



SAINT JAMES HANDBOOK



Saint James School 2017-2018



Honor Code

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

contents

Forward	4
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GENERAL INFORMATION

The Mission of Saint James School.....	6
Community Identity and Worship	7
School Prayer & School Hymn	8
School Visual Identity.....	9
School Seal, Patch, Signature and Shield	10

RESIDENTIAL LIFE

Rules and Regulations for Dormitories.....	12
Lights/Late Lights.....	12
Fire Escape	12
Dormitory Property	13
Electrical Equipment.....	13
Dorm Charges	14
Dormitory/Daily Inspections	14
Student Visitors	14
Out of Bounds.....	15
School Property & Property Protection.....	15
Permissions	15
Fire Alarm Procedure and Fire Drills	17
Non-Fire Emergency Notification.....	17

DAY STUDENT LIFE

Attending Saint James as a Day Student	20
Snow/Severe Weather Policy	20
Cars.....	20

STUDENT LIFE

Advice for Students.....	22
Code of Conduct.....	22
Honor Code	22
Chapel.....	22
Meals	23
Waiting Tables (Kerfoot Refectory).....	23
Cell Phones/Hand Held Devices.....	23
Headphones.....	24
Televisions.....	24

contents

STUDENT LIFE (CONT'D.)

Service Learning Guidelines (Community Service)	24
Fine Arts Requirement	25
Advisors	25
College Counseling.....	26
College Visits	26
Reporting Disciplinary Actions	26
Athletics	27
Prefects/Senior Prefect/Prefect Council	28
The Honor Council	28
Disciplinary Committee	29
Student Activities Committee	29
Sacristans Council	29
Clubs and Societies	29
Academics	29
Requirements for Each Discipline	30
Grading System	30
Honor Roll	31
Books, Materials, and Supplies	31
Homework	31
Daytime Study Hall	31
Free Periods	31
Evening Study Hall	32
Study Hall Rules in the Dorm	32
Late Lights	32
General Study Hall Rules - Day and Night	32
Class Attendance	32
Annual Prizes and Awards.....	33

CAMPUS REGULATIONS

Standard Disciplinary Procedures	36
Search and Seizure	36
Notice and Demerit System	37
Social Probation.....	37
Typical Offences Deserving Notice or Demerits	37
Offenses Requiring Notice	
Two & Four Demerit Offenses	
Cell Phones	
Tobacco & E-Cigarettes/Personal Vaporizers Smoking or	
Open Flame in a School Building	
Alcohol	
Illegal Drugs	
Behavior on the Internet	
Behavior off Campus	

contents

CAMPUS REGULATIONS (CONT'D.)

Sexual Language and Activity Between Students	40
Sexual Harassment	41
Good Manners	41
Suspension and Unexcused Absences	41
School Dress	42
Dress Code Guidelines (Other)	43

STUDENT SERVICES

Mentoring and Listening	46
Confidentiality	46
Infirmary	46
Illness/Injury	
Infirmary Fees	
Medical/Doctor Appointments	
Medications/Prescription	
The Owens Library	47
Computers	48
Internet/E-Mail Acceptable Use Policy	48
Student Center (Kemp Hall)	48
Travel and Transportation	49
Checking Accounts	50
Laundry	50

SCHOOL ADMINISTRATION

Administrators	52
----------------------	----

PARENTS AND THE SCHOOL

Note to Parents	56
Frequently Asked Questions	56
Parents' Association	57
SAT & ACT Program	58
School Map.....	Inside Back Cover

foreward

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

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



GENERAL INFORMATION

Saint James School 2017-2018

THE MISSION OF SAINT JAMES SCHOOL

*The Mission of Saint James School is to prepare young men and women
for academic success in college, and to challenge and inspire them
to be leaders for good in the world.*

*We seek to do this within a small and familial residential community
which values the moral and spiritual development of our students.*

COMMUNITY IDENTITY AND WORSHIP

THE PHILOSOPHY OF SAINT JAMES SCHOOL

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

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

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

Faculty at Saint James are expected to care for their students and to teach for their success. Students at

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

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

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

COMMUNITY IDENTITY AND WORSHIP

SCHOOL PRAYER

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

SCHOOL HYMN

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

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

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

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

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

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

(680, The Hymnal 1982; The Episcopal Church)



The Saint James Chapel

VISUAL IDENTITY

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

RATIONALE

A strong brand and graphic identity underscores Saint James School's credibility as a highly respected academic institution and equips the school to communicate its value to the world. Simply put, standards enable Saint James to maintain its distinctive identity across all communications platforms and channels.

By using its graphic elements consistently and judiciously, Saint James School can build a lasting image and distinguish itself from other private schools. Communications standards allow the many facets of, and offices within, the School to come together as a unified whole in the eyes of our audiences.

In order to establish and cultivate lasting confidence within, and among, these audiences, Saint James School must present a unique and positive image of itself. This image is our brand—the central, defining appearance or idea of what we are and what we do.

THE IMPORTANCE OF BRAND

Graphic identity is the sum of all visual impressions associated with Saint James School. Our brand is the image, promise, and reputation we've spent years building. It is one of the most valuable assets we have and must be carefully managed as well as respected.

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

Anyone interested in learning more about the Saint James School Identity System may call the Office of Communications at 301-733-9330, ext. 3039.

VISUAL IDENTITY



SCHOOL SEAL

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



SCHOOL PATCH

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



SAINT JAMES SCHOOL

SCHOOL SIGNATURE

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



SCHOOL SHIELD

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



RESIDENTIAL LIFE

Saint James School 2017-2018

ATTENDING SAINT JAMES AS A BOARDING STUDENT

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

RULES AND REGULATIONS FOR DORMITORIES

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

- Students may not enter dormitory halls of the opposite sex.
- No student of the opposite sex may enter a dormitory hall to visit the faculty person in charge of that dormitory. Arrangements will have to be made to meet elsewhere for extra help or counseling.
- No student may cross the campus alone after dark. Students must cross campus in groups of two or more.
- Students may not enter a dormitory in which they do not reside without permission from a resident faculty member or the Dean of Students.



Coors Dormitory for girls

BOARDING STUDENTS must be on their halls Sunday through Thursday at 10:00 p.m.

Friday and Saturday night check-in for boarding students:

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

Onderdonk:	10:30 p.m.
Mattingly & Coors:	10:45 p.m.
Claggett & Holloway:	11:00 p.m.

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

LIGHTS OUT

Sunday through Thursday Lights Out will occur at the following times:

Onderdonk:	10:30 p.m.
Mattingly & Coors:	10:45 p.m.
Claggett & Holloway:	11:00 p.m.

