

ST. JAMES
EPISCOPAL DAY SCHOOL



Family Handbook
2026 – 2027



National Blue Ribbon School
www.stjameseds.org

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1. WELCOME AND MISSION

Letter from the Head of School

Dear St. James Families,

Welcome to St. James Episcopal Day School and the 2026-2027 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

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.

Accreditation

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

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.

Non-Discrimination

St. James welcomes students of any race, color, nationality, ethnic origin, and religious background as we seek to have a diverse student body. Every accepted student will have all rights and privileges of the school and have access to all programs and activities.

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 and Extended Care Coordinator 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
Ali Wynn, School Nurse nurse@stjameseds.org awynn@stjameseds.org 225-344-0805 ext. 2234 Lauren Hood, School Nurse nurse@stjameseds.org lhood@stjameseds.org 225-344-0805 ext. 2234	Chef Brooks Ross, Director of Food Services ChefBrooks@stjameseds.org 225-344-0805 ext. 2232
Steven Latuso, Director of Technology and School Finance slatuso@stjameseds.org 225-344-0805 ext. 2213	
Catherine Word, Director of Academics and Development cword@stjameseds.org	

225-344-0805 ext. 2241	
Julie Mendes, Director of Early Childhood jmendes@stjameseds.org 225-344-0805 x2236	

2. SCHOOL COMMUNITY & PARENT PARTNERSHIP

Parent Partnerships

St. James Episcopal Day School values a strong partnership with families built on mutual respect, open communication, and a shared commitment to each child's success.

Parents with questions or concerns about their child's classroom experience should first contact the classroom teacher. Concerns related to specific areas, such as curriculum, admissions, or school operations, should be directed to the appropriate administrator. After contacting the teacher and the appropriate administrator if a concern remains unresolved, parents may contact the Head of School.

To foster a positive and respectful school community, parents are expected to:

- **Support the mission, values, policies, and decisions of St. James Episcopal Day School** and work collaboratively with faculty and staff to foster a positive school community.
- **Communicate respectfully and professionally** with faculty, staff, students, and other families, seeking to resolve concerns directly and constructively.
- **Follow all campus safety procedures**, including checking in and out through the school office and wearing a visitor badge while on campus.
- **Model respectful behavior** in person, online, and through all forms of communication. Harassment, bullying, defamatory, or disparaging comments about students, families, faculty, staff, or the school are not acceptable.
- **Refrain from using parent group chats or social media to discuss, speculate about, or attempt to resolve school-related concerns.** Questions or concerns should be addressed directly with the appropriate teacher or school administrator so they can be resolved accurately and respectfully.
- **Accept financial responsibility for lost or damaged school property**, including textbooks, library materials, electronic devices, chargers, Apple Pencils, and any other school-issued items.

St. James Episcopal Day School is committed to working collaboratively with families in the best interest of each child. However, if, in the sole judgment of the school, a parent's conduct or interactions interfere with the school's ability to fulfill its educational mission, uphold the Enrollment Contract, or operate effectively, the school may require the immediate withdrawal of the student. In such cases, all financial obligations outlined in the Enrollment Contract will remain in effect.

Pelican Parent Organization

At St. James Episcopal Day School, we believe a strong partnership between home and school enriches every child's educational experience. Every St. James family is automatically a member of the Pelican Parent Organization (PPO), which serves as a bridge between parents and the school while supporting the mission and goals of St. James Episcopal Day School. The PPO provides meaningful opportunities for families to become involved in our school community through volunteering, serving on committees, assisting with special events, and supporting classrooms as room parents. Led by dedicated parent volunteers, including the Chair, Vice Chair, Carnival Chair, Soirée Chair, and Nest Liaison, the PPO helps foster school spirit, strengthen our community, and enhance the experience of our students, families, and faculty.

We encourage every family to participate in a way that fits their schedule and interests. Whether you volunteer throughout the year or lend a hand at a single event, your involvement makes a meaningful difference and helps make St. James a special place for our children.

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 school employees is prohibited. In The Pelican's Nest, the Lillio app is used for communication.

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.

Visiting Campus

We welcome parents and visitors to our campus and value the partnership we share with our families. Throughout the year, there are many opportunities to visit, volunteer, and participate in school events. To ensure the safety of our students and maintain a secure learning environment, all visitors are expected to follow these procedures during the school day:

Visitors must:

- Schedule classroom visits in advance by contacting the teacher via email.
- Enter and exit through the main office entrance on Convention Street.
- Check in with the Office Manager using our visitor management system by presenting a valid driver's license and obtaining a visitor badge.
- Wear the visitor badge at all times while on campus.
- Remain only in approved areas and avoid entering classrooms or other areas without authorization.
- Check out with the Office Manager and discard the visitor badge before leaving campus.

Parents and visitors should use the designated adult restrooms while on campus. Please ask the Office Manager for the location of the nearest visitor restroom. Student restrooms are reserved for school use during the instructional day.

To protect the safety and well-being of our school community, St. James Episcopal Day School reserves the right to deny or revoke campus access to any visitor when it is determined to be in the best interest of the school.

