

ST. JAMES
EPISCOPAL DAY SCHOOL



Family Handbook
2025 – 2026



National Blue Ribbon School
www.stjameseds.org

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1. WELCOME AND MISSION

1.1 Letter from the Head of School

Dear St. James Families,

Welcome to St. James Episcopal Day School and the 2025 - 2026 school year. It is a pleasure to partner with you here. Our community prides itself on being kind and loving. In order for us to live out our mission each day, it is important that we identify and follow necessary guidelines that keep our community safe and promote order. We are committed to providing a quality education while protecting the learning environment and everyone in it. We hope that as our partners, you also place a priority on supporting the school.

The Family Handbook outlines policies and procedures for effectively managing operations in our school community. Families should read and become familiar with the contents of the handbook with the understanding that not every aspect of school life can be included within. Please know that there may be times when we must revise or update our existing policies or create new ones in response to situations that might arise. The school will communicate any necessary changes to you.

We are grateful to you for entrusting us with your most precious gifts--your children. If you have any questions or concerns, please feel free to reach out at any time.



Bridget Henderson
Head of School

1.2 Mission Statement

St. James Episcopal Day School, a ministry of St. James Episcopal Church, is committed to developing each child's unique gifts by providing a strong foundation combining academic excellence and spiritual formation within a warm, loving, Christian community.

1.3 Accreditation

St. James Episcopal Day School is accredited by the Southwestern Association of Episcopal Schools.

1.4 School Governance

The School operates under the authority of the Rector, Wardens, and Vestry of St. James Episcopal Church, and under its direction, the Board has fiduciary and financial oversight responsibilities of the school as it lives into its mission. The Board approves handbooks, sets tuition and contract terms, provides budgetary planning and supervision, and participates in long-range planning.

1.5 Contact Information

Front Office Contact Information 225-344-0805 press 1 office@stjameseds.org	Jennifer Whittington, Director of Marketing and Communications jwhittington@stjameseds.org 225-344-0805 x2246
Bridget Henderson, Head of School bhenderson@stjameseds.org 225-344-0805 ext. 2240	Rachel Fennie, Director of Admissions and Enrollment rfennie@stjameseds.org 225-344-0805 ext. 2253
Angie Rabalais, Director of Day School Operations arabalais@stjameseds.org 225-344-0805 ext. 2235	Nicole Pinson, School Counselor npinson@stjameseds.org 225-344-0805 ext. 2238
Janine Borne, Director of The Pelican's Nest jborne@stjameseds.org 225-344-0805 ext. 2207	Toni Denova, Front Office Manager tdenova@stjameseds.org 225-344-0805 ext. 2237
Holland Nader, School Nurse nurse@stjameseds.org hnader@stjameseds.org 225-344-0805 ext. 2234	Donna Jack, Director of Extended Care for the NEST & PreK extendedcare@stjameseds.org 225-344-0805
Lauren Hood, School Nurse nurse@stjameseds.org lhood@stjameseds.org 225-344-0805 ext. 2234	Camryn Callender, Director of Extended Care for Day School extendedcare@stjameseds.org 225-344-0805
Isabella Miller, Director of Accounting imiller@stjameseds.org 225-344-0805	Chef Brooks Ross, Director of Food Services ChefBrooks@stjameseds.org 225-344-0805 ext. 2232
Catherine Word, Director of Academics and Development cword@stjameseds.org 225-344-0805 ext. 2241	Maria Young, Director of Summer and Holiday Camps myoung@stjameseds.org 225-344-0805
Julie Mendes, Director of Early Childhood jmendes@stjameseds.org 225-344-0805 x2236	

2. SCHOOL COMMUNITY & PARENT PARTNERSHIP

2.1 Parent Partnerships

St. James Episcopal Day School values its partnership with parents. During the year, parents may have concerns related to their child at school. All concerns regarding a child's classroom performance should be addressed with the appropriate teacher. Concerns that are related to a particular administrative office, such as curriculum, development, admissions, etc. should be addressed with the administrator responsible for the area of concern. If a parent is unable to resolve an issue with the appropriate person, concerns should be brought to the Head of School.

The school strives to work with a student's parents in the best interest of each child with the whole community in mind. St. James Episcopal Day School values input, suggestions, and constructive comments from parents; however, the direction of the school rests with the Board of Trustees and the Head of School. A safe and healthy community exists when families and the St. James Episcopal Day School faculty and staff work collaboratively and respectfully. The guidelines for parent-school relations are outlined below:

- Parents are responsible for understanding, accepting, and supporting the mission, direction, and decisions of the school.
- A spirit of courtesy and kindness is expected.
- Parents and guests are to sign *in and out* in the office and wear badges at all times on campus.
- Parents and guests should follow and model all safety rules.
- Parents may not publicly embarrass or defame a student, family, or school employee, either verbally or in writing.
- Parents are responsible for missing property and equipment and or damage to property or equipment such as, but not limited to, books, literacy library materials, class novels, apple pens, chargers, electronic devices.

If in the sole opinion of the school, a situation between or among the parents and the school adversely affects the school's ability to fulfill its obligations pursuant to the Enrollment Contract or to conduct school business, the parents will be required to withdraw the student from the school immediately. The parents will still be responsible for all financial responsibilities set forth in the Enrollment Contract.

2.2 Pelican Parent Organization

Parental involvement is a key component of a St. James education. Every St. James parent is a member of the Pelican Parent Organization (PPO). The PPO is a service committee that supports the decisions and policies of the administration of St. James Episcopal Day School and the Board of Trustees. The purpose of the PPO is to provide an organized method of communication between the school and parents and to offer a means by which parents can become appropriately involved in activities at the school.

The PPO will have a Chair and Vice Chair, and officers will sit alongside the Carnival Chair, Soiree Chair, and Nest Liaison. These volunteers will help to oversee the coordination of events and activities sponsored by the PPO. Parents can be involved in the life of the school during the year in a number of ways such as volunteering to serve on committees, assisting with school functions, and serving as room parents.