LATE LIGHTS

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

FIRE ESCAPE

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

ADDITIONAL RULES

- No one is permitted in storage rooms without a master's permission.
- Athletic equipment, including skateboards, lacrosse balls, etc., may be used outside but not in or around the buildings.
- Students who wish to ride skateboards or hoverboards on campus must wear helmets.
- Outside food may be ordered only on Friday night, Saturday and Sunday until 6:30 p.m. No food may be ordered during Exam week. This applies to all forms and prefects.
- No one is permitted out of his/her room after lights. This applies to all forms. Anyone out after lights is subject to disciplinary action.
- Tape, nails, thumbtacks are not to be used on the walls of rooms.
- The use of window fans, hot plates, hot pots, irons and other electrical appliances in dormitory rooms is not permitted.
- Televisions, stereos, video or computer games are not to be used during the academic day or evening study hall.
- Day students are not allowed to visit in the dormitories unless they have the dorm master's specific permission; permission from a friend who is a boarder is not sufficient.

DORMITORY PROPERTY

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

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

DO NOT BRING

- | | | |
|-----------------------|--------------------|--|
| • Air conditioners | • Incense | • Televisions |
| • Candles | • Lighters/matches | • Monitors larger than 30" |
| • Coffee makers | • Microwave ovens | • Game Console |
| • Halogen lamps | • Refrigerators | • Toasters or any kitchen electrical appliance |
| • Hot pots/hot plates | • Space heaters | • Irons |

Call the Dean of Students if you have specific questions.

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

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

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

DAILY INSPECTION (Rooms and Halls)

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

STUDENT VISITORS

Boarding students may not entertain visitors from off campus during the week (i.e., Sunday 6:00 p.m. through Friday 6:00 p.m.), but may do so with the Dean of Students' specific permission on weekends. They must ask for this permission in advance.



Onderdonk Dormitory for boys

OUT OF BOUNDS

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

SCHOOL PROPERTY

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

PERMISSIONS

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

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

A final permission list is posted on Friday at 12:00 noon noting when each student is free to leave; all students must return by Sunday evening at 7:45. Once posted,

PROPERTY PROTECTION

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

- Lock your door.
- Keep an updated inventory of all valuable belongings.
- Write down serial numbers of all valuable equipment, iPods and laptops to name two. Your dorm parent or the Dean of Students' office can assist you in

identifying the appropriate serial numbers to record. Give a copy of this inventory to the Dean of Students to place in your file for easy access if something goes missing.

- Use a lock with your bicycle.
- Label your clothing with laundry tags or permanent marker.
- Make it clear to your friends and dormmates that you do not want them in your room unless you are present.

this list is final and may not be changed for any reason. Again, parents should note that there are no exceptions to this rule, so they should not expect to arrange a weekend permission after this time unless it is a genuine emergency and they were not able to give proper notice, in which case they should contact the Weekend Duty Captain.

Boarders who sign out for the weekend and wish to make an early return must check-in with the Weekend Duty Captain.

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

PERMISSIONS ARE OF FOUR TYPES:

1. **Permission during the Week:** Any parent of a boarding student who wishes to take that student off campus during the week must contact the Weekend Duty Captain in advance and ask for permission.
2. **Permission to Leave Campus for the Weekend:** Any boarder who wishes to leave campus for the weekend must receive the Dean of Students' permission. In order to do this, the boarder must fill out a weekend permission form, which can be found at www.stjames.edu under "Campus Life" --> "Student Resources" --> "Weekend Permissions." Weekend permissions must be submitted by Wednesday at 3:30 p.m. Permission must also come from the parent or guardian who knows where the student will be on the weekend. If the student is going to visit a schoolmate's home, permission must come from the student's own parent and host parent. It is the policy of the School that a student in a romantic relationship with another Saint James student may not sign out for an overnight weekend visit. All parent permissions must come to the Dean of Students' Office before Thursday at 3:30 p.m. Permissions may be granted by any of the following means:
 - Filling out Parent Weekend Permission Form at www.stjames.edu under "Campus Life" --> "Weekend Activities." Forms may also be retrieved on the Parent Portal.

Occasionally, the Headmaster or Dean of Students may "campus" a boarding student whose conduct is inappropriate. Any student who is "campused" may not leave the School campus for any reason except required class trips or required athletic contests. A campused student may not leave with parents or go on any off-campus trip.

3. **Permission for Day Leave:** Any boarder who is remaining on campus for the weekend but would like to leave campus for any purpose must receive permission from the Weekend Duty Captain. Boarders may check out with the Weekend Duty Captain and return to campus by 10:00 p.m., but may not drive off campus with anyone under the age of 21 without the Dean of Students' specific permission. Boarders who sign out for the weekend but choose to return or remain on campus should inform the Weekend Duty Captain upon their return.
4. **College visits:** College visits should be made by the summer before the Sixth Form year and/or during long weekends, and vacations. In unusual circumstances, the Dean of Students will grant permission for a Fifth or Sixth Former to miss classes in order to make a college visitation. Such requests must be made at least three days in advance of the visit. In order to request an excused absence for a college visitation, students must obtain the Student Absence Request Form from the Registrar. On this form, students must provide the exact date and time of their departure from campus as well as the date and time of their return to campus, and they must obtain the signatures of their teachers, coach, and residence hall head permitting the absence. These completed forms must be submitted to the College Counseling Office at least one week in advance of the visit. If a visit includes being away for the weekend, boarders still need to complete a weekend permission form.

FIRE ALARM PROCEDURE

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

Activating the fire alarm will automatically notify the 911 emergency communications system. In the event of fire in any other structure or area, immediately exit the area and contact emergency personnel either by dialing 911, or 8-911 from an office/dormitory phone.

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

NON-FIRE EMERGENCY NOTIFICATION

Non-fire emergency communications are dispatched campus-wide through an Alertus® notification system. Alert beacons are located strategically throughout campus buildings. Beacons utilize both audio and visual means of notification. Students should familiarize themselves with the location of each beacon in each campus building.

If an alarm is activated, students should follow the instructions which will be displayed on each beacon and respond accordingly.



Holloway Dormitory for girls



Mattingly Dormitory for boys



DAY STUDENT LIFE

Saint James School 2017-2018

ATTENDING SAINT JAMES AS A DAY STUDENT

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

If a day student has a scheduled evening activity after dinner, he or she must attend dinner. Day students are not free to leave campus for dinner and then return. Please note that proctored evening study halls are for boarding students only.

On Friday and Saturday nights, day students must be picked up by 10:00 p.m. unless returning from a school sponsored trip at a later time. Day students who are still on campus after sunset are to be picked up at Kemp Hall.

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

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

During weekends, students may access the library during

normal hours (see p. 47 for hours). Day students may attend a review session with a particular teacher, provided he/she is picked up after it concludes.

Day students are welcome and encouraged to attend weekend activities. The weekend schedule is posted every Tuesday in the Parent Newsletter, and students may find posted schedules in Powell Hall and Kemp Hall.

SNOW AND SEVERE WEATHER POLICY

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

CARS

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

Any day student or checked out boarder who wishes to drive to campus during the weekend must have the Dean of Students' permission. No student may drive a boarder in his or her car. **Boarding students may not have cars.** These policies apply whenever school is in session, e.g. Reading Day, exam days, and other special days on campus.