Parent Visitors at Lunch

We welcome parents to join their child for lunch a few times each year, including birthdays.

Frequent lunch visits are discouraged to help preserve students' daily routines, socialization with classmates, and independence.

Parents joining their child for lunch must:

- Enter through the main office and check in with the Office Manager.
- Purchase a school lunch for \$8.00 (exact cash or check only)
- Return to the main office to check out with the Office Manager immediately after lunch.
- Outside food may not be brought into school with the exception of birthday treats

Parents may not accompany students to recess or remain on campus after lunch. This expectation helps maintain student routines, supports independence, and allows recess to be supervised without interruption.

Birthdays

Students in PreK-3 through 5th grade may have a small birthday snack (example: cupcakes or cookie cake) brought into school by a parent to be served after lunch. Parents must coordinate with the teacher in advance. No gifts, balloons, party favors, or decorations may be brought to campus. Invitations for off-campus parties must be distributed outside of school. Deliveries for students such as balloons, flowers, and food are not permitted. Summer birthdays may be celebrated on an alternate date arranged with the teacher.

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.

Healthy and Safe Campus Environment

To support a healthy and safe environment for our students, St. James Episcopal Day School maintains a **smoke-free, vape-free, alcohol-free, and weapon-free campus**. Tobacco products, vaping devices, alcoholic beverages, firearms, weapons, and other dangerous instruments are not permitted anywhere on school property or at school-sponsored activities held on campus. This expectation applies to all members of our school community and visitors.

Pets on Campus

Pets are welcome on campus during our annual Blessing of the Animals celebration. Animals may also be brought to school for an educational purpose with prior approval from the classroom teacher. Parents must coordinate with the teacher before bringing any animal to campus. Because some students have allergies or sensitivities, all requests will be reviewed to ensure a safe and comfortable learning environment for everyone. Pets are **not permitted** at off-campus school events or field trips. Animals brought to campus without prior approval or for a non-educational purpose will not be allowed to remain on campus.

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 will not 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. 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

Daily Schedule

Early drop off is available for working parents at 7:30 am and regular Morning Drop Off begins at 7:45 am. The school day begins at 8:10 am. The late bell rings at 8:15 am. Afternoon dismissal is at 3:05 pm. Students not picked up by 3:20 pm will be escorted to Extended Care. Extended Care hours are from 3:25 pm - 5:30 pm.

Episcopal Bus Service

St. James offers bus transportation between St. James Episcopal Day School and Episcopal School of Baton Rouge. The morning bus transports Episcopal middle and upper school students and departs St. James each day at 7:10 a.m. The afternoon bus transports St. James students in Kindergarten through 5th grade to Episcopal School of Baton Rouge and departs St. James each day at 2:55 p.m.

Registration for the bus service will be communicated to the school's families in July and is mandatory to ride the bus.

Bus Rules:

- Food is NOT allowed on the bus. Children should not bring or eat snacks of any kind on the bus.
- Children should remain seated at all times while on the bus.
- Children should not be loud or disruptive on the bus.

If a child cannot follow the rules, they will not be allowed to ride the bus.

Designated faculty members will escort students to the bus at St. James. Upon arrival at Episcopal School of Baton Rouge, designated Episcopal faculty members will meet students and escort them from the bus.

Attendance

St. James Episcopal Day School values regular attendance and recognizes that each school day is an important part of a student's academic, social, and spiritual growth. Each classroom is a learning community, and students benefit most when they are present, arrive on time, and remain at school for the full instructional day. While missed assignments can be completed, classroom discussions, activities, and experiences cannot be fully replicated.

In accordance with the Louisiana Department of Education requirements for nonpublic schools, students are expected to maintain regular attendance. Students may not miss more than **7 days per school year**. Absences beyond this limit may impact a student's ability to meet grade-level promotion requirements. Students with excessive absences, chronic tardiness, or frequent early dismissals, regardless of the reason, may be subject to an attendance review. Parents or guardians are responsible for notifying the school of any absence by submitting a written excuse to the front office or emailing office@stjameseds.org.

Attendance records are maintained by quarter. After a student reaches three (3) absences within a quarter, the parent or guardian will receive a communication from the school regarding the student's attendance. After five (5) absences within a quarter, the parent or guardian will be required to meet with an administrator to discuss the attendance concerns and determine appropriate next steps to support the student's success.

Make-Up Assignments

Parents may request make-up assignments **for the following reasons only**. Requests must be made by emailing the classroom teacher and allowing **24 hours** for the teacher to prepare the assignments.

- Student illness
- Death in the immediate family
- Serious illness or injury of an immediate family member
- Medical or dental appointments that cannot be scheduled outside of school hours
- Observance of a religious holiday
- Other extenuating circumstances approved by the Head of School

Assignments will not be provided or made up for other absences. Examples include vacations, family trips, and non-medical appointments.

Tardiness

Arriving on time is essential for student success and helps maintain a positive learning environment for all students. Students should be on campus no later than 8:10 a.m. when the school day begins.

