions office must be turned in to the guidance counselor upon return.
3. An opportunity to take an off-campus study hall 1st or 7th period if scheduling permits. Students must maintain acceptable grades in order to have and keep this off-campus privilege.
4. The "Thirteen Plus Years" designation recognized at graduation is based on consecutive years of attendance at Saint James.

## LIBRARIES

The Saint James librarians strive to create library programs that provide libraries that are beneficial to students' studies and enjoyable places to visit. Students are encouraged to recommend items for purchase, make suggestions for improvement and, most importantly, ask for assistance when needed.

The library collections consist of non-fiction and fiction books, ebooks, reference materials, magazines, newspapers, and audiovisual materials. The High School/Middle School Library also subscribes to several online databases, and the librarian provides instruction in the use of the numerous online databases on the Alabama Virtual Library.

## STUDENT USE

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The libraries are open from 7:30am until 3:45pm, and students are asked to maintain a quiet atmosphere conducive to study. Also, for the protection of library materials and technological devices, no food or drinks are allowed. All technical equipment is to be treated with respect, and students should adhere to the school's Acceptable Use Policy. High school and middle school students may have copies made by the librarian or a library assistant for a charge of ten cents per page. This must be paid at the time the copies are made.

## ELEMENTARY CIRCULATION POLICY

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Pre-Kindergarten (Pre-K3) through fifth-grade students may check out books for one-week periods with unlimited renewals, except for those books requested by another student, in which case the circulation period is two weeks. Kindergarten students may check out one book at a time. First and second graders may check out two books at a time, and third through fifth graders may check out three books. All classes come to the library once a week, but at the discretion of their teachers, individual students may visit the library as they finish their books and need new ones.

Upper elementary (third, fourth, and fifth grade) students are fined ten cents per school day for late returns, with the first late day being a grace day. They are also taught how to renew books so that no fine need ever be owed. All students are responsible for their books and fines. Lost books must be replaced, or paid for in full.

## HIGH SCHOOL/MIDDLE SCHOOL CIRCULATION POLICY

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All books, except reference books and those on special reserve, may be checked out for a period of two weeks with a two-day grace period. They may be renewed except when the book has been reserved for another patron. Books placed on reserve by a teacher for a particular assignment are circulated for shorter periods of time as determined by the librarian and teacher. No grace period for these books is allowed, and the late fee is higher than for other books.

Students may check out up to five books at one time. A student may not check out a book for another student. The fine for an overdue book is ten cents per day, and if a student is unable to clear the fine on the day of return, the book may be returned anyway, and the fine will no longer accrue. Students are responsible for paying the full replacement cost of a lost book. Books are not circulated to any students with outstanding fines or overdue books.

## HIGH SCHOOL/MIDDLE SCHOOL ONLINE CATALOG

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Both libraries use the web-based Surpass Software Automation System, and the "Surpass Safari" component is used to access the online catalog. High school and middle school students may access their library's catalog on the web at <http://saintjameshsms.mysurpass.net/>.

## TEXTBOOKS

New and/or used textbooks may be purchased through any retailer using the appropriate ISBN. Some textbooks are now included in your child's tuition and are accessed online.

## LOCKERS

1. Each student grades 6–8 is required to have a locker for clothing and books. The individual student is responsible for the articles in the locker, and the school cannot assume responsibility for any loss. Money and articles of value should not be kept in lockers, but should be turned in to the school office or teacher for safekeeping.
2. Any student forcing open a locker by kicking, hitting, pulling, or prying is subject to disciplinary action, and must pay repair or replacement costs.

## LUNCH PROGRAM

Lunches are available daily. Students may order lunches from the school or bring lunches from home.



## MEDICATION

No medications will be given to a student without a parent's specific permission.

### ROUTINE MEDICATION

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There are times when minor discomforts seem to warrant the administration of a child's dose of a non-aspirin (Tylenol-type) medication. Non-aspirin medication will be given only with specific written or oral permission to do so. No other type of medication will be administered without a parent's written instructions.

### PRESCRIBED MEDICATION

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At some time your child may be required to take a prescribed medicine. The principal, administrative assistant, or counselor will hold and distribute such medication only with written instructions for administering, when it is to be taken, and parent's written direction to do so. All medicine must be labeled with the child's name and instructions on the original label from the physician.