TEMPORARY BOARDING

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



STUDENT LIFE

Saint James School 2017-2018

CONDUCT

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

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

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

HONOR CODE

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

"Lying" is defined as leaving somebody else with a false or misleading impression on purpose, and it is not excusable for a student to lie on behalf of a friend. Students are responsible for knowing the contemporary, Standard English definitions and synonyms of the verbs "lie" and "deceive" in the *Merriam Webster's Collegiate Dictionary*. "Stealing" includes "borrowing" without permission and being in possession of someone else's property. "Cheating" is defined as "presenting someone else's

academic work as one's own, or using an additional source dishonestly, for instance using prepared notes without permission on a quiz, test, or examination, or using an unacknowledged source on homework, a project, or a report." Serving as such a source or providing an advantage to another student without acknowledgement is also considered cheating, for instance allowing one's work to be copied for a homework assignment or sharing material on a quiz or a test.

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

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

CHAPEL

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

During the week, morning Chapel is required, and it is voluntary in the evening. Sunday Chapel is generally voluntary, though some Sunday services are required. As a space dedicated to the worship of God, the Chapel

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

MEALS

Breakfast: served buffet style Monday through Friday, is required of all boarders except the Sixth Form. The continental breakfast served on Saturday and Sunday is optional.

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

Dinner: served family style Monday and Wednesday. Tuesday, Thursday, Friday, Saturday, and Sunday dinner is an informal buffet. Boarding students may sign out with an adult for Tuesday dinner; students must return by 8:00 p.m. Study Hall.

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

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

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

Any student who is late acts as a waiter for that meal, taking the place of the student who is waiting. He/she also has to do his/her normal term of duty when it comes around.

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

No student is to begin to eat until the head of the table gives permission.

CELL PHONES

Students and parents should understand that cell phone use in public spaces can be impolite and disrupts the usual social engagement that takes place on our campus. For this reason, we discourage the adults on our campus from using cell phones publicly, and students are permitted to use cell phones only under the following conditions:

Students are permitted to bring cell phones to school, and cell phone numbers must be recorded with the Dean of Students. While on campus cell phone use for boarding students is limited to a student's own dormitory. A day student may use a cell phone to call

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

These calls should be made from the lobby of Alumni Hall. For school trips, students may carry their cell

WAITING TABLES

CELL PHONES

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

phones for emergency use only. Cell phone use (voice, text, games, etc.) is prohibited during evening study hall hours and after lights-out. A faculty member may ask a student to put away his/her cell phone if the use is deemed inappropriate or disruptive.

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

HAND HELD DEVICES

Hand held devices are not to be used during the Academic day.

HEADPHONES

Headphones are not to be worn/used:

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

TELEVISIONS

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

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

SERVICE LEARNING GUIDELINES

In order to graduate, a 6th Former must have completed 15 hours of volunteer service for each year enrolled at Saint James School in Forms 3 through 6. Service completed in Form 2 or prior to enrollment in Saint James is noted on student records but does not fulfill the requirement. The requirement is cumulative, which means that students may complete their service hours at their own pace; however, 20 service learning hours must be completed during the final two years enrolled in Saint James, unless the student enters Saint James only for 6th Form. All volunteer service must adhere to the following conditions:

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

As a general rule, volunteering directly for Saint James School does not fulfill the Service Learning requirement. There are, however, certain events held on campus (e.g. Easter egg hunt; Run for Memory) that may qualify because they benefit the wider community.

To receive credit for service learning hours, students must submit a "Service Learning Volunteer Form," including answers to the reflection questions. Forms must be submitted by the end of the marking period immediately following the completion of service. Service completed over the summer or in the final marking period should be reported by the end of the first marking period of the new academic year.

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

2nd Form: must complete 60 hours by his/her graduation

3rd Form: must complete 60 hours by his/her graduation

4th Form: must complete 45 hours by his/her graduation

(Again, students entering Saint James School prior to 5th Form must complete 20 of their cumulative service learning hours during their 5th and 6th Form years.)

5th Form: must complete 30 hours by his/her graduation

6th Form: must complete 15 hours by his/her graduation

School Fall play or Spring musical. (= 10 units)

- direct a one-act play (= 10 units)
- act in a one-act play (= 3 units)
- study a musical instrument outside the School with department's permission and play in 2 performances (= 10 units)
- serve as senior or supporting editor of the yearbook. Year-long participation is required and credit will be granted only at the end of the year (= 10 units)
- set design and construction (2 hours work = 1 unit)
- serve as a member of the A/V team (= 10 units)
- perform in an off-campus production – dramatic or musical production with department's permission (= 5 units)
- attend no fewer than (10) artistic events sponsored by the School or approved by the Fine Arts Department. (= 10 units) Of these ten units, up to 3 may be earned on travel/cultural excursions.

FINE ARTS REQUIREMENT

Every upper school student is required to fulfill an annual Fine Arts Requirement of no fewer than ten (10) units.

All students are strongly encouraged to explore their interests and talents through active participation in the arts on campus. This may be fulfilled as follows:

- enroll in and pass an academic course offered by the Fine Arts Department (e.g., Studio Art, Choir, Music Theory) (= 10 units)
- study a musical instrument and perform at least twice in public performance opportunities such as recitals, chapel, or studio class (for beginning students only) (= 10 units)
- participate in a school ensemble (e.g., string ensemble, boys' a cappella, girls' a cappella). These ensembles rehearse weekly and perform for school concerts and events. Year-long participation is required and credit granted only at the end of the year (= 10 units)
- act in (or serve in the technical crew of) a full length

Brochures, ticket stubs, or other proof of attendance from off-campus events must be turned in by the student to the Chair of Fine Arts at the end of each trimester.

Students must complete the annual Fine Arts Requirement by Spring Reading Day. Students may earn and apply up to three (3) Fine Arts units from the summer to the forthcoming year.

ADVISORS

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

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

Advisors meet regularly with their advisees to monitor their academic progress and general engagement at school. In this role, advisors work together with each

student's hall master, teachers, and coaches to help him/her remain happy and successful at Saint James.

COLLEGE COUNSELING

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

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

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

Transcript requests for the purpose of a college application should be made by completing the gold "Transcript Request Form" and students should adhere to internal college counseling deadlines when requesting transcripts.

Testing records for the college application must be sent directly from the testing agency (SAT, ACT, TOEFL, etc) to the school to which a student is applying. Test scores ARE NOT included on a Saint James transcript. Students are solely responsible for this step in the application process. Student grades are sent to the colleges at the end of the fall AND winter terms. The fall grades accompany the secondary school report packet (school evaluation, school profile, teacher recommendations, transcript). The fall term grades serve as the "midyear" grades.