All Students arriving after 8:15 a.m. are considered tardy and must be accompanied by a parent or guardian to check in through the front office. Both the Fourth and Fifth Street gates close at 8:10 a.m. Check-ins will not be permitted after noon.

Attendance records, including tardies, are maintained by quarter. After a student receives **three (3)** tardies within a quarter, the parent or guardian will receive a communication from the school regarding the attendance concern. After **five (5)** tardies within a quarter, the parent or guardian may be required to meet directly with an administrator to discuss the impact of excessive tardiness and develop a plan to support improved attendance.

Early checkouts

Students are expected to remain at school for the entire instructional day. Early check-outs are discouraged as they interrupt student learning, classroom instruction, and daily school operations.

If a student needs to be checked out early, parents should notify both the teacher and the front office (office@stjameseds.org) before 2:00 p.m. so arrangements can be made. All students must be checked out through the front office and will only be released to individuals listed on their authorized pick-up list in FACTS. A valid form of identification must be presented at the time of check-out.

Families should maintain consistent afternoon dismissal plans and communicate any changes as soon as possible. Early check-outs after 2:30 p.m. are strongly discouraged due to dismissal procedures and the impact on the school's end-of-day operations.

General Carpool Procedures

Our carpool procedures are designed to ensure the safety of every child, family, and member of our school community. For the safety of all, the use of handheld devices is prohibited in both the Fourth Street and Fifth Street carpool lines. Please note that Louisiana law prohibits the use of handheld devices while driving in a school zone.

Each family will be assigned a carpool number prior to the start of school and will receive three carpool tags. Additional tags may be purchased through the school office. Carpool tags are essential for maintaining a safe and efficient dismissal process and must be properly displayed at all times.

Carpool Tag Placement

- **Nest, PK3, and PK4 (Fifth Street):** Display your carpool tag at the **top of the driver's side window**.
- **Kindergarten–5th Grade (Fourth Street):** Display your carpool tag at the **bottom of the passenger-side window**.

Proper tag placement allows duty staff to quickly identify vehicles and ensures students are loaded safely and efficiently. Carpool tags must be clearly visible at all times. Faculty members should not have to approach vehicles to obtain carpool numbers.

Anyone picking up a student must:

- Be listed on the student's approved pickup list.
- Be prepared to provide identification upon request.
- Have a school-issued carpool tag displayed.
- Follow all school carpool procedures.

Fifth Street Carpool - Nest, PK3, PK4, and Their Siblings

Morning Arrival Procedures - To ensure a safe and efficient arrival for our youngest students, follow these procedures:

1. Enter the carpool line by turning onto **Fifth Street from North Street only**.
2. Display your carpool tag so it is clearly visible to duty staff.
3. Pull forward to the next available cone and remain close to the curb.

4. Students should arrive ready to exit with shoes on and belongings easily accessible.
5. Car seats should be located on the driver's side whenever possible to allow safe assistance from teachers. An exception can be made only for families with multiple car seats.
6. Once stopped at a cone, a parent should exit the vehicle, unbuckle the child, and allow the duty teacher to assist the student once safely out of the car seat.
7. Refrain from extended conversations with duty staff, as they delay the carpool line.
8. After your child has been safely received by a teacher, pull forward and exit the line.
9. Siblings will be escorted by a teacher and should never walk independently to or from the gate.

Afternoon Dismissal Procedures

To ensure a safe and efficient dismissal:

1. Pull forward to the next available cone and remain close to the curb.
2. Remain in your vehicle until your child is escorted to you by a duty teacher.
3. Have your child's seating area and car seat prepared before reaching the loading zone.
4. Parents promptly secure children in their car seats before leaving.
5. Refrain from extended conversations with duty staff.
6. Siblings will be escorted by a teacher and should never walk without adult supervision.
7. Carpool concludes promptly at **3:20 p.m.**

Fifth Street Reminders

- Enter Fifth Street from **North Street only**. Do not enter from Convention Street.
- Do not pass or drive around another vehicle unless directed by a staff member.
- Parking is not permitted on Fifth street between **7:30–8:15 a.m.** and **2:50–3:20 p.m.**
- The carpool line is intended for student arrival and dismissal only. Please do not distribute snacks, treats, or other items during carpool.
- Please follow all directions from duty staff.

Fourth Street Carpool - Kindergarten–5th Grade Students

Morning Arrival Procedures - To ensure a safe and efficient arrival for all students, follow these procedures:

1. Enter the carpool line from Convention Street (near the interstate) only.
2. Display your carpool tag so it is clearly visible to duty staff.
3. Pull forward to the next available space and remain close to the curb.
4. Remain in your vehicle. Duty teachers will assist students as they exit.
5. Students should arrive ready to exit quickly with shoes on, backpacks in hand, and belongings easily accessible.
6. Children must exit the vehicle from the passenger side only.
7. Refrain from extended conversations with duty staff.