2.3 Communications

- **Website.** St. James Episcopal Day School website www.stjameseds.org houses information about the school. Families can learn more about the mission of the school, faculty, and curriculum. The school calendar and lunch menu are housed on the website.
- ***The St. James Scoop.*** Each Sunday morning of the school year and periodically during the summer months, St. James publishes *The St. James Scoop*, a school newsletter designed to keep families up to date on school happenings. Important reminders about upcoming events, exciting news, and a connection to the church can be found within.
- **Social Media.** Following St. James Episcopal Day School on Instagram (@stjames_episcopaldayschool), and Facebook (St. James Episcopal Day School) will help families stay informed and connected.
- **Class newsletters.** Each grade level will send a weekly newsletter highlighting the week ahead. Newsletters will contain grade-level specific information related to curriculum, class activities, programs, trips, and parties.
- **Backpack Mail.** The school will send home any items for Backpack Mail on Wednesdays. This is the day to be on the lookout for important notes from the school or church.
- **Parent Alert System.** In the event of an emergency such as an unexpected school closure, the school will rely on the Parent Alert system through FACTS to notify families. On occasion, the Parent Alert System will be used to remind families of upcoming events and deadlines.
- **Email.** Email is the primary mode of communication with parents in the Day School. Parents should make sure that the school has the most current contact information by updating any changes in FACTS. All school communication related to students such as academics, questions about homework, activities and field trips, early checkouts, or change of afternoon plans, must go through the teacher's official school email. Texting teachers is prohibited. In The Pelican's Nest, the Lillio app is used for communication.

2.4 Parent Teacher Conferences

One conference day is planned during the school year in the fall. Students do not attend school on this day. Parent-teacher conferences can also be scheduled throughout the year as needed.

2.5 Visitors to Campus

Parental involvement is an integral part of the St. James community. Special programs are planned throughout each year to provide opportunities for parents to visit the school. In order to ensure the safety of St. James Episcopal Day School students, faculty, and staff, the following procedures must be followed:

Visitors must:

- make arrangements ahead of time with the teacher
- enter and exit through the main entrance on Convention Street
- sign in at the front desk and obtain a visitor's badge
- refrain from wandering about campus
- sign out at the front desk

As a matter of safety and in order to protect the learning environment, visitors are asked to use the restrooms in the Ministry Center. Campus restrooms are reserved for faculty and students during the school day.

St. James reserves the right to refuse to allow any visitor on campus and to remove any visitor from campus if it is believed to be in the best interest of the students or the school.

2.6 Parent Visitors at Lunch

The school lunch experience is a very important social time for children. Having a chance to visit with friends during a meal while supervised by teachers is an opportunity for developing social/emotional skills that are important to a student's overall education, health, and wellness. Mealtime is one of the more unstructured times of the day where students can enjoy interacting with their peers in a social setting. We hope that parents are able to join us a few times a year for lunch and for special occasions such as birthdays.

A parent wishing to eat lunch must enter through the main office. Parents will sign in and be directed to the cafeteria. The cost of lunch is \$8.00 and may be paid with exact cash or a check during the sign-in procedure. As a matter of safety, in order to minimize distractions for teachers supervising student play at recess, parents may not stay for recess. Instead, parents must return directly to the office to sign out when the students are dismissed from the cafeteria.

2.7 Birthdays

Students in **PreK-4 through 5th grade** may have a small birthday snack (e.g., cupcakes) dropped off in the office to be served during morning snack time **after lunch**. Parents must coordinate with the teacher in advance.

Students in PreK-3 that have birthdays will be celebrated in PreK - 3 Chapel on Wednesdays mornings. Parents are invited to attend. Summer birthdays may be celebrated on an alternate date arranged with the teacher. No gifts, balloons, party favors, or decorations may be brought to campus. Invitations for off-campus parties must be distributed outside of school.

NOTE: St. James Episcopal Day School is committed to maintaining a minimized allergen environment to support the health and safety of all students. For this reason, **no food containing peanuts or tree nuts** will be allowed at school under any circumstances.

Thank you for helping us keep our school community safe and healthy.

2.8 Deliveries

Deliveries for students such as balloons, flowers, and food are not permitted.

2.9 Pets on Campus

We welcome pets on campus for the celebration of Blessing of the Animals. If it is appropriate to bring a pet to school to enhance an academic unit of study, families must obtain permission from the Director of Operations and then coordinate with the child's teacher. Pets are not allowed at school functions or field trips.

2.10 Custody and Parent Relations

When parents are separated or divorced, the school requires that parents file with the office the most recent court orders specifying access to the student, student records, and school officials as well as possession and visitation. The school's copy must contain the judge's signature and the date signed. A parent must give to the school a copy of any special legal considerations that affect the students. The school has no ability to monitor custody issues of separated or divorced parents and asks that both parents work together for the best interest of their child without involving the school in the role of intermediary. Parents that are unable to work together and attempt to involve the school may be asked to withdraw their child from the school.

Parents should acknowledge that, when the school and/or its employees are called as witnesses or are otherwise involved in legal proceedings, the school may incur significant expenses, including compensation for school employees required to participate, the compensation of their replacements, and attorneys' fees and other costs. Parents should agree that any fees, expenses, or costs incurred by the school related to legal proceedings related to the student or parents automatically will be charged to the student's bill and will be due under the same terms as tuition and fees.

3. DAILY LIFE AT SCHOOL

3.1 Daily Schedule

Morning Drop Off is 7:45. The school day begins at 8:10 at which point most Day School students will attend church or Morning Meeting. The late bell rings at 8:15. For working parents, a 7:30 drop off is available. Afternoon dismissal is at 3:05. Students not picked up by 3:20 will be escorted to Extended Care. Extended Care hours are from 3:20 - 5:30.

3.2 Bus Service

Bus service is optional for families at a minimal cost.

Morning Bus. A morning bus will be available to transport Middle School and Upper School students from St. James to Episcopal School of Baton Rouge. The bus will leave downtown at 7:10 each morning.

Afternoon Bus. The afternoon bus will depart from St. James Episcopal Day School to Episcopal each afternoon by 2:55pm. Students in grades K through 5th are allowed to participate in this service.

3.3 Attendance

St. James Episcopal Day School values student attendance; each day is a crucial part of a student's education. Every classroom is a community, and the community functions best when its members are present. Arriving on time and staying until the end of the school day are beneficial to each student and to the class as a whole. Even though missed work can be provided, what transpires in the classroom cannot be duplicated.