COLLEGE VISITS

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

REPORTING DISCIPLINARY ACTIONS

The Statement of Principles of Good Practice of the National Association for College Admission Counseling (our professional governing body) requires the School's reporting of "any significant change in a candidate's academic status or qualifications, including personal school conduct record between the time of recommendation and graduation, where permitted by applicable law." Such changes include suspensions, changes in schedule, extended medical leaves, and separation from the School. Students are also expected to contact each school to which he/she has applied to explain the "significant change." These letters should be

submitted within seven days of the “change of status.” All Saint James students must also answer honestly any discipline-related questions that are a part of a college application.

ATHLETICS

Saint James is committed to the education of the whole person. Therefore, all students are required to participate in athletics in each of the three seasons.

Saint James has a comprehensive athletic program in which all students participate. Many life lessons are learned by participating and competing in sports, and we look forward to engaging your sons and daughters to help instill these lessons in a safe environment.

The Saint James Athletic Department offers interscholastic and intramural offerings in all three seasons. Second and third form students are required to participate in three “A level” sports each academic year. Fourth, fifth, and sixth form students are required to participate in two “A level” sports, and may choose a third “A level” or one “B level” program to complete their athletic requirement for that academic year. Additionally, a student must participate in a fall “A level” sport, regardless of form.

Exemptions:

A student wishing to seek an exemption from his or her sport requirement may apply in writing to the Director of Athletics, who will forward the request to the Sports Requirement Committee. Exemptions may be granted for, but are not limited to, the following:

1. A fourth through sixth form student may be excused from a fall “A level” sport if he/she has both a proven winter and spring “A level” sport.
2. A second or third form student may be excused from a third “A level” sport if he/she displays extraordinary ability in one of his/her two declared sports.
3. Any student may be excused for one season if he/she participates in a sport that is not offered by Saint James. (Swimming, Equestrian, Gymnastics, etc.)

If a student is unable to fulfill his/her requirement due to injury or disability, he/she will be required to manage

or intern as appropriate and will have priority for these positions.

Failure to meet the sports requirement may preclude a student from being enrolled at Saint James the following academic year.

All students are expected to attend all practices and games.

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

Students who are unable to participate in sports due to a physical injury must be seen by a medical doctor. The athletic trainer must receive an excuse from the doctor documenting the injury and the dates in which the student is excused from participating in sports. The injured student must still attend practices and games with his/her team. In order to resume participation, the student must be cleared in writing by the doctor.

If a student is unable to attend classes or a required school function he/she is not allowed to participate in athletics that day or to go on any school team or class trip that afternoon or evening. If a student misses class on a Friday, then he/she requires the Assistant Headmaster’s specific permission to compete in an athletic contest that weekend.

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

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Field Hockey (Girls)	Basketball (Boys and Girls)	Lacrosse (Boys and Girls)
Football (Boys)	Wrestling (Boys)	Tennis (Boys and Girls)
Soccer (Boys and Girls)	Martial Arts (Co-ed)	Baseball (Boys)
Volleyball (Girls)	Dance (Girls)	Softball (Girls)
Cross Country (Boys and Girls)	Indoor Running (B level)	Martial Arts (Co-ed)
Golf (Boys)	Team Manager (B level)	Team Manager (B level)
Team Manager (B level)	Strength & Conditioning (B level)	Strength & Conditioning (B level)
Strength & Conditioning (B level)		

PREFECTS

The Prefects are ten seniors (six boys; four girls) nominated by the faculty and the student body voting in separate electoral colleges and appointed by the Headmaster.

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

Each prefect assists the dorm faculty in the supervision of a dormitory. In this role, the prefect is expected to advise his/her fellow students and to uphold the rules and standards of the School.

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

SENIOR PREFECT

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

PREFECT COUNCIL

The Prefect Council is the ultimate student council to which all ten prefects belong. The Senior Prefect serves as chair and the Dean of Students serves as Faculty Advisor.

The Prefect Council is convened by the Headmaster, the Dean of Students, or the Senior Prefect to consider issues relating to the prefects' role and duties as they may arise.

THE HONOR COUNCIL

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

DISCIPLINARY COMMITTEE

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

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

STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee consists of the Dean of Students and 10 students appointed by the Dean of Students. The Dean of Students shall also appoint a student chair. The committee is the main planning organization for events such as dances and other social events. Members of the committee may also perform such duties as the Dean of Students shall assign to them.

SACRISTANS COUNCIL

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

CLUBS AND SOCIETIES

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

expressed statement of purpose or identity.

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

All students are required to attend the scheduled club/activities period each Thursday.

ACADEMICS

Saint James School requires a minimum of 21 credits for graduation, of which 18 must be academic. Credits beyond the minimum of 18 academic credits may be earned by taking additional academic classes or by successfully completing an annual physical education credit (through our required participation in athletics each season). This is in compliance with the State of Maryland regarding credits required for graduation from secondary school. The credits will all be recorded on the student's official transcript.

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

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

The academic year consists of 32 weeks, with three trimesters ending at Thanksgiving Break, Spring Break, and Commencement; each trimester is comprised of two marking periods with an examination period at the end of the Fall and Spring trimester. Generally, students take five academic subjects; Sixth Formers taking three or

more Advanced Placement courses may take four classes. All major subjects meet for four periods per week. Most courses require final examinations at the conclusion of the Fall and Spring trimester. Some spring examinations may cover the work of the entire year.

One full credit is given for each course successfully completed; transcripts reflect the three trimester grades and the Final Grade. Students enrolled in Advanced Placement courses are required to take the Advanced Placement examination in May.

Parents receive student grades at the end of each marking period (six times a year); in addition, narrative comments accompany grades at the end of the first, third and fifth marking periods and at the end of each trimester. Marking period grades are meant as indicators of the most recent work; however, they do not reflect the work of a full trimester or of the trimester examination and are not reported on official transcripts.

Latin diplomas are granted to those members of the Sixth Form who have successfully completed a minimum of 21 credits with at least eighteen credits of academic work.

REQUIREMENTS FOR EACH DISCIPLINE ARE AS FOLLOWS:

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

GRADING SYSTEM

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

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

HONOR ROLL

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

High Honors List: an average of A- (3.67) or better average with no grade lower than B

Honors List: an average of B (3.00) or better with no grade lower than B-

ACADEMIC PROBATION

Students are placed on academic probation when they have any grade below C- at a marking period or a trimester.

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

BOOKS, MATERIALS, AND SUPPLIES

Textbooks and school supplies may be purchased from the School Store and charged to the student accounts.

Summer reading texts for Advanced Placement classes will be available for purchase mid-May.

All students in Forms II and III, new students and day students in Forms IV, V and VI will be assigned a locker in Fulton Building or Powell Hall to use in addition to their bookbags. Students in Forms IV, V and VI may request a locker and one will be assigned if available. All other day and boarding students may select one (1) cubby to use. Students in Forms II and III may not use a cubby. Students are expected to take responsibility for their belongings. Books and materials must not be left in public areas (e.g. McIntyre Room, hallways) that interfere with the smooth running of study halls or cleaning of the buildings. Students must keep all school materials in their bookbag, locker or cubby. Nothing is to be on the countertops in the cubby area, tables or floor except the student's bookbag.