Afternoon Dismissal Procedures

To ensure a safe and efficient dismissal:

1. Enter the back of the carpool line from Convention Street (near the interstate) only.
2. Pull forward to the next available space and remain close to the curb.
3. Remain in your vehicle while duty teachers assist students into vehicles.
4. In accordance with Louisiana Law, students will be loaded into back seats only.
5. Have your child's seating area prepared before reaching the loading zone.
6. Car seats should be located on the right side of the vehicle.
7. Once your child is in the vehicle, pull forward if additional time is needed for buckling and safety restraints.
8. Refrain from extended conversations with duty staff.
9. Students not picked up by **3:20 p.m.** will be checked into Extended Care. Once a student has been signed into Extended Care, a parent or authorized adult must sign the student out at the Nest entrance on Fifth Street. Regular drop-in fees will apply.

Fourth Street Reminders

- The first three spaces on Fourth Street are reserved in the afternoons.
- Louisiana law requires all children to be properly restrained. Vehicles requiring special loading arrangements due to car seats may be directed to pull forward.
- Do not enter Convention Street from side streets or cut into the carpool line.
- If your child's number is not in the queue or you enter improperly, you will be asked to drive around and re-enter the line.
- Children must exit and enter vehicles from the passenger side only.
- Families with multiple car seats should ensure students can still safely access the passenger-side loading area.
- Parking is not permitted on Convention Street or Fourth Street between **7:30–8:15 a.m.** and **2:50–3:20 p.m.**
- Follow all directions from duty staff at all times.

Additional Items

If your child has snacks, extra bags, classroom supplies, or other items that are difficult to carry, complete the carpool process first. After carpool has ended, you may park and deliver these items to the Front Office. Items may not be handed to faculty or staff during carpool.

Afternoon Walk-Up Dismissal

Walk-up dismissal is available at **3:00 p.m. for parents or guardians who work downtown.**

Families wishing to use this option should notify both the Front Office (office@stjameseds.org) and their child's homeroom teacher at the beginning of the school year.

Upon arrival, provide your family's **carpool number** to the duty teacher on either Fourth Street or Fifth Street. Your child will then be called for dismissal.

4. STUDENT HEALTH & WELLNESS

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.

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.

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.

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.**

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.

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.

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.

Allergies/Dietary Restrictions

Any student with allergy/dietary restrictions must 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.

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.

Medical Emergencies

If a student becomes ill or is injured during the school day, the school nurse or designated staff member will assess the situation and provide appropriate first aid or care within the scope of their training. Parents or guardians will be notified as soon as possible.

In the event of a serious illness or medical emergency, the school will call **911 (EMS)** immediately and then notify the student's parent or guardian. If the student has any known medical conditions or health concerns documented with the school, school personnel will respond according to the information provided by the parent and healthcare provider until emergency responders arrive.

The health and safety of the student will always be the school's first priority.

Head Lice

Head lice are a common occurrence among school-aged children and are not an indication of poor hygiene. If a student is found to have live lice or nits, the parent or guardian will be notified, and the student will be sent home immediately for treatment. The student may return to school after appropriate treatment has been completed and all live lice have been removed. Upon returning to school, the student must be checked by the school nurse before returning to class.

If treatment is provided by a professional lice treatment service, parents should provide a copy of the treatment certificate to the school nurse upon the student's return. If treatment is completed at home, the parent or guardian must notify the school nurse in writing that the student has been treated and that all household siblings have been checked for lice and nits.

When a confirmed case of head lice occurs, the school will notify the families of students in the affected grade level while maintaining the confidentiality of the student involved. Parents are encouraged to routinely check their child's hair for signs of lice and to carefully inspect their child daily whenever they receive a lice notification from the school. Because students arrive from many different environments each day, routine schoolwide lice screenings are not practical. Ongoing monitoring at home is critical in preventing the spread of head lice.

Parents may also choose to use preventative shampoos or leave-in hair products designed to help reduce the risk of head lice. While these products may be helpful, they are not guaranteed to prevent infestation.

Bathroom Policy

St. James students beginning with PreK-3 must be able to use the restroom independently (pull-ups are not an option in PreK-3 even during nap time). 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

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 for students. 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.

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

Snacks

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

6. FAITH AND WORSHIP

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 8:10 and doors will be locked promptly at 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.

We ask that students take care of restroom needs before the service begins whenever possible to minimize disruptions. In the event of an emergency restroom need during the service, the student should proceed to the exit leading to the playground. A faculty member will monitor the student as they exit for the restroom and when they return to the service.

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

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 PreK Program. 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.

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.

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. Enrichment classes are taught by specialized teachers and provide students with opportunities to explore a variety of subjects beyond the core curriculum. Classes include Music, Christian Education, Physical Education, Spanish, Art, Guidance, Library, and STEAM. Students in 3rd–5th grade also participate in Drama, and 5th grade students participate in Broadcast.

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.

School Counselor

The school counselor meets with Day School students 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.

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.

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.

Reporting Student Progress

Nest assessments are three times a year on developmental progress in the areas of social and emotional development; language skills; physical development, using the following descriptions as a guide.