In accordance with the Louisiana Department of Education regarding attendance, every school is required to enforce an attendance policy that meets the minimum requirements that students must be present at school. The number of days that a student will be allowed to miss is 10. If a student exceeds 10 days, he or she may not meet the criteria to advance to the next grade. Students with chronic attendance problems and/or chronic tardiness or excessive early check outs, regardless of the reason, may be asked to withdraw from school.

If a student is absent from school, the parent or guardian should submit an excuse in writing to the front office.

- **Excused Absences**

Examples of excused absences are as follows:

- Student illness
- Death in the family
- Severe injury or illness in the family

- Doctor or dentist appointments that cannot be scheduled outside of school hours
- Observance of religious holiday
- Extenuating circumstances approved by the Head of School

Excused absences are counted in the absence total. If the absence is due to a contagious condition or disease, the student must be officially released from the attending medical provider before returning to school. If the absence from class is due to a doctor or dentist appointment, the student must present a note signed by the attending doctor to the school office upon return to school. A student with an excused absence will be required to make up missed work and tests.

Parents may request assignments from school if their child has an excused absence. An email should be sent by 10:00 a.m. to the teacher to allow ample time to prepare assignments and gather materials. Assignments may be picked up in the front office. School excuses may also be emailed to office@stjameseds.org.

- **Unexcused Absences**

Appointments that are not medical in nature and family trips are examples of absences that are not excused. Parents should not expect to receive work in advance of an unexcused absence. Students may not have the opportunity to make up assignments or graded work missed when they return.

- **Tardiness**

Excessive tardiness not only impacts the student that is late, but it also disrupts the other students and the learning environment. Therefore, we expect students in the Day School to arrive on time. This means that students should be on campus by 8:10 in order to line up with their class. Accumulated tardies, or minutes missed in the instructional day, will add up and could potentially impact a student's ability to matriculate to the next grade or could result in separation from the school. The school gate on Fourth Street closes at 8:10 when the bell rings. All students arriving after the gate is closed must be accompanied by a parent to check in at the office. Students who arrive later than 8:10 are considered tardy. Check-ins will not be allowed past noon.

- **Early Check Outs**

Checking a student out of school prior to the end of the school day is discouraged. Early checkouts impact the learning of that student and the class. The school realizes that sometimes it is necessary to do so. If a parent will be picking up a child early from school, the parent should send a note to the teacher and to the front office (Office@stjameseds.org) before 2:00 pm, and the school will make every effort to have the child ready to check out. Each family should have consistent afternoon dismissal plans. If it is necessary to change afternoon

plans, a parent should email the child's teacher and the front office as soon as possible and before 2:00 pm. Students should not be checked out after 2:30 as this will cause a disruption to the normal operations of dismissal. The school will release a child only to those persons who are on the Authorized Adults list.

3.4 Carpool Procedures

Our carpool rules and procedures exist for the safety of each child and for everyone in the community. Cooperation is key. **It is important to note that the use of hand-held devices is prohibited by law in school zones.**

- Morning Carpool Procedures:

To ensure a smooth and safe arrival for all students, please follow these procedures carefully:

- Pull your car all the way forward to the next available space to avoid gaps in the carpool line.
- Stay close to the curb when stopping.
- Remain in your vehicle. Duty teachers will assist your child in exiting the car. Do not engage in extended conversations with duty staff, as this delays the line for others.
- Students must be ready to exit the vehicle quickly, with shoes on, backpacks in hand, and all items easily accessible.

For Safety:

- Children must **exit the vehicle on the sidewalk side only**:
 - **Nest, PreK-3, PreK-4 students:** Driver-side curb on Fifth Street
 - **Kindergarten through 5th grade students:** Passenger-side curb on Fourth Street
- If your vehicle has multiple car seats, please ensure your child can still exit on the correct (sidewalk) side.

Additional Items: If you have items such as snacks, extra bags, or supplies that are difficult for your child to carry, please pull around to the front office, park and walk them into the school office. No items should not be handed off during carpool.

- **Day School Afternoon Carpool**

Afternoon carpool begins at 3:05. The first three spaces on Fourth Street are reserved spaces. All other vehicles should line up on Convention Street at the

corner of Convention and Fourth. Drivers must enter the carpool line from Convention Street and not cut in line by coming up side streets or they will be asked to go to the back of the line. Drivers will be directed to stop at one of the loading stations on Fourth Street where the duty teacher will open the door and assist the child into the car. Students will be loaded into the back seats only. Car seats should be present on the right side of the car. Note: The Nest carpool which includes students in The Nest, PreK-3, PreK-4 and their siblings will be on Fifth Street.

Carpool numbers are assigned before the start of school, and each family will receive three tags with the assigned carpool number. Additional carpool tags can be purchased through the office. Carpool tags are essential for ensuring a smooth and safe dismissal process and must be properly displayed at all times during carpool.

- For Nest, PreK-3, and PreK-4, tags should be adhered to the top of the driver's side window.
- For Kindergarten through 5th grade, tags should be adhered to the bottom of the passenger side window.

This placement helps staff quickly identify that you are in the correct carpool line.

Carpool tags MUST be clearly visible to the duty teacher. For safety reasons, faculty should not have to approach vehicles to obtain carpool numbers.

Students who are not picked up by 3:20 will be checked in to Extended Care. Once a student has been signed into Extended Care, a parent or authorized adult must sign him/her out at the Nest entrance on Fifth Street. Regular drop-in fees will apply.

- **Afternoon Carpool Protocols**

- Follow all directions from the police officer and teachers on duty.
- Students will only be loaded into the back seat on the driver's side (NEST, PreK-3, PreK-4) or passenger side (Kindergarten through 5th grade).
- Louisiana law requires proper car seat restraints. Vehicles without appropriate car seats must pull forward to load.
- Parents needing extra time to buckle students may pull forward on N. 4th Street near Florida Street.
- Drivers must remain in their vehicles; duty teachers will load students.
- Avoid extended conversations with staff during carpool.
- Ensure that anyone picking up your child is familiar with and follows all carpool procedures.

- For safety and efficiency, if your carpool number is not in the queue or your child is not ready and waiting at dismissal, you will be asked to circle around and re-enter the carpool line.