HOMEWORK

Students are expected to keep track of their daily homework assignments. If a student is absent from class, he/she is expected to return to school with the assigned work completed. Boarding students should seek out their masters or classmates to find out the daily assignment; day students should call a classmate (remember boarders are not available by phone between 7:30 - 9:30 pm). Do not call the School office—homework assignments are not available there.

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

The School fax machine is not available for student use. The School does not fax homework assignments, nor should students fax work from home unless specifically instructed to do so.

DAYTIME STUDY HALL

Study hall in Powell Hall is required during free periods for the following:

Forms II, III Study Hall for all

Form IV Study Hall unless on Honors or High Honors

Form V Study Hall if on Academic Probation

Form VI Study Hall if on Academic Probation

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

FREE PERIODS

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

EVENING STUDY HALL

8:00 - 10:00 p.m. Sunday – Thursday

Forms II, III: Dorm Room Study (may not sign out) unless assigned to McIntyre Room by the Assistant Headmaster.

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

Students in Forms IV-VI on Academic Probation must report to Study Hall in the McIntyre Room.

All returning and new boarding students (Forms IV-VI) are automatically assigned to room study during the first marking period. During subsequent marking periods, they study in their rooms or Powell Hall based on academic performance.

STUDY HALL RULES IN THE DORM

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

Any student who violates the rules for room study may be sent by the study hall proctor to study in the McIntyre Room.

LATE LIGHTS

If boarding students have worked through study hours and in the time up to bedtime, they may ask for more time to study, in their rooms and quietly, for up to 30 minutes after “lights out.” Late lights are not granted on Sunday nights.

GENERAL STUDY HALL RULES – DAY AND NIGHT

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

CLASS ATTENDANCE

Students are to attend every class unless officially excused by the Assistant Headmaster, the Nurse or the Dean of Students. If the student arrives late to school, he/she is to check in with the School Nurse or Registrar.

Any student who misses class without permission will receive 4 demerits.

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

Students must attend all classes including those which meet just before a vacation or just after a vacation. The calendar for the School year is determined and provided to students well in advance. **Therefore, students and their parents should not ask permission to leave early for a vacation or to return late. Students will receive 4 demerits per day missed as well as an academic penalty for unexcused absence if their travel plans conflict with the School calendar.**

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

ANNUAL PRIZES AND AWARDS (FORMS IV -VI)

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

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

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

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

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

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

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

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

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

Chaplain's Prize – awarded to the student who best exemplifies the primal purpose of Saint James School in training Christian gentlemen and ladies.

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

Smith Bowman Prize – awarded to the Sixth Former who best exemplifies the qualities of a gentleman.

Margaret A. Pennington Prize – awarded to the Sixth Former who best exemplifies the qualities of a lady.

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

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

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

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

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

The Louis G. Fields, Jr. Prize Scholarship – a \$5000 boarding scholarship awarded to an incoming member of the Sixth Form who has distinguished him or herself as a scholar, a person of high character and

courage and an example of good within the Saint James community, participating in a well rounded program of extracurricular activities and viewed by the faculty as generally positive and helpful in his or her relationships.

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

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

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

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

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

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

ANNUAL PRIZES AND AWARDS – (FORMS II AND III)

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

The Rich Memorial Prize – awarded to a Third Former for scholarship.

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

Academic prizes for achievement are also awarded.



CAMPUS REGULATIONS

Saint James School 2017-2018

STANDARD DISCIPLINARY PROCEDURES

Major discipline violations are usually handled directly by the Dean of Students or the Headmaster.

The Disciplinary Committee and the Honor Council may be convened to help determine the truth in a particular matter and to provide the student the opportunity to appear before a larger company of faculty and peers. Appearance before either committee is not a “trial,” it is rather a further opportunity for the student to tell the truth and to see his/her behaviors in a different context, i.e., in the company of other students who keep the honor code and obey the School’s rules. When a student appears before either committee, he or she is accompanied by his or her advisor.

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

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

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

4. A student found to have cheated on a significant homework assignment is warned and receives a zero in the first instance, is suspended in the second instance, and expelled in the third.
5. A student found to have cheated on a quiz or test is suspended for one week and receives a zero in the first instance, expelled in the second.
6. A student found to have cheated on a trimester examination or standardized testing is expelled in the first instance.

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

SEARCH AND SEIZURE

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

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

NOTICE AND DEMERIT SYSTEM

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

1. A student must accumulate four demerits in a demerit week in order to be assigned work squad. Once assigned work squad, a student is required to serve thirty minutes of work squad for every demerit he/she has received. The purpose of work squad is to provide the student with a sufficient consequence for his or her misbehavior and to encourage him or her to stop it.
2. Any student who is assigned work squad may work as many as two hours on Saturday morning; additional hours may be served on Sunday morning. No boarding student may sign-out the night before required work squad; this is part of the consequence.
3. If a student is unable to participate on Saturday or Sunday work squad due to a school commitment, that student must arrange, with the Dean of Students of Duty Captian, an alternate time to work off the demerits he/she has received.
4. Any student with eight or more demerits in a demerit week will meet with the Dean of Students. The Dean will then notify the student's parents and advisor in writing.
5. A student is placed on Demerit Probation if the Dean of Students believes that he/she has accumulated an excessive number of demerits, revealing a casual disregard for the School's rules.
6. If a student on Demerit Probation receives eight demerits in a given demerit week, he/she may be required to appear before the Disciplinary Committee. The Disciplinary Committee will review the student's disciplinary record and the nature of the various offenses in order to counsel the student and make appropriate recommendations to the Headmaster. The Dean of Students will notify the student's parents in writing, explaining the nature of the demerits and the decision.
7. Faculty, staff, and prefects may assign demerits or give notice. Unless there are extenuating circumstances which the School's administration believes to be pertinent or an overall pattern of improvement which the School's administration believes indicative of a

better start next year, students who receive a large number of demerits are typically not asked to return at the end of the year.

SOCIAL PROBATION

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

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

Any student who is suspended for a disciplinary violation is considered to be on Social Probation until the end of the next Trimester. If a returning student is suspended in the second half of the Third Trimester, he/she will be on Social Probation for the First Trimester of the following academic year.

TYPICAL OFFENSES DESERVING NOTICE OF DEMERITS

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

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

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

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

DEMERIT GUIDELINES

OFFENSES REQUIRING NOTICE

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

TWO DEMERIT OFFENSES

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

FOUR DEMERIT OFFENSES

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

The demerit week runs from Wednesday to Tuesday.

CELL PHONES

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

TOBACCO & E-CIGARETTES/ PERSONAL VAPORIZERS

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

SMOKING OR OPEN FLAME IN A SCHOOL BUILDING

1st instance	1 week suspension
2nd instance	Dismissal

ALCOHOL

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

ILLEGAL DRUGS

POSSESSION OF, USE OF, OR INVOLVEMENT WITH ILLEGAL DRUGS OR DRUG PARAPHERNALIA WILL RESULT IN DISMISSAL FROM SAINT JAMES SCHOOL.