S = Secure with skill
D = Skill developing
N = Not observed yet

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

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. 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

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.

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.

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 attendance. Promotion decisions are made at the sole discretion of the faculty and school administration.

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

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 and parents will be notified by email.

More serious infractions may result in more serious consequences such as in-school time out, 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.

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.

Acceptable Use Policy

St. James Episcopal Day School takes seriously safe use of technology. See appendix for the Acceptable use policy.

9. ACTIVITIES AND ENRICHMENT

Field Experiences

St. James Episcopal Day School students participate in off-campus investigative work and field experiences associated with Project Work. The purpose of school trips is instructional as well as to provide captivating primary source learning. 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 the event by the classroom teacher.

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.

If a student arrives late to school after the bus has departed for a field experience, the student will not be permitted to meet the class at the destination. The student will remain with their parents and will miss the field experience.

Buses are used to transport students on field trips, and on occasion, parents may be invited to meet students at the field trip destination as chaperones. The bus is considered an extension of the classroom, and students are expected to demonstrate respectful and appropriate behavior at all times while traveling.

- **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.

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 Operations will oversee the Extended Care Team Leaders, who will be responsible for planning daily activities for students. Snacks will be provided each day. Students enrolled in Extended Care must be signed out daily through Extended Care dismissal gate located on 5th street.

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.

Two Enrollment Options:

- Full time (3 - 5 days per week): \$725 per semester
- 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).
- Students signed up for part time Extended Care will be charged \$20 per day for each day that exceeds 2 days per week.

Extended Care ends promptly at 5:30 p.m. Families arriving after 5:30 p.m. will be charged a \$30.00 late pickup fee. If a student has not been picked up by 5:45 p.m., an additional \$30.00 late fee will be charged for each 15-minute increment thereafter (6:00, 6:15, etc.).

Families who are consistently late picking up their child may incur additional fees and risk having their Extended Care registration reviewed or revoked.

Students must be picked up on time, as Extended Care staff members have responsibilities that extend beyond program hours.

Payment Policy

Extended Care tuition is billed through **FACTS** and payment is due upon receipt of the invoice.

Failure to maintain a current account may result in suspension of Extended Care services.

- **Lagniappe Classes**

Lagniappe Classes are after-school classes offered in a variety of areas and taught by our faculty and/or assistants. Classes meet once a week and are approximately one hour in length and are separate from the regular Extended Care program. Students may register for Lagniappe Classes on a semester basis, and a separate registration and fee are required.

10. UNIFORMS & SUPPLIES

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.

Hairstyles

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

Smartwatches and Communication Devices

Smartwatches and wearable devices that can send, receive, or access messages, calls, notifications, internet content, or other forms of electronic communication are not allowed at school. This includes, but is not limited to, Apple Watches and similar communication-enabled devices.

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.

New students entering the Nest through Kindergarten receive a monogrammed book bag as part of their enrollment.

If your child's book bag needs to be replaced, replacement bags may be purchased at School Time. Boys should purchase the solid navy book bag, and girls should purchase the black watch plaid book bag. Monogramming a replacement bag is optional. If you choose to personalize the bag, please adhere to the following guidelines:

- 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. Rolling backpacks are not allowed. **In order to maintain a consistent appearance and prevent distractions during the school day, book bags may not have keychains, patches, or other accessories attached.**

School Supplies & Water bottles

The school purchases all basic classroom supplies. Students should bring water bottles daily with their names clearly labeled on the outside. The water bottle must be spill proof, leak proof, and labeled with your child's first and last name. Bottles are refilled as needed and sent home each afternoon to wash.

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

Campus Security

St. James provides security coverage throughout the school day to help ensure the safety of our students, faculty, and staff. A Sheriff Deputy is on campus each day from **7:10–10:00 a.m. and 2:30–5:30 p.m.** During these times, the Sheriff Deputy officer assists with carpool traffic, campus safety, and Extended Care supervision.

A Baton Rouge Police Department (BRPD) officer is also present on campus each day from **10:00 a.m.–2:00 p.m.** to provide additional security coverage during the school day.

Security personnel are also present for select after-school and evening events, including activities such as Carnival, to help maintain a safe environment for our school community.

Emergency Procedures/Crisis Management Plan

St. James Episcopal Day School maintains a comprehensive Crisis Response & Emergency Operations Handbook designed to protect the safety and well-being of our students, faculty, staff, and visitors. The plan is reviewed annually and updated as needed to ensure it reflects current best practices and school needs.

The school utilizes Navigate 360 Emergency Management Suite to assist with emergency response planning, communication, and drill management. This system allows the school to organize emergency procedures, manage safety protocols, and support efficient communication during a crisis. The school also utilizes a visitor management system through Navigate 360 to help monitor campus access and ensure that all visitors are properly checked in and identified while on campus.

All faculty and staff receive annual training in ALICE (Alert, Lockdown, Inform, Counter, Evacuate) emergency response procedures. Throughout the school year, students and employees participate in age-appropriate safety drills, including fire, lockdown, and other emergency preparedness exercises. These drills help ensure that our school community is prepared to respond calmly and appropriately in the event of an emergency.

