

# St. James School



## PARENT-STUDENT HANDBOOK 2017-2018

<b>School Office</b>	<b>741-5333</b>
<b>School Fax</b>	<b>741-5312</b>
<b>Parish Office</b>	<b>741-5300</b>
<b>Religious Education Office</b>	<b>741-5335</b>
<b>School Nurse</b>	<b>385-0830</b>
<b>Cafeteria</b>	<b>741-5338</b>
<b>Northwest Transportation</b>	<b>825-4600</b>

<b>School Website</b>	<b><a href="http://www.stjameswo.org">www.stjameswo.org</a></b>
<b>PlusPortals</b>	<b><a href="http://www.plusportals.com/stjameswo">www.plusportals.com/stjameswo</a></b>

<b>School Office Hours</b>	<b>7:45 a.m. – 3:45 p.m.</b>
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## **St. James School Mission Statement**

By honoring God through our words and actions, the St. James School community embraces Catholic values and commits to faith formation, personal and academic excellence, and service to others.

## **Educational Philosophy of St. James School**

The school recognizes the role of the parents as the primary influence in a child's religious education, as well as their ultimate obligation to have the child continue the sacramental development.

We also recognize the school's serious responsibility in this area. Therefore, we strive to develop Catholic attitudes and principles through: student involvement in planning and participating in church liturgies; studies of our traditional heritage; and coverage of new insights in religious concepts culminating in service to others. Classroom activities present the religious material in a manner that helps the children integrate the basic Christian principles in their daily lives. The staff strives to give witness to the gospel message as a faith community.

High levels of learning for every student at St. James School is the goal. Teachers work to ensure that all students are challenged and that the needs of the individual student are met. All students are given the opportunity to grow in self discipline and social responsibility as well as in academic knowledge. An atmosphere of mutual respect and cooperation is encouraged and fostered within the school community by the pastor, priests, School Advisory Commission, school staff, students, parents, and the community at large in order to achieve these goals.

We welcome the opportunity to perform a public service for the community through the education of the children. The staff is concerned not only with the children's academic progress, which includes the state requirements; but also with individual's emotional, psychological, physical, cultural, social, educational, and religious needs. The curriculum and methods of presentation, therefore, are adjusted accordingly.

To insure the highest quality of education, the administration and staff engage in continuous improvement through professional development and review of data to measure program effectiveness and student learning. All staff are challenged to grow in their knowledge of educational best practice and are required to stay current in their licensure. Annual review of teacher performance as well as student academic performance takes place through observation, evaluation, conferencing, and data analysis.

## **Admission & Non-Discrimination Policy**

No child shall be excluded from St. James School solely because of race, color, religion, national origin, or ancestry.

Admission to St. James School will not be based solely on ability or achievement. A student with special needs seeking admission will be accepted if the school administration feels the school has the educational program capable of meeting the student's educational needs.

In accordance with the Ohio Revised Code (3321.01), a child must be five years of age on or before September 30 of the year of admittance to enter kindergarten. A child who turns five between October 1 and December 31 inclusive may be considered as an underage candidate for admission.

Incoming first graders must have successfully completed a state approved kindergarten program. Incoming first graders who did not complete kindergarten at St. James will be screened to determine readiness for first grade.

New students entering grades 2-8, as well as admission of any student after the start of the school year, is at the discretion of the school administration. Students entering St. James in grades 2-8 will be asked to provide academic, behavior, and attendance records from their previous school which include the last two report cards (including written comments) as well as appropriate standardized test scores.

Students entering St. James School in grades 2-8 will be placed on academic and behavioral probation for the first trimester. Student progress will be reviewed regularly during this time. The school administration reserves the right to establish the specific parameters of the probationary period.

## **Confidentiality Policy**

Student information is held in confidence by the staff of St. James School. All students' records are private and accessible only to the administration, teachers, and school staff who are working with the student, and the student's parents who make official requests. Written, verbal, and electronic information concerning a student will only be reviewed or discussed by staff members who are attending to the educational, health, and safety needs of a child. All student information will be protected and stored in a safe location at all times and accessed only by those with authorization.

According to the Family Education Rights and Privacy Act, parents have the right of access to records. A parent needs to make a request in writing 24 hours in advance. An appointment will then be made to view the records the school retains for the student. St. James School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Class Size Limits Policy**

1. The class size limit for kindergarten and first grades is 22 per classroom.
2. The class size limit for second and third grades is 25 per classroom.
3. The class size limit for fourth through eighth Grades is 28 per homeroom.
4. In determining whether or not to add an additional section at any given grade level the "+1" rule shall apply. If one additional student enrolls per classroom, the number of sections will remain the same, however the addition of further students would result in the addition of a section at the given grade level or students being placed on a waiting list.
5. At the discretion of the building principal, he/she is permitted to exceed the class size of any given grade level if the requesting party qualifies for enrollment at St. James School. Said decision of the principal is final and non-appealable.