No exceptions will be made. This ensures the flow of carpool remains smooth for all families.

For the safety of everyone in our school community, parents may not enter the building during dismissal. Any early checkouts should take place before 2:30.

Families occasionally have sitters or relatives pick up their child from carpool. It is necessary for anyone who picks up your child to be on the approved pick-up list, be prepared to show proper identification, have a school-issued carpool tag, and follow all carpool procedures.

- **Afternoon Walk Ups**

Afternoon Walk Ups are available beginning at 2:55 pm to 3:15 pm as an option for parents who work downtown only. A parent who wishes to participate in afternoon walk up pickup should notify the school at the beginning of the school year by emailing office@stjameseds.org and your child's homeroom teacher. The parent should provide the family's carpool number to the nearest duty teacher on Fourth Street or Fifth Street, and the student will be called down.

4. STUDENT HEALTH & WELLNESS

4.1 Student Health Records

The Louisiana Department of State Health Services mandates that schools maintain a health record for each student. St. James Episcopal Day School must have an up-to-date health record on file for each student prior to the start of school. St. James Episcopal Day School has a nurse on staff each day; the nurse will be responsible for assisting families in keeping records updated.

4.2 Illness Policy

Our community relies on parents doing their part in keeping children who are showing signs of illness at home. Sound medical advice and treatment of any illness or injury before a child returns is critical to the health and safety of our community. If a student vomits on campus they will be sent to the nurse. In most cases, parents will be contacted by the nurse to check the student out of school for the remainder of the day. The student should remain at home until he/she has not vomited for 24 hours. If a student has an elevated temperature, the student must be checked out and remain at home until he/she is fever free for 24 hours without the aid of fever-reducing medication. If fever accompanies vomiting, it is mandatory that the student check

out for the day. In this case, the student should not come back to school until he/she is fever free without the aid of fever-reducing medication and has not vomited for 24 hours.

4.3 Receiving Medical Treatment

Any student with a condition that might require medical treatment from the school nurse is required to have a signed State of Louisiana Medical Form. Students with illnesses such as asthma, food or insect allergies, diabetes, or seizure disorders are required to have the emergency treatment forms signed by a licensed physician and the parent /guardian.

4.4 Medication

All medication that is to be administered to the student at school must be given to the school nurse by the parent in the pharmacy-labeled bottle. The State of Louisiana Medical Form must be signed by the physician and the parent giving the school nurse permission to dispense the medication. The name of the medication, side effects and directions for administration should be clearly written on the form. **Students are not allowed to drop off medications with the nurse or be in possession of any medications at school.**

4.5 Management of Students with Chronic Conditions

Any parent with a student that has been diagnosed with a chronic medical condition will be asked to meet with the school nurse, either in person or by phone at the beginning of each school year, or as soon as possible after a new diagnosis. A school medical plan tailored to the individual student's needs will be developed. Any additional needed documentation from the physician will be obtained. The student's medical condition will be communicated to all of the student's teachers. As the school year progresses, it will be the responsibility of the parents to keep all the related medical information current with the school nurse. The nurse can be contacted by phone or by school email. Any changes that need to be made to the individual medical plan can be made at that time.

4.6 Treatment of Minor Injuries

Minor injuries such as scrapes or nosebleeds will be attended by the school nurse or a faculty member. If warranted, the parent will receive either a phone call or an email through the FACTS school message system regarding the injury.

4.7 Communicable Disease

Any student with a diagnosed communicable disease will be asked to bring a physician's note stating that they are free of the illness in order to return to school. To help our school community stay healthy, parents should inform the school nurse of the illness. Parents should also isolate any school siblings from the diagnosed patient.

4.8 Allergies/Dietary Restrictions

Any student with allergy/dietary restrictions should have documentation from a physician. The school nurse needs this information prior to the first day of school. The nurse will inform the student's teachers and the director of food services of the allergy. Any required emergency

medication, along with the required documentation, must be brought to the nurse before the first day of school.

4.9 Immunizations

In accordance with Louisiana law, each person entering any school within the state for the first time, at the time of registration or entry, shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the office of public health, Louisiana Department of Health, or shall present evidence of an immunization program in progress.

If a parent chooses not to vaccinate a child, the parent must sign the official exemption form entitled Statement of Exemption from Immunizations.

In the event of an outbreak of a vaccine-preventable disease within our community, the school may exclude from attendance any unimmunized students until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

If a student receives any new vaccinations during the school year or the summer, an updated vaccination record should be emailed to the nurse for school records. If the student has any medical changes including, but not limited to, new medications or new diagnoses, the parents must inform the nurse and update the medical information in the FACTS Parent Portal. It is the responsibility of parents to ensure that all emergency contact information is current in the FACTS student information system.

4.10 Medical Emergencies

A parent will be called if their child has a medical emergency at school. If deemed necessary, EMS will also be called, unless otherwise stated in a medical emergency plan.

4.11 Head Lice

If it is determined that a child has nits or live lice, the parents will be notified by the school nurse and the child will be sent home for treatment. The child may not return to school until they have been treated and the nits and live lice have been removed. If the child has a certificate from a professional lice treatment company, a copy should be given to the nurse upon return to school. If the child was treated at home, parents must email the school nurse to confirm that the child was treated and the siblings were checked for lice/nits. The child must be checked by the school nurse before he/she is allowed to return to class.

The parents of all students in that grade will be notified of a confirmed case in the grade. Parents are asked to check their own child when they receive this communication. Note that there are all-natural shampoos and spray-on hair products that are effective in minimizing the risk of contracting head lice.

4.12 Bathroom Policy

St. James students enrolled in the Day School beginning with PreK-3 must be able to use the restroom independently (pull-ups are not an option in PreK-3). St. James requires children to be self-sufficient in all aspects of bathroom use and asks that families reinforce a child's ability to undress, wipe, flush, and redress, as well as wash hands. Staff may assist children with clothing fasteners, if needed, but cannot assist with wiping. Most children learn to urinate independently before they master a bowel movement independently. Students in PreK-3 must be able to do both by the start of school.

St. James Episcopal Day School understands that young children have accidents from time to time. However, if accidents occur on a frequent basis, parents will be required to meet with the teacher and school administration to develop an action plan to address the situation. This may include keeping the child home temporarily to work on toilet training, consulting a doctor to rule out medical causes, or meeting with the school to re-evaluate the child's placement in the PreK-3 program.