## EMERGENCY DRILLS

Emergency drills prepare students and faculty for fire, tornado, and other emergencies. Drills will be conducted throughout the year. Because of the seriousness of these threats, it is essential that students learn the procedures. Fire extinguishers, located in all buildings, are not to be handled without faculty supervision.

### FIRE DRILL

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1. We will use the fire alarm system. All windows will be closed.
2. The faculty will leave last and close all doors.
3. Students will leave their building by the exit assigned to each room. Students will become familiar with each exit.
4. Students will form a line and exit their building to a point at least 100 feet from the building and remain together as a class unit.
5. One ring of the bell is the recall signal.
6. Teacher will check roll.

### TORNADO DRILL

1. An announcement on the intercom will begin the drill followed by an intermittent ringing of the bell.
2. Students will follow the instructions posted in each classroom.
3. Students will form a double line in the corridors facing the walls, leaving walkway in the center of the corridor.
4. Avoid all areas supporting window glass.
5. Remain in the corridors until informed to resume the regular schedule.
6. One ring of the bell is the recall signal.
7. Teacher will check roll.

### LOCK DOWN DRILLS

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All personnel are trained in lock down drills.

### BRIGHTARROW SYSTEM

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During bad weather or for special announcements, parents are advised to listen for their phone alert system announcement. Please help the school by refraining from calling the school.

## BOARD, ADMINISTRATION & FACULTY

### SAINT JAMES BOARD OF DIRECTORS

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<i>Chairman</i> Sam Colson	Greg Miles
Lori Baker	Mark Moody
Jennifer Crumpton	Barry Prim
Michael Gallops	Jeff Rains
Tull Gearreald	Arthur Ray
Andy Grigsby	Nichole Thompson
Michael Jenkins	Trip Walton
Jon Killough	April Wise
Dex McCain	Laura Wright

*PTO Coordinator* Alecia Brightwell

### ADMINISTRATION

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#### Head of School

Dr. Larry McLemore	B.A., Huntingdon College M.Ed., Vanderbilt University Ph.D., Auburn University
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#### Academic Dean

Susan Atkins	B.S., M.Ed., Auburn University, Montgomery
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#### High School Principal

Dr. Bryan Oliver	B.S., M.A., Ph.D., The University of Alabama
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#### Middle School Principal

J. B. Copeland	B.B.A., The University of Georgia M.T.S., Samford University
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#### Elementary School Principal

Jim Terry	B.S., M.Ed., Auburn University, Montgomery
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#### Athletic Director

Jerry Browning	B.S., Troy University
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### ADMINISTRATIVE TEAM

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#### Accounting and Finance

Elizabeth Fritz, Controller	B.S., Auburn University, Montgomery
Christi Christie, Accountant	B.S., The University of Alabama

#### Admissions

Cathy Pearson, Dean of Admissions	B.S., The University of South Alabama M.S., Troy University
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Kate Bartlett, Associate Dean of Admissions	B.A., Auburn University
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Laura Pappas Hassell, Admissions Counselor	B.S., The University of Alabama
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#### Director of Advancement

Elizabeth Thompson Hawke	B.S., The University of Alabama
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#### Alumni and Development Director

Ann Wilson Aman	B.S., Auburn University
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#### Assistant Athletic Director

Keith Lucky	B.S., Auburn University, Montgomery
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#### Director of Communications

Lani Ashner	B.A., The University of Georgia
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#### Director of Technology

Leigh Copeland	B.A., M.B.A., Auburn University, Montgomery
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#### Educational Technology Specialist

Deborah Otis	B.S., The University of Georgia M.I.T., Auburn University, Montgomery
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#### High School Counselors

June Garzon	B.S., Birmingham-Southern College M.A., Teachers College of Columbia University
Laura Spivey	B.A., M.Ed., Troy University

#### Resource Specialist

Joann Reifenberg	B.S., Ed., Auburn University
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#### Middle School Counselor

Cherie Meadows	B.A., Millsaps College M.R.E., Duke University
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#### Elementary School Coordinator/Counselor

Clare Simon	B.A., Auburn University M.S., Troy University
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## FACULTY