The safety and security of our students remains a top priority, and St. James is committed to continuously reviewing and improving our emergency procedures and safety practices.

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

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.

Directory

Student and family directory information is available through the **FACTS Family Portal** unless a family has chosen to opt out of having their information published. Faculty and staff are not permitted to provide directory information directly to parents or other members of the school community.

Email addresses, residence addresses, and other contact information obtained through the school directory or through an association with St. James Episcopal Day School may not be used for solicitation, business purposes, personal agendas, political purposes, or to defame or disparage any individual, group, or the school. Violations of this policy may result in disciplinary action, up to and including separation from the school community.

St. James Episcopal Day School reserves the right to determine the content, timing, audience, and method of school communications. All official communication with the St. James community is at the discretion of the school.

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.

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.

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.

13. Pelicans' Nest Additional Licensing Information

The Pelican's Nest serves children ages 12 months through two years of age and operates under the licensing requirements established by the Louisiana Department of Education. Students enrolled in The Pelican's Nest are subject to all policies contained within this Family Handbook unless a more specific licensing requirement applies. The following section outlines additional policies and procedures required for compliance with Louisiana early childhood licensing regulations and provides information specific to The Pelican's Nest program.

Goals

The Nest adheres to the Louisiana Department of Education's Early Learning and Development Standards as measures of developmental and academic success.

Child Care Licensing Standards

The Nest is licensed by the Louisiana Department of Education as a Type I child care center, and it meets and exceeds the minimum standards of child care, as defined by Title 28, Part CLXI of the Louisiana Administrative Code and Bulletin 137. You can find any information on surveys/inspections, regulations, and information regarding early learning centers from the department's website at www.louisianabelieves.com.

Complaint Procedure

It is our goal that problems or disagreements can be resolved with teachers and administrators. Parents with any significant unresolved licensing complaints may call or write:

Louisiana Department of Education Licensing
P.O. Box 4249
Baton Rouge, LA 70821
225-342-9905

www.louisianabelieves.com/early-childhood

Eligibility

Children eligible for admission to The Pelican's Nest must be 12 months by the first day of school. We aim to enroll students into our Year 1 class who turn 12 months by September 30th of the enrollment year.

Application

Online Applications to The Pelican's Nest are found on our website, stjameseds.org, under Admissions. Online applications may be submitted at any time and will include a nonrefundable application fee.

Our priority application period runs the Fall ahead of the academic year for which you are applying. The priority application period runs from mid-August through December 1st.

Dismissal

The following situations may cause a child's dismissal from The Pelican's Nest:

- The Pelican's Nest cannot meet the physical, mental, or emotional needs of the child.
- The child threatens the safety, health and/or well-being of himself/herself or others.
- The child or the child's family fails to follow the policies or procedures of The Nest or St. James Episcopal Day School as stated in either handbook.
- The child's family does not pay all assessed fees or fails to keep tuition current.

Confidentiality of Student Records

Children's records will be the property of The Nest and will be kept in the admission director's office. The Head of School will supervise the maintenance of these records and shall secure the records against loss, tampering, or unauthorized use. Children's records will be held in confidence. No employee will disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly to any unauthorized or unknown person. The school will obtain written, informed consent from the authorized parent prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies.

Guidance and Discipline

The Pelican's Nest is committed to fostering a safe, nurturing, and developmentally appropriate environment that supports young children's social, emotional, and behavioral growth.

Positive guidance and redirection are the primary methods used to help children learn appropriate behavior, build self-regulation skills, develop empathy, and strengthen relationships with others. Faculty members respond to behavioral concerns in a manner that is consistent with the developmental needs of young children and designed to support learning rather than punishment.

When needed, a child may be temporarily redirected to a quiet area within sight and supervision of a teacher to regain self-control and prepare to rejoin classroom activities. Any separation from an activity will be age-appropriate and consistent with Louisiana licensing requirements. If behavioral concerns become persistent or significantly interfere with a child's ability to participate safely and successfully in the program, school personnel will partner with parents to develop appropriate support strategies.

The Pelican's Nest prohibits all forms of corporal punishment, verbal abuse, humiliation, intimidation, withholding of food or beverages, physical restraint for disciplinary purposes, or any disciplinary practice prohibited by Louisiana licensing regulations.

At no time will a student be subject to any of the following:

- Physical or corporal punishment including, but not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperature or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position
- Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up,” or making derogatory remarks about children or family members of children in the presence of children
- The threat of a prohibited action even if there is no intent to follow through with the threat
- Being disciplined by another child
- Being bullied by another child
- Being deprived of food or beverages
- Being restrained by devices such as high chairs or feeding tables for disciplinary purposes
- Having active play time withheld for disciplinary purposes, with the exception of a separation (as described above) which may be used during active play time for an infraction incurring during the playtime.

Biting Policy

Biting behavior occasionally occurs in toddler settings as part of normal child development. The Pelican's Nest is committed to addressing biting incidents promptly, consistently, and in a manner that protects all children while supporting positive behavioral growth.