SUSPENSION AND DISMISSAL

1. The following will be cause for suspension or dismissal:

- Hazing, bullying, or physical abuse of any kind
- Entering a dorm of the opposite sex
- Involvement with alcoholic beverages
- Smoking or open flame in a building
- A serious violation of the Honor Code
- Serious violation of the School's weekday or weekend permission policies
- Possession of knives, firearms, explosives or other weapons
- Abuse of prescription or over-the-counter medication
- Sexual activity or intercourse

2. The following may be cause for suspension or dismissal:

- Serious misconduct on the internet
- Cellular phones (repeated violations)
- Out of building after lights without permission
- Serious rudeness or disrespect to faculty, staff or any other person
- Several violations of school policies or a general pattern of misbehavior

- Leaving campus without permission
- Serious violation of the School's car policy
- Tampering with fire equipment
- Tampering with security screens in dormitories
- Sexual harassment or misconduct
- Continued failure to follow dormitory rules
- Repeated absence from class, athletics, or chapel

3. The following are also prohibited:

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

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

BEHAVIOR ON THE INTERNET

Any student who incriminates him or herself, harasses another, or damages the good name of the School by his or her internet use is liable for suspension or dismissal. This expectation applies whether the student is using the internet on or off campus.

BEHAVIOR OFF CAMPUS

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

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

In this regard, the School reserves the right to protect its good name and to dismiss from school any student who causes public scandal by behaving in an immoral or illegal manner, even when he or she is off campus and is his or her parents' responsibility.

SEXUAL LANGUAGE AND ACTIVITY BETWEEN STUDENTS

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

Inappropriate Public Displays of Physical Intimacy:

Students who engage in public displays of physical intimacy which are vulgar or passionate are reprimanded in the first instance and demerited thereafter.

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

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

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

- When there is a significant age or grade difference between two students engaging in sexual conversation or behavior, i.e., more than 2 forms or more than 2 years, the older student is always considered more responsible, and therefore liable for more severe punishment, whether the younger student is "complicit" or not.
- Sexual activity which is promiscuous, anonymous, or engaged in without relationship is considered less understandable, more scandalous and more dangerous both to the student(s) involved and to the wider student body. Therefore, the punishment for this kind of activity may also be more severe.

ADDRESSING SEXUAL HARASSMENT

Any student who feels harassed or uncomfortable because of the conversation or behavior of any other student, teacher, or member of staff should report this to his/her advisor, the Chaplain, the Dean of Students, the School Nurse, the School Counselor, the Associate Headmaster, or the Headmaster as he or she may feel most comfortable.

Such reports are handled discretely by the senior administration, as is appropriate in each instance.

GOOD MANNERS

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

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

SUSPENSION AND UNEXCUSED ABSENCES

The 2017-2018 session begins with Welcome Week. Attendance is required for all Welcome Week activities.

Students are expected to attend all academic classes, athletics and Chapel services without exception. Students will receive demerits for skipping these school obligations. Students with more than two unexcused absences (academic classes, athletics and/or Holy Eucharist) will see the Dean of Students. Students are suspended from school for serious misbehaviors, which are dismissible if repeated.

Academic work missed during a suspension or unexcused absence:

- Quizzes, tests, exams, in-class writings and labs may not be made up and will be recorded as 50%.
- Research papers and term projects may be submitted upon return, but without extension.
- Graded homework may be submitted at the first class upon return, but without extension. It is the student’s responsibility to get assignments from classmates or from teachers; it is not the teacher’s responsibility.

The maximum length for a suspension is one week. If a student receives two suspensions in the same academic year, that student may be required to withdraw, depending upon the nature of the offenses.

When a student is suspended, all existing demerits are removed and no additional demerits are added.

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

Any student who is absent without excuse receives at least four demerits for every day missed from school.

SCHOOL DRESS CODE

Neatness of the whole person is expected at all times.

Students who violate dress code will be asked to change.

On their first offense they will be given a warning, and on subsequent offenses will receive demerits. The following guidelines should be followed for all school appointments including school-sponsored activities and trips, unless otherwise specified by the Headmaster:

BOYS

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

GIRLS

- A sport coat or blazer will be worn. The blazer or sport coat must fall to the waist and be able to be buttoned across the front.
- A properly fitting dress-blouse, button-down blouse, or collared dress-shirt will be worn. Shirts must be fully tucked-in and buttoned. The shirt may not be unbuttoned past the first button nor should undergarments/bralettes/camisoles be visible. Cleavage should not be visible. Strapless, halter or spaghetti straps tops may not be worn. Sleeveless blouses or dresses are allowed, as long as shoulders are covered while in the Refectory and academic buildings. A neat turtleneck may be worn November 1-April 1. Turtlenecks must be cotton shirts, folded at the neck and tucked neatly into trousers or skirts. “Mock turtlenecks” and turtleneck sweaters are not permitted.
- A crewneck or V-neck sweater, cardigan or vest may be worn over the blouse or turtleneck and under a blazer.
- A skirt, hemmed at most 3” above the knee, or full length or ankle length dress slacks will be worn. Pants may have a flat or pleated front. Pants may not have external pockets (as on cargo pants or jeans). Pants must be traditionally styled, therefore no low rise or bell bottoms, or “western cut” pants with riveted pockets are permitted. Belts must be worn if pants have belt loops. Corduroy jeans, slacks which are not hemmed, and tight fitting slacks and leggings are not allowed. Denim clothing, or clothing that resembles denim, is not permitted.
- A dress, which follows the same neckline and length guidelines as blouses and skirts, may be worn. Low-cut dresses and blouses are not permitted.
- Tight-fitting skirts, dresses and/or clothing with revealing slits will not be permitted. Slips should be worn with unlined skirts or dresses.
- Dress shoes, loafers or flats must be worn at all times. Sandals and athletic shoes are not permitted. Boots designed for inclement weather may only be worn in such weather. Dress boots must fall below the knee. Pants are not permitted to be tucked into dress boots. Girls should choose footwear which is traditional and professional. Heels should not exceed 2½”.

OTHER DRESS CODE GUIDELINES

Hair must be clean, combed and of natural color. For boys, hair must be evenly cut (i.e. not shaved underneath) and above the collar. Hair must always be well groomed, and must not be too long. In this regard, boys' hair may not be permed, braided, or gathered on any school occasion or at any school event, including organized athletics. Boys may not wear earrings. All boys must be clean-shaven and sideburns may not go below the ear. The only piercing ornamentation allowed is earrings on girls (no more than 2 per ear). Clothing must be clean, shirts and blouses must be pressed, tucked in, and fastened. **No Saint James student is allowed to receive a tattoo, and any preexisting tattoos must be covered by school or casual dress.**

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

It is not appropriate for students to wear athletic clothing to any term exam, dinner, family seating or Sunday brunch in the refectory.