6. Requests for enrollment in excess of a given limit as expressed in “1-5” above will be placed on a waiting list for the grade level(s) in question in descending order of the date of a request from a family. Said waiting lists will remain in effect through June 1 of a given school year and will apply to vacant positions as they become available during the school year prior to June 1 of that calendar year.
7. At the discretion of the school principal and when slots open up below the limit set for each grade level, students will be selected from a given waiting list starting from the top down.

## **Enrollment Priorities**

**First Priority:** All children currently enrolled at St. James School and their siblings will be accepted first for enrollment in the school. Families of currently enrolled students who are registered parishioners and who actively participate in the liturgical life of the parish will be eligible for “active parishioner” tuition. Note: Siblings of currently enrolled non-parishioners will be considered for enrollment to St. James School if sufficient seats are available at the close of the annual registration process.

**Second Priority:** Children of families registered at St. James Parish, who do not currently have children enrolled in the school, will have second priority for enrollment and will be eligible for the “active parishioner” tuition if they are registered parishioners who actively participate in the liturgical life of the parish.

**Third Priority:** Children of Catholic families who are not registered at St. James Parish will have third priority. These families would be charged the “non-parishioner” tuition rate until the family registers at St. James Parish and actively participates in the liturgical life of the parish.

**Fourth Priority:** Children of families who are not Catholic, regardless of where they live, will have fourth priority and will be charged the “non-parishioner” tuition rate.

## **Religious Education Program**

“Parents have the first responsibility for the education of their children.” (Catechism of the Catholic Church, paragraph 2223.) Recognizing the obligation and responsibility of the parents for the total education of their child, one of the primary goals of St. James Parish is the assistance and support of the religious catechesis of the children of the parish. To accomplish this, a Department of Religious Education exists for the parish. Since the religious catechesis consists of doctrinal education, the nurturance of Christian community, the development of a lifestyle of service, and the encouragement of a covenantal prayer life with God, the Department strives for a quality religious program at all levels utilizing well-qualified instructors, the latest theological and scriptural research, an active service program, an integrated sacramental program, and age-appropriate worship and liturgical celebrations. Of special interest to parents is the school program which enables an in-depth exploration of the Catholic Faith and an increased opportunity for the lived experience of community as the Body of Christ with its implications for the 21st Century.

Essential to the success and quality of such a program is parental involvement. As the primary educators of their children, parents must be committed to their child’s education through periodic parent-instructor meetings, parent instruction classes, and involvement in at-home projects and activities with the reception of the sacraments. “The preparation of the children for the reception of the sacraments is primarily a parental responsibility.” (Sixth Synod of the Archdiocese of Cincinnati, WO 14).

Parents will receive further information concerning Reconciliation, First Eucharist, and Confirmation in advance of appropriate school catechesis or upon request to the Religious Education Department.

To assist each child in developing a full and ever-deepening faith life, all parents are expected to fully support the religion and spiritual development programs for their children by attending Sunday Mass as a family and by active participation in the many ministries of St. James Parish.

# **GENERAL INFORMATION**

## **Assignment Books**

All students in grades 2-8 will be provided an assignment book by St. James School. The assignment book is designed in such a manner that it will last the entire school year. Assignment books will be distributed to each student through the homerooms. All parents are encouraged to check the assignment book each night to ensure all work is being completed in a timely manner.

## **Calendar**

The school calendar is available on the school website and on PlusPortals.

All school days are full days, except for 2-hour early release days as noted on the calendar.

- Student School Day: 8:10 a.m. – 3:05 p.m.
- Student drop off times are 7:50 – 8:05 a.m.
- Tardy bell rings at 8:10 a.m.

## **Child Care**

St. James offers child care as part of the extended school day. For more information, please call the school office at 741-5333 and follow the prompts.

## **Custody**

Divorced or separated parents must submit a court certified copy of the custody section of the divorce decree to the school office. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-primary caregiving parents. In the absence of a court order to the contrary, St. James School will provide the non-primary caregiving parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the primary caregiving parent to provide the school with an official copy of the court order. The school cannot be held responsible for failing to honor arrangements that have not been made known.