If a biting incident occurs:

- Immediate attention will be given to the child who was bitten.
- Faculty will respond calmly and redirect the child who bit.
- Staff will help children learn appropriate alternatives to biting through age-appropriate guidance and instruction.
- Parents of all children involved will be notified.
- Incident reports will be completed when required.

Faculty members will monitor patterns of behavior, evaluate environmental factors that may contribute to biting, and work collaboratively with families to develop strategies that promote positive social interactions.

If biting becomes frequent, aggressive, or poses an ongoing safety concern, school administration may require additional intervention measures or determine that the program is unable to meet the needs of the child safely.

Illness

Students enrolled in The Pelican's Nest are subject to all health, illness, medical, and communicable disease policies outlined in Section 4 of this handbook.

In compliance with Louisiana licensing requirements, parents must notify the school whenever a child is diagnosed with a contagious illness or condition that may affect other children within the program.

A child may be required to leave school if symptoms indicate the child cannot comfortably participate in daily activities or if the child's condition presents a health risk to others. In the event of illness or injury, parents or emergency contacts will be notified promptly. In cases requiring immediate medical attention, emergency medical services (911) may be contacted before a parent is reached.

The Pelican's Nest reserves the right to require medical clearance before a child returns to school following a significant illness or communicable condition.

In the case of a child needing auto-injectable epinephrine, the epipen can be kept at The Nest in an easily accessible location that is inaccessible to children. In the case of an anaphylactic reaction, the epipen can/will be administered by a trained early learning center employee or the nurse ***whether or not the child has a prescription for the epinephrine.***

Medication Administration

The Pelican's Nest follows all medication procedures outlined in Section 4.4 of this handbook as well as all Louisiana Department of Education licensing requirements.

Only authorized personnel who have completed required medication administration training may administer medication.

Medication must:

- Be provided by the parent or guardian.
- Be delivered directly to the school nurse or designated personnel.
- Remain in its original labeled container.
- Include all required physician authorizations and parental consent forms.
- Be stored and administered according to licensing regulations and manufacturer instructions.

Emergency medications, including inhalers and epinephrine auto-injectors, must be accompanied by current medical documentation and emergency action plans.

Child Abuse and Neglect Policy

As mandated reporters, all faculty of The Nest shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline, 1-855-4LA-KIDS (1-855-452-5437). Faculty shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline to conduct an internal investigation to verify the abuse or neglect allegations; and The Nest shall not require faculty to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Devices Policy

The Pelican's Nest limits the use of electronic media in accordance with Louisiana licensing regulations.

Children under the age of two will not participate in screen-based activities. Any electronic media used with children over age two will be limited, developmentally appropriate, educational in nature, and consistent with state licensing standards.

Television, movies, videos, and handheld electronic devices will not replace active play, hands-on learning experiences, social interaction, or teacher-directed instruction.

Computer Practices Policy

All iPads that allow internet access to the children are equipped with monitoring or filtering software that limits access by the children to inappropriate websites, e-mail, and instant messaging.

Any technology used within The Pelican's Nest will be age appropriate, educationally purposeful, and properly supervised.

Devices with internet access are equipped with monitoring and filtering systems designed to restrict access to inappropriate content and maintain a safe digital environment for children.

Programs, Movies, and Video Games

Any media viewed within The Pelican's Nest must be **G-rated**, age-appropriate, educationally relevant, and approved by a school administrator before use. Programs containing violence, mature themes, inappropriate language, adult content, or other material unsuitable for young children are prohibited. All media must be appropriate for the youngest child present and align with the educational mission and values of St. James Episcopal Day School.

Provisionally Employed Staff

At times, a new faculty member may begin employment while awaiting final approval of their required Louisiana childcare background clearance (CCCBC eligibility determination). During this provisional period, the employee will not be left unsupervised with children. A qualified staff member who has completed the required background clearance will be assigned to supervise and monitor the provisional employee at all times while on campus. The supervising staff member will document required monitoring checks throughout the day and will remain physically present with the provisional employee during nap time.

UNIFORM GUIDES



GIRLS' UNIFORM GUIDE

Nest



Prek-3



Prek-4 and Kindergarten



1st - 5th



No holes, tears or slits in any uniform apparel. Only uniform collared shirts may be worn under jumpers. The Head of School is the final judge on uniform and appearance decisions.