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

SPECIAL EVENTS

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

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



Casual dress



Modified school dress



Formal school dress



STUDENT SERVICES

Saint James School 2017-2018

MENTORING AND LISTENING

It is not uncommon for all of us to need a good listener on occasion, someone to give us some advice or to help us with a problem. Saint James offers many such persons. New students should feel free to speak with their Big Brothers or Big Sisters, who have had similar experiences in starting life at a new school. Students are also encouraged to seek out an upper former, especially a prefect, as appropriate.

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

If a student or family wants to seek professional, psychological services, they may ask any faculty member with whom they are comfortable about arranging these services while attending Saint James. If a student has a concern of a more spiritual nature, he/she may speak to one of the clergy in the community.

CONFIDENTIALITY

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

INFIRMARY/ILLNESS/INJURY

A School Nurse is on duty in the Infirmary Monday, Wednesday and Friday from 7:30 a.m. - 4:00 p.m., and on Tuesday and Thursday from 7:30 a.m. - 3:00 p.m. Weekend hours: Saturday and Sunday from 12:00 - 2:00 p.m. Only the Nurse may grant excuses from classes, meals and athletics.

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

INFIRMARY FEES

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

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

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

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

There is a **\$35.00 per trip fee** for non-emergency medical transportation.

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

Day Students who are ill and unable to come to school must have their parents phone the School by 8:00 a.m.

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

When a student is admitted to the infirmary for 1 – 3 periods, a **\$25 fee** will be charged and the student's attendance at athletic practice or a game, dinner, and evening study hall is at the School Nurse's discretion.

If a student is admitted for more than 3 periods, he/she will stay in the infirmary all day and a **\$50 fee** will be charged. The student will not attend athletic practice or a game; day students will go home and boarders will go to their dorm room. Additionally, boarders will attend dinner and evening study hall as usual unless noted otherwise by the School Nurse, and they will stay on dorm from 9:30 PM until lights out.

Students who are feverish or are so ill that they require extended care will be sent home or to their guardian's home at the Nurse's discretion. Overnight stays in the infirmary will be supervised as delegated by the Nurse. Overnight in the infirmary is for observation

and separation of the ill student from others, not acute medical care.

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

The School Doctor is on call as needed. The nurse or trainer will determine when a student needs to see the Doctor or an appropriate specialist.

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

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

MEDICAL/DOCTOR APPOINTMENTS

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

MEDICATIONS/PRESCRIPTION

Any student who is prescribed medication must inform the School Nurse. The Nurse will administer all medications except those she has given permission for the student to self-administer (i.e., antibiotics, allergy medication). All medications not approved for self-administration will be given to the Nurse for storage and administration; none shall be kept in the dormitory room.

THE OWENS LIBRARY

Library Hours:

Monday - Thursday	7:15 am - 3:30 pm 8:00 pm - 10:00 pm
Friday	7:15 am - 3:30 pm
Sunday	1:00 pm - 5:00 pm 8:00 pm - 10:00 pm

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

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

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

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

COMPUTERS

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

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

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

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

STUDENT CENTER

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

INTERNET/EMAIL

ACCEPTABLE USE POLICY:

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

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

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

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

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

USER'S RESPONSIBILITIES:

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

UNACCEPTABLE NETWORK USE INCLUDES, BUT IS NOT LIMITED TO:

- Accessing, possessing, or sharing material containing pornography or any other material deemed inappropriate in nature.
- Accessing, possessing, or sharing unlawfully downloaded copyrighted material such as games, movies or music.
- Using the Saint James network to harass, haze, or bully any student.
- Downloading or storing large or extensive files on school computers that are not pertinent to school work, including audio and video files.
- Attempting to change any configuration (physical or virtual) of any Saint James computer or network;
- Printing unnecessary copies of work or files.
- Using the network for any financial gain (unless approved by the Dean of Students).

Note: Students may use the Saint James network to purchase appropriate products online.

- Using cellular hotspots to connect to networks other than Saint James'.
- **Providing or attempting to acquire personal information over the Web.**

TRAVEL AND TRANSPORTATION

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

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

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

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

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

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

will have a sign with the School's name or your name on it for identification purposes.

If a student is delayed for any reason, he/she should immediately call Time Advantage, LLC at 301-378-6333. Student should also notify their respective dorm head via email and/or the Dean of Students.

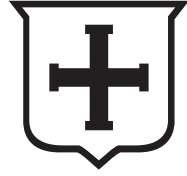
**NO TRAVEL WILL COMMENCE BEFORE
RELEASE TIMES, AND ARRIVAL AT SCHOOL
WILL BE BETWEEN 6:00 P.M. – 9:30 P.M. ON THE
SCHEDULED DAYS.**

CHECKING ACCOUNTS

All boarders must have their own checking accounts. If a student cannot obtain one from his/her home bank, the School can arrange to have one opened at the local branch of M&T. In order to have a check cashed, the student must make the check payable to "Cash", endorse the check, and bring the check to the Business Office the day before funds are needed.

LAUNDRY

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



SCHOOL ADMINISTRATION

Saint James School 2017-2018

HEADMASTER

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

ASSISTANT HEADMASTER

The Assistant Headmaster is responsible to the Headmaster for the academic direction of the School. In this role, he assists the Headmaster in the appointment of new faculty, the supervision and evaluation of existing faculty, and the direction of the School's curriculum. He directs the department chairs in the supervision of their respective departments, maintains discipline in the academic building, and enforces the academic standards of the School. He serves as the School's primary liaison in academic matters with individual parents. He supervises all academic extracurricular activities. In the absence of the Headmaster, he administers the School. He is assisted by the Academic Secretary and Registrar.

BUSINESS MANAGER

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

DIRECTOR OF ENROLLMENT MANAGEMENT

The Director of Enrollment Management is responsible to the Headmaster for administering admissions to the School. In this, he is assisted by the Senior Associate Director of Enrollment Management, the Assistant Director of Enrollment Management, and the Admission Assistant.

DEAN OF FACULTY

The Dean of Faculty is responsible to the Headmaster for the guidance, morale and supervision of the faculty. She assists the Assistant Headmaster in the hiring of new

faculty. She works closely with the Assistant Headmaster with directing the department chairs and the supervision of their departments.

DIRECTOR OF DEVELOPMENT

The Director of Development is responsible to the Headmaster for the School's public relations and fund-raising.

SENIOR MASTER

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

DEAN OF STUDENTS

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

DIRECTOR OF ATHLETICS

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

CHAPLAIN

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

DIRECTOR OF COLLEGE COUNSELING

The Director of College Counseling oversees the college admissions process under the direction of the Headmaster. The Director counsels all students applying to college, schedules all college visits, and administers the PSAT. In addition, the Director assists the Assistant Headmaster in matters pertaining to the academic program.

DIRECTOR OF INFORMATION TECHNOLOGY

The Director of Information Technology develops and manages the School's computer network and program under the direction of the Business Manager and the Associate Headmaster.