Grace Ann Armagost	B.S., The University of Alabama M.A., Auburn University, Montgomery
Felicia Arnold	B.S., Huntingdon College M.Ed., Auburn University, Montgomery
Katie Barton	B.S., M.S., Auburn University, Montgomery
Zach Beard	B.S., Troy University
Katie Broughton	B.S., The University of Alabama M.Ed., Auburn University, Montgomery
Suzu Browning	B.A., The University of Alabama
Diane Buckner	B.S., The University of North Carolina Chapel Hill
Kim Bullard	B.A., Huntingdon College
Corinne Capilouto	B.S., The University of Georgia M.Ed., Georgia State University
Nigel Card	B.S., Auburn University, Montgomery
Lauren Carpenter	B.M., M.M.E., Samford University
Martha Cavanaugh	B.S., M.Ed., Auburn University
Heather Chinoski	B.A., Faulkner University
Vicky Christie	B.S., The University of North Carolina
Andrew Clinton	B.A., Haverford College M.A., M.A.T., The University of Iowa
Elizabeth Conner	B.A., Sweet Briar College
Megan Deal	B.S., Auburn University
Rebecca Dickens	B.A., Jacksonville State University
Mandy Dubina	B.S., Auburn University
Erin Edwards	B.S., The University of Alabama M.Ed., Auburn University, Montgomery
Vicky Eichelberg	B.S., Auburn University M.S., Auburn University, Montgomery
Ashleigh Essig	B.A., The University of Alabama M.Ed., The University of Montevallo
Venna Everett	B.A., M.Ed., Auburn University, Montgomery
Lynda Fain	B.S., Auburn University

Jamie Fields	B.A., M.A., Texas Tech University
Diane Gilliland	B.S., Auburn University, Montgomery
Tommy Goodson	B.A., Huntingdon College
Rhea Grate	B.A., Lafayette College M.B.A., The University of Massachusetts
Mallory Green	B.S., The University of Alabama
James Griffin	B.A., Birmingham Southern College M.A., The University of Alabama
Jim Gunter	B.S., Auburn University M.S., University of Southern Mississippi
Abigail Hall	B.S., Southwest Baptist University M.A., University of Montevallo
Nelson Hall	B.S., University of Georgia M.S., Jacksonville State University
Andrea Harris	B.S., Auburn University M.Ed., Auburn University, Montgomery
Lonny Harrison	B.F.A., University of South Alabama M.F.A., The University of Alabama
Elizabeth Harber	B.A., The University of Memphis M.A.T., Christian Brothers University
Joyce Haven	B.A., Methodist College
Dane Hawk	B.S., M.Ed., Auburn University, Montgomery
Sabrina Hubbard	B.S., M.Ed., University of Montevallo
Kathryn Hughes	B.A., Vanderbilt University M.A., The University of Alabama, Birmingham
Alison Ingram	B.S., Auburn University
Autumn Jackson	B.S., The University of Alabama
Rhonda Jones	B.S., Auburn University, Montgomery
Hibisca Kimura	B.S., M.S., Georgia Institute of Technology
Natalie King	B.S., M.S., Troy University
Catherine Latham	B.S., M.Ed., Auburn University, Montgomery
Karen Lee	B.S., Huntingdon College B.S., M.Ed., Auburn University, Montgomery
Bobbie Limbers	B.S., Auburn University M.S., Alabama State University