A potty-trained child is a child who can do the following:

1. Tell the adult they need to use the restroom BEFORE they have to go.
Students should be able to use words to indicate their need to use the restroom in advance of an accident.
2. Have the dexterity to pull down their underwear and pants and get them back up without assistance.
3. Toilet accurately with all waste going in the toilet.
4. Get on/off of the toilet by themselves and flush.
5. Wash and dry hands.
6. Postpone going if they must wait for someone who is in the bathroom to finish or if they are away from the bathroom.

5. NUTRITION & DINING

5.1 Nutrition Program

ChefAdvantage is St. James Episcopal Day School's food service provider. ChefAdvantage prioritizes providing ample portions of healthy, delicious food with daily choices, a sandwich option, and a salad bar for upper elementary students. The operation of the cafeteria and the budget associated with it contemplates and considers that each child uses its resources. Parents should alert the school nurse, their child's teacher, and the cafeteria manager if their child has food allergies or other dietary needs. The nutrition staff will make every effort to provide appropriate meals. Students are not allowed to bring their own lunch except for medical or religious reasons. A written note from a physician must be provided to the school nurse

when a student has food allergies or medical dietary needs. This must be approved by the Head of School.

5.2 Dining Procedures

St. James Episcopal Day School seeks to teach students to eat properly, in a healthful way, while displaying good table manners. In order to maximize the dining experience, we have the following expectations for our students:

- Use quiet voices
- Keep area neat and discard trash
- Try a variety of foods
- Take reasonable portions and avoid waste
- Be respectful and cooperative

5.3 Snacks

Daily snacks will be provided for all students by our school chef. Parents do not need to send daily snacks from home.

6. FAITH AND WORSHIP

6.1 Episcopal Identity and Worship

Weekly worship service in the church is one of the unique, meaningful experiences at St. James Episcopal Day School. Chapel is held each Monday, and Eucharist is celebrated on Friday. Students in Kindergarten through fifth grade attend both weekly services beginning in August. PreK-4 students are included in Friday Eucharist once they settle into their school routines. In an attempt to minimize distractions once the service has begun, **parents should arrive by 8:15** and enter through the main church doors on Fourth Street. Similarly, parents are encouraged to stay through the service's entirety and they must exit through the back of the church allowing the students to get started with their instructional day.

A student is welcome to sit with his/her parents for the Friday service. If, however, the parent must leave before the service is over, we encourage the parent to allow the student to remain seated with his or her class. Separation in the middle of the service is often difficult for the child and is disruptive to the service.

If a student has a restroom emergency during the service, he/she should proceed to the exit leading to the playground. A faculty member will escort the student to the restroom and return him/her to the service afterwards.

6.2 PreK Chapel

PreK gathers every Wednesday morning at 8:15 a.m. in the Chapel of the Twelve Apostles for a joyful and developmentally appropriate time of worship. Rooted in the rhythm of Morning Prayer, this special gathering includes seasonal prayers, songs, a story drawn from the lectionary – adapted for our young congregation, and a weekly celebration of birthday blessings. Families and guests are warmly invited to sit with their students and share in the experience. Entry and exit are available through the Coleman Hall doors following morning carpool.

7. ACADEMIC LIFE

7.1 Academics

The organizational structure of St. James Episcopal Day School allows for our students and faculty to work and learn together in developmentally appropriate age bands.

The Graves Family Early Education Center houses **The Pelican's Nest**, ages 12 to 36 months and our **Early Childhood Program** which includes PreK-3 and PreK-4.

Across both areas, children engage in developmentally appropriate, play-based learning with a strong emphasis on social and emotional growth. Instruction is guided by a curriculum coach and delivered by a dedicated team of teachers and assistants.

Our **Lower Elementary Division** consists of our Kindergarten, first, and second grade classes. These are self-contained classes. The K-2 program is a non-graded, standards-based program.

Our third, fourth and fifth grade classes make up our **Upper Elementary Division**. The third, fourth and fifth grades are departmentalized so our students are taught by multiple teachers who specialize in particular subject areas. Students in Upper Elementary shift to a graded program.

7.2 Curriculum

St. James Episcopal Day School offers a rigorous curriculum focused on developing the whole child while encouraging students to reach their highest potential. At the core of our academic program, through Project Work, is the desire for all of our students to become critical thinkers, independent problem solvers, skilled communicators, and confident learners. St. James' enhanced curriculum blends traditional Christian values with 21st century teaching methods. In addition to the core curriculum of English/Language Arts, Math, Science, and Social Studies, St. James offers a wide range of enrichment opportunities for students to excel with their unique gifts. The enrichment classes are taught by specialized teachers and include the

following: Music, Christian Education, PE, Spanish, Art, Guidance, and STEM. Fifth grade students will also participate in Broadcast. In addition, students visit the school library weekly for book checkout.

7.3 Building Classroom Communities

One goal of the school is to build classroom communities in which every student will thrive socially, emotionally, and academically. It is the responsibility of the teachers, the counselor, and the administration who know each child so well in the school setting to assign students to a homeroom class. A multitude of factors are considered during this process. Collaborative work among classes at all levels means that all students within a grade have opportunities throughout the year to work with all students and teachers in the grade. This means that while we welcome parent input, we do not take parent requests for teachers.

7.4 School Counselor

The school counselor visits PreK and Lower Elementary classrooms weekly. Additionally, the counselor provides individual and small group counseling as well as whole class lessons in Upper Elementary. Serving as a liaison between the school and outside counselors and therapists, the counselor works directly with families whose children receive additional support services.

7.5 Student Support Services

St. James Episcopal Day School recognizes and embraces the individual learning needs of our students by providing differentiated classroom instruction. In addition, a team of highly qualified and specially trained teachers work with those students in need of extra classroom support, additional small group instruction, or accelerated learning activities. When students need services above and beyond what the school provides, parents can secure the services of contract professionals, such as speech therapists and occupational therapists. In some instances, these service providers are able to work with the students on campus during the school day at times that are mutually agreed upon by the professionals and classroom teachers to minimize the loss of instructional time.