St. James Uniform Retailers:



Inka's
UNIFORMS

Girls' Accessories

Socks: solid navy, white or grey
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



Blackwatch Jon Jon®

**Jon Jons may be worn until a child is potty training.*



T-Shirt

White or Navy jersey knit with crest



Polo

White or Green with crest
Long or short sleeved



Peter Pan Collared Shirt

No crest
Long or Short Sleeved



Blue Gingham Shorts or Pants

Elastic waist band



Navy Shorts or Pants

Elastic waist band



Blackwatch Shorts

Elastic waist band

PreK-3



Polo

White or Green with crest
Long or short sleeved



Blue Gingham Shorts or Pants

Elastic waist band



Navy Shorts or Pants

Elastic waist band



Blackwatch Shorts

Elastic waist band

PreK-4 and Kindergarten



Polo

White or Green with crest
Long or short sleeved



Navy Shorts or Pants

Elastic waist band



Navy Flat Front Shorts or Pants

Belt not required for PreK-4 and Kindergarten

St. James Uniform

Retailers:



Inka's
UNIFORMS

1st - 5th



Polo

White or Green with crest
Long or short sleeved



Navy Flat Front Shorts or Pants

Worn with a belt



Belt

Preferably brown, navy or black

Boys' Accessories

Socks: solid navy, white or grey

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.

OUTERWEAR GUIDE

Students may wear solid navy or white cardigans, or St. James fleeces, jackets or sweatshirts sold by St. James uniform retailers.



St. James Spirit Store

Twice a year, for a limited time, St. James opens an online spirit store with uniform-approved sweatshirts, and spirit wear that may be worn on designated spirit days. Information will be released in "The Scoop"!

Seasonal Outerwear & Cold Weather Exceptions

From the end of Thanksgiving Break through March 1, students may wear the following uniform approved cold-weather garments. Sweatpants may be worn as a uniform garment during this time only. After March 1, these items may only be worn if the temperature is below 40°F.

- **With the uniform:**

- **Girls:** Solid navy, black, or white tights or full-length leggings under uniform bottoms; solid navy sweatpants or white 75th anniversary sweatpants; solid white turtleneck under uniform.
- **Boys:** Solid navy sweatpants or white 75th anniversary sweatpants.

- **Outdoor only:**

- Any color overcoat (jackets and sweatshirts must follow uniform guidelines).
- For girls: St. James blackwatch cape is available for purchase at uniform retailers.

Rainy Days

Rain jackets are permitted on rainy days.

Rain boots are not permitted, as students need footwear that allows them to safely participate in daily activities.



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

EMBROIDERY AND MONOGRAM GUIDE

Embroidery and monogramming are **NOT** uniform requirements. If you choose to monogram your child's uniform, please use the following guidelines.

Uniform Book Bags

Nest through Kindergarten Students only

New Nest through Kindergarten students receive a school book bag monogrammed with their first name. If you need to purchase an additional or replacement bag, it may be purchased at School Time Uniforms, where your child's name can be embroidered according to St. James guidelines. **In order to maintain a consistent appearance and prevent distractions during the school day, bags may not have keychains, patches, or other accessories attached.**

Monogramming Uniforms

Girls' Uniforms: Nest through 5th grade girls may add a monogram to their uniform collar. Initials may be monogrammed on the collar only. Navy only. No monograms on the body of the uniform.



Do this!



Do this!



...not this



...or this

Boys' Uniforms: Nest boys may use these guidelines for peter pan collared shirts.

APPENDIX



ST. JAMES STUDENT ACCEPTABLE USE POLICY

The following guidelines are intended to make all students aware of the responsibilities they accept when using St. James resources and personal devices at home. **Responsible use of technology is expected at all times at school and at home to protect members of our school community.**

Appropriate Use of Technology Resources

Technology is used to build fundamental skills to prepare students for future independent learning and engagement as a digital citizen.

Unacceptable Use of Technology

The following technology uses are unacceptable:

- **Accessing Information Which Does Not Support Educational Purposes** such as inappropriate websites.
- **Sending, Forwarding, or Posting Inappropriate Comments and/or Information** such as offensive, hurtful, or disrespectful language on a social media platform, including game chats.
- **Abusing Technology Resources** such as interrupting the work of others; changing, rearranging, adding, or deleting software; participating in non-academic activities without permission.
- **Safety and Security Issues** such as sharing passwords; misrepresenting oneself, sharing personal information about yourself or others.

Policy on Cyberbullying

Cyberbullying (threatening, harassing, embarrassing or targeting others using the internet and/or digital technologies) will not be tolerated at school or home.

Procedure for Reporting Inadvertent Inappropriate Use

If a user inadvertently uses a technology resource inappropriately, the user is responsible for immediately notifying a teacher or an administrator of the mistake. Failure to report unintentional misuse may result in the incident being considered an intentional violation.

Consequences for Inappropriate Use

Access to technology is provided as an important component of the educational environment. Users who fail to adhere to the terms of the Acceptable Use Policy face disciplinary consequences outlined in the family handbook.

Devices at School

Students may not have personal devices at school. This includes cell phones and Apple watches.

Limited Expectation of Privacy

Users of St. James technology resources have the right to privacy from their peers; however, the St. James administration reserves the right to gain access to these files to investigate unusual activity on the system or any user believed to be in violation of acceptable use guidelines.

Although the Internet is a worthwhile educational tool, it poses the risk of its users being exposed to inappropriate materials. St. James focuses on students' learning to make appropriate choices based on school guidelines and personal values. Campus Internet use is monitored so that users making inappropriate choices can be redirected toward productive use in accordance with school guidelines.