## **Emergency School Closing**

St. James will follow Northwest School District's decision when closing, delaying school, or early dismissal due to weather. If the weather is severe enough that you feel school may be closed, listen to the radio or television for school closing information. Listen for Northwest School District. Additionally, parents will receive a phone call, email, or text message via our AP Notify notification system informing them of any changes to the school schedule due to inclement weather. When school is closed for emergency purposes, all after school activities are cancelled.

## **Gender Identity**

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
  - What is the specific request of the student and/or the parents?
  - Is the request in keeping with the teaching of the Catholic Church?
  - Is the school reasonably able to accommodate the request?

## **Health Information**

### ***Accidents***

Serious accidents are to be reported to the school office. Teachers send injured children to the nurse. Parents are informed of injuries as deemed necessary by the nurse. This is determined by the severity of the injury, need for possible further evaluation by medical personnel and/or continued monitoring by the parents, and the child's overall reports of discomfort and reaction to the injury. In an extreme emergency if all attempts to reach the parents and/or designated emergency contact have been unsuccessful, the parent's signature on the Emergency Medical Authorization Form assists the principal and the nurse in admitting a child to the emergency room. Therefore, it is important that the entire form, including any medication a child is taking, is completed in order to assist emergency room staff in providing the best care possible to a child.

### ***Medication at School***

Medication in a school environment must be handled with care and caution. The school contains a number of young people who are not yet aware that while medication helps many live a healthier, fuller life, taken in the wrong dosage or by the wrong person, it can have negative impacts on a person's health. Many children confuse medications with candy due to similar shapes and colors.

All medication, both prescription and over-the-counter (non-prescription i.e. Tylenol, Ibuprophen, Cough Syrups) will only be administered by school personnel if accompanied by a physician's order. The "Medication Order" form must be completed and signed by the licensed prescriber and the parent/guardian before any medication can be given during the school day. The order is only able to be utilized for one school year. However, if there is a change in dosage or the number of times a day a dose is administered, a new order will be required. Additionally, a new order is required for each school year, even if the medication remains the same. Additional forms are available from the nurse as needed.

As mandated by the Ohio Revised Code 3313.718, students are allowed to carry and self-administer Epi-pens and asthma inhalers. There must be a current medication order on file in the health office. The parents and physician must sign off on the medication orders that the student is capable of administering the medication, identifying the need for administration, and safely transporting said

medication. The student must also be knowledgeable in how to notify a staff member to alert the nurse should further assistance be needed.

All medication must be brought to the school office by the parent or guardian in the original container. Do not send medication to school with your child. While at school or on the bus, any child found with medication, prescription or over-the-counter, will be subject to disciplinary action. The only exception is for Epi-pens and inhalers where a current order is in the nurse's office.

At the end of the year, all unused medication will be available for pick up by a parent or designated adult. No medication will be stored at school over the summer months. Any medication which remains at the end of the school year will be destroyed.

We appreciate the help of our parents in providing a safe learning environment for our children. If you have any questions, please contact the school nurse, Connie Lanter (385-0830).

## ***Cough Drops***

Cough drops containing no medication are permitted to be brought and used during the school day. They must be accompanied by a note from the parent. Please be sure to write a new note for each episode in which children need the cough drops. Children are asked to bring both the note and the cough drops to the health office in the morning. Please only send the number of cough drops needed for the day. Like other medications, the overuse of cough drops can leave children not feeling well.

## ***Special Health Concerns***

If your child is allergic to any medication, food allergies, bee stings, etc., or has anything we should know about such as a heart condition, a hearing problem, diabetes, etc., please notify the nurse at the beginning of each school year so necessary precautions can be taken. This information will be kept on file so that we can pass it on to teachers. If there is any reason your child should not be permitted to take part in physical education classes, whether this is occasionally or on a regular basis, please notify your child's physical education teacher promptly in writing. A doctor's note will be necessary to exclude a child from physical education classes for any period over three school days.

## ***Food Allergy Management Prevention Plan***

The following guidelines will be used to help students with allergies and their families manage the risk or reactions. It is recognized by all staff at St. James School that food allergies are a serious and potentially life threatening condition that need to be managed through coordinated communication between school families, school staff members, and the child's health care provider. These guidelines are designed to outline the responsibilities of all involved parties.