7.6 Homework

St. James Episcopal Day School believes that homework serves the following purposes: reviewing and practicing skills previously learned in class, extending classroom learning, keeping families apprised of what students are learning in class, and developing responsibility among students. Homework should be meaningful and purposeful for the students.

Research on best practices in education suggest that students should have approximately 10 minutes of homework per grade level. (Ex. 2nd grade 20 minutes, 4th grade 40 minutes). Class work not completed during the school day may be required to be completed at home. All students are encouraged to read, or be read to, every night, in addition to any assigned homework.

Parents can promote student independence in homework by encouraging students to complete assignments on their own before becoming involved by reviewing and assisting as needed. Parents can foster effective homework routines and habits by providing a quiet workspace for children and by prioritizing time for homework in daily schedules. Parents should communicate with teachers if students are struggling to complete homework in a reasonable time frame.

7.7 Reporting Student Progress

In The Nest and in Early Childhood, students are assessed three times a year on developmental progress in the areas of social and emotional development; language skills; physical development, and cognitive skills.

In the Day School, student progress is reported at the end of each quarter. Student performance on grade level standards for social/emotional growth, behavior, work habits, and academics will be addressed. Grades for 3rd - 5th grade students are kept in the FACTS student information system. Parents have access to their child's grades at all times through the Parent Portal. In the Day School, quarterly grades will be made available to parents. Questions about grading and reporting practices should be directed to the child's teacher.

Grading System

Letter grades (A, B, C, D, and F) are reported in grades three through five according to the following scale:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 and below

Grades PK-3 - 2nd grade use the rankings of M, I, or L to report students' academic and social/emotional progress, using the following descriptors as a guide.

M = Meets expectations
I = Improving
L = Limited progress

Academic Honors

Each quarter, students in grades 3-5 are recognized for outstanding academic achievement by qualifying for the Head of School's List by earning an "A" in all subjects or the Honor Roll by earning A/B in all subjects. In order to qualify for either honor, students must also have a ranking of "M" (meets expectations) in all enrichment classes.

7.8 Standardized Testing

Students in grades 3 - 5 will take standardized tests each spring. Testing accommodations are available for students who (1) have an educational evaluation on file which qualifies them; and (2) receive accommodations throughout the year.

7.9 Promotion Requirements

Students are promoted to the next grade level when they have demonstrated mastery of all minimum grade-level academic expectations and have maintained satisfactory conduct and attendance. Failure in one subject area may require attendance in an approved summer program to demonstrate content mastery. Repeated failures in a particular academic area may result in non-promotion and dismissal. Promotion decisions are at the sole discretion of the faculty and school administration.

7.10 Educational Evaluations and Accommodations

There are multiple scenarios where outside testing and referrals could enhance a student's educational experience at St. James. If a student's academic performance or classroom behaviors indicate the need for outside testing and/or a referral, parents will be advised of that need, and they will be given a reasonable amount of time to have the testing performed.

If a student has an evaluation, it is important for parents to notify the school. A copy of the results should be provided to the school counselor so that a meeting can be scheduled with the support team, including the child's teacher, to determine what kind of support the school is able to provide.

It is up to the discretion of St. James Episcopal Day School to determine what type of support the school is able to provide. The faculty and staff at St. James Episcopal Day School want all students to benefit from the best educational setting possible. As professionals, it is the duty of the teachers and administrators to assess throughout the school year whether St. James Episcopal Day School can adequately accommodate the needs of a student with learning differences or whether that student will be better served elsewhere.

Failure to comply with the school's requirements may result in separation from the school. St. James Episcopal Day School reserves the right to ask a student to separate from the school if it believes it is unable to adequately serve the student.

8. STUDENT LIFE & BEHAVIOR

8.1 Student Expectations

St. James Episcopal Day School students are expected to follow all school rules at all times. School rules include those rules written in the handbook, Acceptable Use Policy, iPad Handbook, classroom rules, playground rules, and cafeteria rules. In addition, students must recognize and show appropriate respect and cooperation towards the teachers, administrators, staff, and visitors at St. James Episcopal Day School.

St. James Episcopal Day School adheres to the principles of Responsive Classroom, creating an environment that is well managed, student centered, and prioritizes Social/Emotional Learning. Responsive Classroom focuses on engaging academics, positive community, effective management, and developmental awareness. The St. James Episcopal Day School faculty and staff are committed to fostering a safe, joyful, and inclusive environment that builds community through a student's personal responsibility to self and others. Respecting the rights of others, respecting school property, and respecting the learning environment by being prepared for class each day are things St. James Episcopal Day School holds dear.

Responsive Classroom is not a system built on rewards and consequences but on responsive teaching in line with a child's social, emotional, physical, and cognitive development. Faculty and staff will work closely with students each day, coaching, redirecting, and providing time for reflection. The ultimate goal is the internalization of discipline so that little external enforcement is required.

The school environment is one in which mistakes will be made and the faculty and staff will help students to grow through them; minor infractions are part of student growth and social learning and will be managed at school. Teachers, the school counselor, and the administration will thoroughly and thoughtfully look into situations involving student behavior, and logical consequences will be imposed to help students gain an understanding of how their actions have negatively affected the community or interfered with the learning environment. Behavioral infractions will be recorded in FACTS.

More serious infractions may result in more serious consequences such as in-school detention, in-school suspension, a time out from school, or in more extreme cases, separation from school. Severe or blatant disrespectful behavior toward any child, teacher, or staff member at St. James will not be tolerated. This type of behavior is considered grounds for immediate suspension or expulsion at the discretion of the Head of School. If a student is removed from the community for disciplinary reasons, tuition and fees will not be refundable. A student who misses class due to disciplinary reasons will not be allowed to make up graded work.

Parents are partners in student discipline, and parental support in matters related to student behavior is imperative.

8.2 Anti-Bullying Policy

St. James Episcopal Day School promotes a culture of kindness and respect within the school. All students have a right to learn in an environment that is safe both physically and emotionally, and free from bullying behavior. St. James Episcopal Day School prohibits all forms of harassment and bullying on school grounds and at any school-sponsored events. It will be a violation of this policy for any student to harass, bully, or cyberbully any other student, or any person associated with this school based on race, color, religion, sex, national origin, or for any reason.