David Long	B.S., Troy State University
Benjamin Martin	B.A., M.L.I.S., University of Alabama
Spence McCracken	B.S., Auburn University M.Ed., Troy University, Montgomery
Deborah Moncrief	B.S., M.S., Troy University
Sarah Moncrief	B.S., Auburn University
Cindy Mullikin	B.S., University of Memphis
Dr. Amanda Ousley	B.A., Huntingdon College Ph.D., Georgia Institute of Technology
Jessica Owens	B.S., Samford University M.S.A., Belmont University
Robin Parquette	B.S., Austin Peay State University M.S., Auburn University, Montgomery
Kelly Parvin	B.F.A., Atlanta College of Art M.A., The University of Alabama
Jimmy Perry	B.S., M.Ed., Auburn University M.Ed., Alabama State University
Neal Posey, Jr.	B.S., Huntingdon College M.Ed., Auburn University, Montgomery
Marie Rabon	B.S., M.S., The University of South Alabama
Kimberly Ramsey	B.A., The University of the South, Sewanee
Michelle Roark	B.S., Louisiana State University M.Ed., University of West Georgia
Amy Rodgers	B.A., M.Ed., Auburn University
David Rudd	B.A., Oral Roberts University M.A., Trinity College M.A.T., The University of Illinois, Chicago
Lazaro Saavedra	B.A., Montclair State University M.A., Binghamton University
Mendy Sharp	B.S.Ed., The University of Memphis
Cheris Sherlin	B.S., Auburn University, Montgomery
Ann Sherman	B.A., Huntingdon College
Evelyn Shoults	B.A., Auburn University, Montgomery
Angela Smith	B.S., Southern Wesleyan University M.A.T., Winthrop University

Susan Smith	B.M.Ed., James Madison University M.A., Troy University
Shelaine Taylor	B.S., Mississippi University for Women M.S., The University of Great Falls
Jeremy Turner	B.S., M.S., Troy University
Dr. Ian Turnipseed	B.A., Clemson University M.A., Ph.D., The University of Alabama
Tina Waggoner	B.A., Auburn University M.A., Oglethorpe University National Board Certified
Denise Walker	B.S., The University of Montevallo
Brittnee Ward	B.A., Auburn University M.A., Auburn University, Montgomery
Courtney Whigham	B.S., Auburn University M.A., Auburn University, Montgomery
Jenni Wingard	B.S., Huntingdon College
Dr. Sallye Jeffcoat York	B.A., Louisiana State University M.A., The University of Oklahoma Ph.D., The University of Alabama

## ADMINISTRATIVE PERSONNEL

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Shannon Ippolito Administrative Assistant

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### High School

Bethany Shalayda Principal's Assistant

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### Middle School

Leigh Anne Potts Administrative Assistant  
and Registrar

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### Elementary School

Lytoya Tolbert Administrative Assistant  
and School Nurse

Amy Castleberry Teacher Assistant

Nikki Christian Teacher Assistant

Lucy Daniel Teacher Assistant

Christy Headley Teacher Assistant

Trisha Howard Teacher Assistant

Sandra Martin Teacher Assistant

Kelli Morgan Teacher Assistant

Kathy Shepard Teacher Assistant

Lisa Beasley Extended Day Director

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## FACILITY SUPPORT

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Chris Sullivan, *Director of Grounds  
and Maintenance*