SCHOOL COUNSELOR

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

DIRECTOR OF ACADEMIC AND INTERNATIONAL STUDENT SUPPORT

The Director of Academic and International Student Support is responsible for all academic and international student support under the direction of the Assistant Headmaster.

DIRECTOR OF COMMUNICATION

The Director of Communication is responsible for all communication and marketing on behalf of the School under the direction of the Headmaster.





PARENTS AND THE SCHOOL

Saint James School 2017-2018

NOTE TO PARENTS

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

FREQUENTLY ASKED QUESTIONS

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

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

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

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

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

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

Weekends: Please do not leave a message in the School voice mail after 4:00 pm Friday if it relates to a weekend concern. Call the appropriate Duty Team Captain, whose phone number is listed on the recorded message, or call the School's cellular phone at 301-730-8788.

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

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

Send care packages and write letters on a regular basis.

Know your child's schedule.

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

How do I take my child off campus during term?

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

What is the Annual Fund?

Each year Saint James School asks its parents, trustees, alumni, grandparents, and friends to contribute to the School's Annual Fund. The Annual Fund is vital to the School's finances and is the School's first philanthropic priority.

Why does Saint James ask for these gifts?

Donations to the Annual Fund provide 10% of the School's operating budget each year. This vital income bridges the substantial gap between tuition revenue and the true cost of educating each Saint James student. Contributions to the Annual Fund are unrestricted, meaning the School can allocate them wherever they are most needed. Far-reaching and essential, the Annual Fund touches virtually every area of the School. Saint James expects that every school family will make an Annual Fund gift each school year. For more information about the Annual Fund, or to make your annual gift, please visit the School's website (www.stjames.edu).

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

A wonderful way for Saint James School parents to show their gratitude and appreciation to teachers is by supporting the Annual Fund Campaign each year. Annual Fund gifts can be given "In Honor" of an individual teacher or administrator, and this special designation will appear in the School's Annual Report of Giving. Parents are discouraged from the practice of making monetary gifts to individual faculty members.



Members of the Parents' Association.

PARENTS' ASSOCIATION

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

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

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

SAT & ACT PROGRAM

2017-2018

ACT Test Dates & Closest Location (pay attention to early and late registration periods)

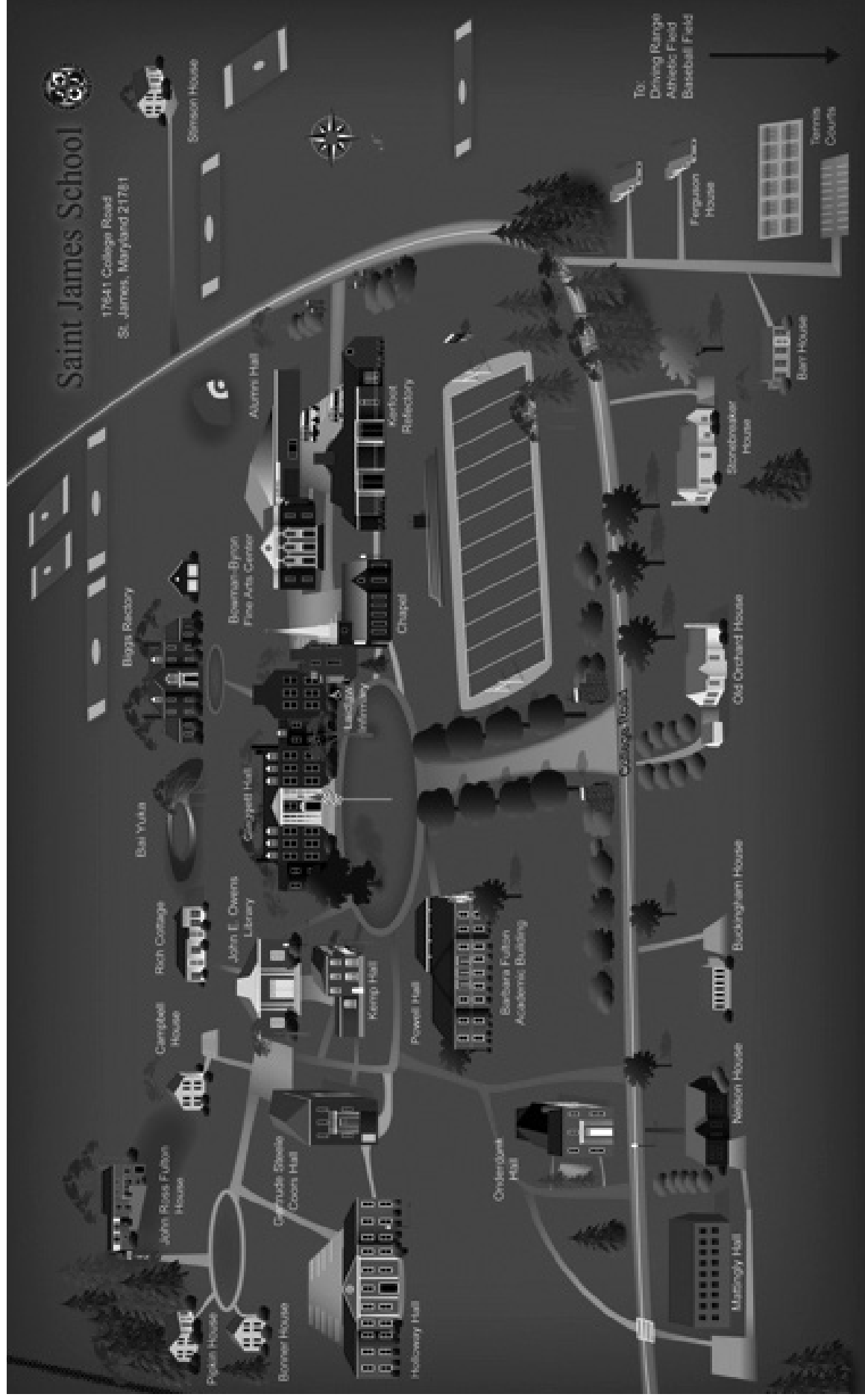
9 September 2017 - North Hagerstown High School
28 October 2017 - North Hagerstown High School
9 December 2017 - North Hagerstown High School
10 February 2018 - North Hagerstown High School
14 April 2018 - North Hagerstown High School
9 June 2018 - North Hagerstown High School

SAT Test Dates & Closest Location (pay attention to early and late registration periods)

26 August 2017 - Williamsport High School (also SAT II)
7 October 2017 - South Hagerstown High School (also SAT II)
4 November 2017 - Williamsport High School (also SAT II)
2 December 2017 - Williamsport High School (also SAT II)
10 March 2018 - Williamsport High School
5 May 2018 - Williamsport High School (also SAT II)
2 June 2018 - Williamsport High School (also SAT II)

Students register for SAT tests at www.collegeboard.org
Students register for ACT tests at www.actstudent.org

SAINT JAMES SCHOOL CAMPUS MAP





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

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

This information is current as of July 1, 2017.

The School may find it necessary to alter or append this document during the course of the Academic year.