Bullying is exhibiting deliberate hurtful behavior, repeatedly over a period of time. It may be a physical attack on someone or their property; it may be a verbal attack such as name calling or teasing at the expense of the victim, or threats; it may be indirect or social, such as spreading rumors or excluding people from groups. Bullying also includes acts that amount to harassment and threats or intimidation that create a hostile educational environment. Bullying interferes with the rights of students.

Upon receipt of any report of bullying, the school will investigate and take appropriate measures.

8.3 Acceptable Use Policy

St. James Episcopal Day School takes seriously safe use of technology. The Acceptable Use Policy explains the proper use and expectations for all those using digital equipment and applications that are available to students through the School. A signed copy of the Acceptable Use Policy will be kept on file.

Cell phones and Apple watches are not allowed at school.

9. ACTIVITIES AND ENRICHMENT

9.1 Field Trips

St. James Episcopal Day School students participate in off-campus trips. The purpose of school trips is instructional as well as to provide captivating primary source learning and unforgettable lifetime memories. Parental permission for trips is granted when families complete and submit the Student Enrollment Contract. Notifications of field trips are sent to parents prior to each field trip.

St. James Episcopal Day School expects exemplary behavior from students while on trips. For out of town trips, the supervising teacher reserves the right to send a disruptive or uncooperative student home at the parents' expense. St. James Episcopal Day School also reserves the right to require any student to stay home from an off-campus trip for disciplinary or academic reasons.

Buses will be used to transport students on field trips, though parent chaperones may be asked to meet the students at the field trip destinations. The bus is considered an extension of the classroom. Students are expected to exhibit appropriate behavior on the bus at all times.

- Parent Chaperones**

Sometimes the school will request parent chaperones. Chaperones on school trips are asked to follow the same rules as faculty sponsors. The following guidelines are for faculty, parents, and guest chaperones:

- read all written trip documents concerning itinerary, rules, and dress requirements;
- stay with the assigned students during the field trip;
- assume full responsibility for the behavior of the assigned students at all times;
- refrain from consuming alcoholic beverages or using tobacco products at any time during the entire trip;
- adhere to strict confidentiality regarding students' actions during a trip;
- be punctual; and
- be aware that other adults or younger siblings may not accompany the parent chaperones on off-campus field trips or out-of-town school sponsored trips.

9.2 Pelican Plus: Extended Care & Lagniappe Classes

- **Extended Care**

St. James Episcopal Day School offers Extended Care for all of our students from dismissal to 5:30 p.m. The director of Extended Care will work with the staff to plan daily activities for the participants. Snacks will be provided each day. Students signed in to Extended Care must be signed out by an authorized adult from the school office each day.

Students may enroll in Extended Care for the semester. A registration fee of \$50.00 will be assessed to each child. Should a family want to change the Extended Care option or withdraw from Extended care, notification should be sent to Extendedcare@stjameseds.org. Changes may only be made the week before the semester is up.

Two Enrollment Options:

1. Full time (3 - 5 days per week): \$725 per semester
2. Part time (designated 2 days per week): \$325 per semester. Parents must set their days for the entire semester (ex. Every Tuesday/ Thursday or Monday/ Wednesday).

- There will be a \$5 fee for each change to a student's two days in the part-time enrollment program.
- Students signed up for part time Extended Care will be charged \$20 per day for each day that exceeds 2 days per week.
- Substituting days is not allowed. If a student enrolled in part time Extended Care attends on a day other than those for which he/she is registered, the \$25 drop-in rate will be applied for that day.

Late Pickup:

- After 5:30 p.m. a late fee of \$1.00 per minute will be charged until 5:45.
- At each 15-minute increment, an additional \$30.00 late fee will be assessed. (5:45, 6:00, 6:15, etc.)
- Habitually late families run the risk of incurring additional late fees and having their Extended Care registration revoked.

*Payment for the semester is due upon receipt of billing in Facts.

- **Pelican Plus**

Pelican Plus includes traditional Extended Care as well as Lagniappe, an after school enrichment program offering a variety of activities in the areas of sports, academics, and the arts. Interested students may sign up for Extended Care by semester or Lagniappe classes by course if they are interested.

10. UNIFORM & SUPPLIES

10.1 Uniform Guidelines

Uniforms are required for all students. All regulation uniforms and St. James-specific items for 18 months through 5th grade should be purchased at **Inka's Uniforms or School Time Uniforms**. Other basics such as leggings, shorts, socks, tights, and bloomers may be purchased elsewhere provided that they fit the criteria outlined in the uniform guide.

If purchasing Blackwatch plaid jumpers or plain navy sweatshirts, ask for a SJ crest to be added (no additional charge). Old jumpers may also be brought in to have the crest added.

Each student will receive a grade-level specific St. James spirit shirt. Additional spirit shirts can be purchased from Inkas.

- **Discount Uniform Purchase Days**

Inka's Uniforms and School time will host discount days mid summer for St. James families. Additional information about the discount days will be provided.

- **Used Uniform Sale**

Our Pelican's Parent Organization (PPO) will host a Used Uniform Sale on campus from time to time. We gladly accept donations of clean, gently-used uniforms in all sizes.

- **Spirit Store**

The St. James Episcopal Day School Spirit Store will typically open two to three times per year, once in early fall and once in early winter. This is where families may purchase St. James sweatshirts and St. James sweatpants.

10.2 Hairstyles

Hair must be styled in such a way, and out of the eyes, so that it does not distract from learning.

10.3 Apple Watches

Apple watches may not be worn to school.

10.4 Bookbags

A blackwatch plaid or navy bookbag is provided for children in the Pelican's Nest through Kindergarten. This bag will go home daily, and students will use it each year through Kindergarten. Personalizing book bags is optional. The following guidelines must be followed for personalizing a student's name:

- Added by embroidery or heat press
- Be located above the St. James Crest
- White lettering only
- Easy-to-read manuscript font (no script)

No other patches or symbols are permitted.

1st through 5th graders should bring their own backpacks. No rolling backpacks allowed.

10.5 School Supplies

The school purchases all basic classroom supplies. Students should bring water bottles daily with their names clearly labeled on the outside.

10.6 Rolled Nap Mat

Students in Pelican's Nest through PreK-4 should bring a rolled nap mat for rest time.