Mike Ayon, *Assistant Director of  
Grounds and Maintenance*

Phyllis Amos

Dannie Davis

Steve Harrison

Doris Lockley

Neal McWilliams

Scott Perry

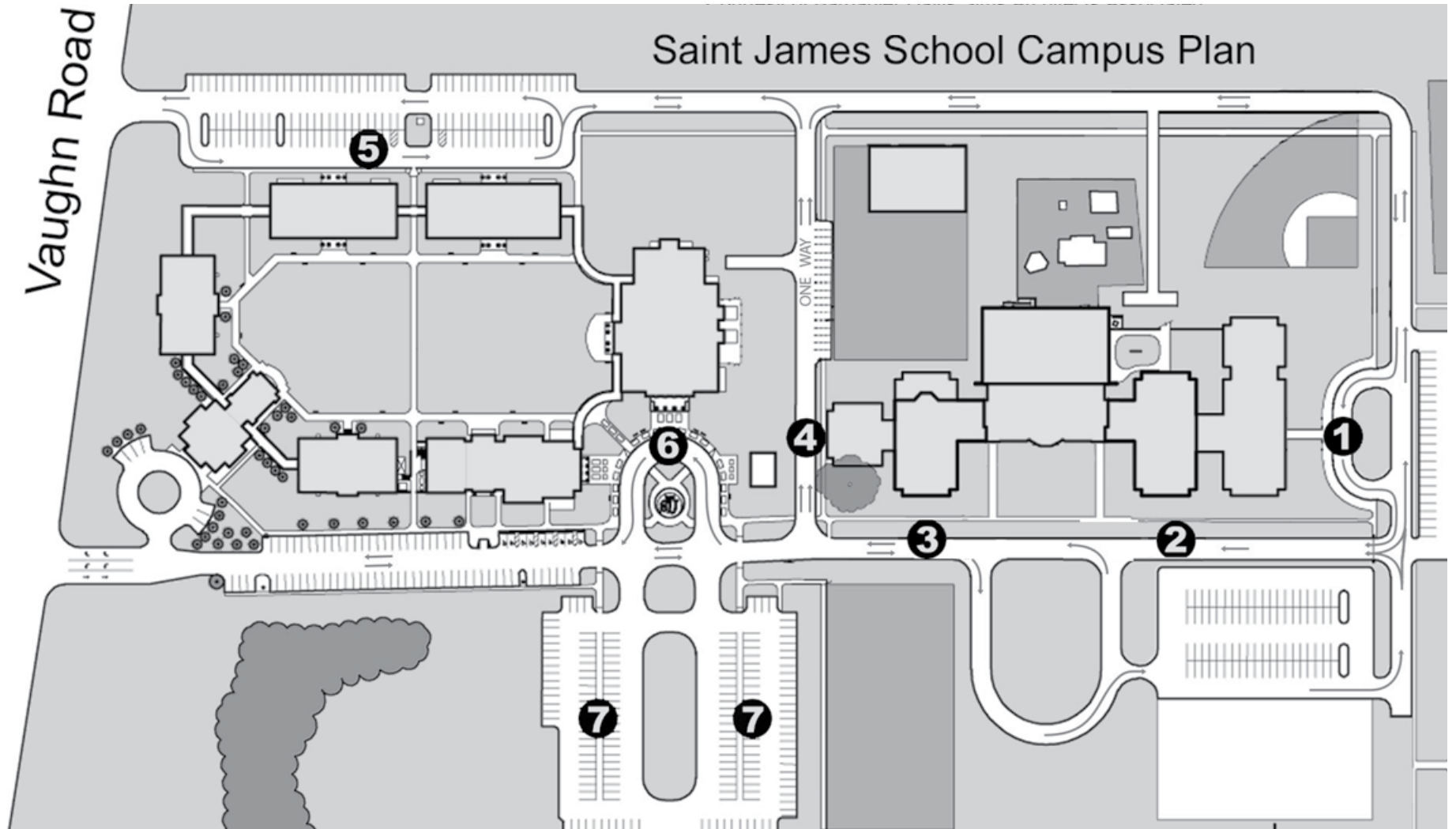
Jessie Temple

Sharrice Watkins

Major Williams

## SAINT JAMES SCHOOL TRAFFIC PLAN & PARKING

- 1. K4 and K5
- 2. 1<sup>st</sup> and 2<sup>nd</sup> grade
- 3. 3<sup>rd</sup> grade, 4C
- 4. 4A, 4C, 5<sup>th</sup> grade
- 5. Middle & High School Drop Off/Pick Up
- 6. Middle & High School Drop Off/Pick Up
- 7. Student Parking



# the *rights* and *responsibilities* of the student body and parents of Saint James School

## AGREEMENT

**Parents and guardians**, please be sure you have thoroughly read the entire handbook, including the The Saint James School—Parent Partnership Covenant on pages 3 and 4. Your signature below indicates that you have read and accepted the guidelines as expressed in the Partnership Covenant.

**Students**, please return this agreement to your homeroom teacher or advisor. Students are also held accountable for extracurricular activities where codes of conduct are specified.

*I have read this Handbook and agree to abide by the regulations set forth in it during my attendance at Saint James School. I agree to uphold the Code of Honor.*

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*I have read this Handbook and agree to support the policies and regulations of Saint James School including the The Saint James School—Parent Partnership Covenant and random and mandatory student drug testing.*

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



# Saint James School

Building a Legacy of Leaders Since 1955 [stjweb.org](http://stjweb.org)

6010 Vaughn Road | Montgomery, Alabama 36116 **334.277.8033**

NON-DISCRIMINATION POLICY AS TO STUDENTS: Saint James School admits students of any race, religion, color, gender, creed, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, gender, creed, national, and ethnic origin in administration of its education policies, scholarship and loan programs, and athletic and other school-administered programs.