11. SAFETY AND EMERGENCY PROCEDURES

11.1 Campus Security

A security officer is on campus each day from 7:10 - 10:10 a.m. and from 2:30 - 5:30 p.m. The security guard directs traffic for carpool and then is present during Extended Care. Security will also be present for school activities such as Carnival and Bingo that take place after regular school hours.

11.2 Emergency Procedures/Crisis Management Plan

St. James Episcopal Day School has a detailed, comprehensive plan for dealing with emergencies at school. The plan is reviewed annually by the Safety Committee and revised as

needed. Faculty are trained on emergency procedures, and the school community prepares for possible emergencies through drills during the year.

11.3 Emergency Closures

On occasion, St. James Episcopal Day School may need to close due to unexpected circumstances such as inclement weather. The school will make every effort to make decisions to do so in a timely manner, allowing families to make necessary arrangements. Notification of closings will be sent through email, text alert, and social media. In the event of a closure due to inclement weather, St. James Episcopal Day School will typically, but not necessarily, follow East Baton Rouge Parish on the first day of the event. Decisions about extending the closure will be informed by, but made independently of, East Baton Rouge Parish.

12. ADMINISTRATIVE POLICIES

12.1 General Parent Information

Teachers are with students throughout the day and are not always available to check and respond to email. Please allow 24 hours for a response, though in most cases, responses will come sooner. If the issue is a necessary change of afternoon plans, an email should be sent to the teacher as well as the front office at office@stjameseds.org.

12.2 Directory

Faculty are not allowed to provide directory information to parents. Directory information for each student can be obtained through the FACTS Family Portal. Email and residence addresses contained in the school's online directory or otherwise obtained through an association with St. James Episcopal Day School should never be used to solicit business, defame an individual or group, promote a personal agenda, or influence a political position. Individuals violating this rule should expect an immediate response, up to and including separation from the school.

St. James Episcopal Day School reserves the right to send out publications and information in a manner of its own choosing to the audience of its own choosing or to refrain altogether from sending out any particular message in its publications and communications. Communication with the St. James community is at the sole discretion of the School.

12.3 Admissions

St. James Episcopal Day School affirms the dignity and worth of each individual. St. James recognizes that diversity encompasses differences in gender, race, religion, age, ethnicity, physical ability, family composition, and socioeconomic circumstances, as well as differences in aptitude, talent, and learning style. St. James Episcopal Day School hopes to create a school community that welcomes and embraces individuals from diverse backgrounds.

12.4 Tuition Obligation Release Policy

The enrollment contract is a legally binding document. Once a student is enrolled, parents must fulfill their obligation to pay tuition. If a family relocates outside of Baton Rouge and the surrounding area or if there is a proven significant change to family finances, the school may, but is not obligated to, waive a portion of the tuition. Each year the Board of Trustees reviews the Tuition Obligation Release Policy.

12.5 Outside Employment of Faculty Members

Should a parent decide to employ a St. James Episcopal Day School faculty or staff member for tutoring or babysitting, the arrangement is considered a private agreement between that individual and the parent. St. James Episcopal Day School cannot be expected to monitor private arrangements and agreements with school employees. St. James Episcopal Day School assumes no liability whatsoever, including but not limited to liability for any claims against its employees related to private business arrangements with families or the employee's actions in any such arrangement.



GIRLS' UNIFORM GUIDE

Nest



Gingham Bubbles
Blue (not pictured) or Green

Gingham Dresses
Blue or Green

Bloomers
Blue or Green
Gingham, Blackwatch

T-Shirt
White or Navy jersey
knit with crest

Collared Shirts:
Peter Pan (no crest),
White Polo with crest
Long or Short Sleeved

**Blackwatch
Button Front
Dress**

**Blackwatch
Jumper
with crest**

**Blackwatch
Shorts**

PreK-3



Gingham Dresses
Blue or Green

Collared Shirts:
Peter Pan (no crest),
White Polo with crest
Long or Short Sleeved

Blackwatch Skirts:
Pleated or Flat Front

**Blackwatch
Shorts**

**Blackwatch
Button Front
Dress**

**Blackwatch
Jumper with crest**

PreK-4 and Kindergarten



**Blackwatch
Button Front
Dress**

**Blackwatch
Jumper with crest**

Collared Shirts:
Peter Pan (no crest),
White Polo with crest
Long or Short Sleeved

Blackwatch Skirts:
Pleated or Flat Front

Blackwatch Shorts

1st - 5th



**Blackwatch
Jumper with crest**

Collared Shirts:
Peter Pan (no crest),
White Polo with crest
Long or Short Sleeved



Blackwatch Skirts:
Pleated or Flat Front

No holes, tears or slits in any uniform apparel. The Head of School is the final judge on uniform and appearance decisions.

Girls' Accessories

Socks: solid navy or white

Shoes: close-toed and close-heeled comfortable shoes. No boots. No shoes that tie for the Nest through PreK-4.

Bloomers: Uniform bloomers, spandex shorts or similar must be worn under dresses and jumpers.

Monogram Guidelines: Collar only. Navy only. No monograms on the body of the uniform.

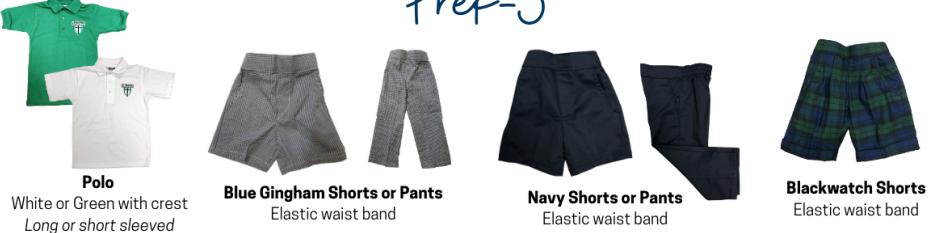


BOYS' UNIFORM GUIDE

Nest



PreK-3



PreK-4 and Kindergarten



1st - 5th



Boys' Accessories

Socks: solid navy or white

Shoes: close-toed and close-heeled comfortable shoes. No boots. No shoes that tie for the Nest through PreK-4.

No holes, tears or slits in any uniform apparel. The Head of School is the final judge on uniform and appearance decisions.