### **Responsibilities of School Staff**

- Attend annual training regarding food (and other) allergy management
- Attend annual training with regard to epi-pen administration
- Develop individualized plans of care for students including emergency plans of care
- Provide the safest environment possible by being aware of allergens and the potential reactions which may occur due to exposure
- Communicate with school families regarding individual needs

### **Responsibilities of Parents**

- Provide documentation regarding child's needs and orders from health care providers as appropriate
- Provide safe snacks for students to have as an alternate to other treats
- Provide the homeroom teacher with a list of safe snacks to be shared with other parents in the homeroom
- Determine which foods from the cafeteria a student may purchase including items from the snack bar
- Educate children regarding their allergies and which foods are safe for them
- Communicate with school staff regarding individual student needs

### **Responsibilities of Students**

- Be educated about their allergies
- Abide by the parent identified list of safe foods
- Understand the importance of not sharing food with other students

At St. James School, the school nurse will provide training to all school staff, including cafeteria staff, on an annual basis. Additionally, the school nurse will work to implement "alert" procedures within the cafeteria to assure that staff are aware of students with allergies and understand the management plans in regard to each individual student. The school nurse will maintain an up to date binder of food labels for parents to review and work with parents to create an approved foods list for their child.

**Note:** St. James School is not a peanut/nut free facility.

## **Library**

All students in grades K-3 go to the library to "sign out" and "return" books every week at an appointed time and day. Students in grades 4-8 will attend the library on a rotating schedule. Classes are reminded the day before they are to visit the library. The fine for overdue books is .05 a day for each book. Saturdays, Sundays, and holidays are not counted. If a child is absent on library day, there is no fine provided the books are returned the first day the child returns to school. All books that are lost or damaged must be paid for: the amount is the replacement cost. The librarian is present Tuesday through Thursday.

## **Lost and Found**

Lost articles are kept on a shelf on the basement level so that children can claim them. Each child's valuables should be marked with his or her name in permanent marker. Items still in the Lost and Found at the end of the year will be donated to charity.

## **Lunch Program**

### ***General Information***

Cafeteria fees are charged at \$50.00 per family. This fee is payable through FACTS and will be added to your tuition account. Lunch money is collected each day in homeroom and sent to the cafeteria.

## ***Fees***

The cost of lunch this year will be \$2.90 and milk is included. Extras of the main dish are \$1.25. Several “ala carte” items are available: carrots with ranch dip - \$.50, bowl of chili - \$1.25, tater tots - \$1.25 (available only for 7<sup>th</sup> & 8<sup>th</sup> grade students on Fridays and any day that it is included in the menu). Every student will have a debit card which will be kept in their homeroom. Money must be loaded on the card for it to work. Lunch cards do not expire. Students are not permitted to use their debit card for the snack bar. In order to load the card, please put a check or money order in an envelope. Checks should be made payable to: St. James Cafeteria. Clearly put student’s name, homeroom, and amount for each child on the outside of the envelope. Please do not send in a check or money order without this information as it is difficult to try to identify the child who needs to be credited. It is recommended to have funds to cover at least two lunches on your child’s debit card.

## ***Charging***

Students will be permitted to charge two lunches in order to give parents an opportunity to reload their child’s card. Parents will be notified after the first charge. Any child charging more than two lunches will be given either a peanut butter and jelly or cheese sandwich along with milk. If you are not sure how much credit your child(ren) has on his or her lunch card, or if you have any questions about the cafeteria, email or call Mrs. Oliverio ([moliverio@stjameswo.org](mailto:moliverio@stjameswo.org) or 741-5338).

## ***Hot Lunches***

St. James cafeteria provides a hot lunch and salad bar for students daily. Policies of the federal government are strictly observed. Facilities and menus are inspected by government officials, as well as county and state Boards of Health. In our efforts to promote healthy eating habits, St. James does not allow fast food to be brought into the cafeteria.

## ***Packed Lunches***

A student may bring a packed lunch into the cafeteria. Students may purchase milk (\$0.50) or other drinks from the snack bar if so desired. Students are not permitted to bring soft drinks in their lunch.

## ***Lunchroom Etiquette***

The lunchroom is supervised by members of the St. James staff. Students are expected to be respectful and use good manners. Students are responsible for leaving the table and floor where they were seated in good order for others who use the area.

## ***Cafeteria Volunteers***

Before volunteering in the cafeteria, each person must have attended VIRTUS and completed a background check through [selection.com](http://selection.com).

When you arrive at school, check in at the main office and pick up your volunteer badge. Plan to arrive at the cafeteria by 10:30. If you are unable to work when assigned, please trade with another volunteer or find a substitute. Let us know of any changes so that the main office expects the right person and can

prepare correct name tags. Wear close-toed comfortable shoes. Long hair needs to be pulled back when serving food. Please return to the main office to sign out before leaving the building.

## **Parents' Responsibilities\***

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child.
2. to understand and support the religious nature of the school.
3. to read all communications from the school and to request clarification when necessary.
4. to know who your child's teachers are and to observe parent teacher conference dates and any special requests for meetings.
5. to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities.
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
7. to promote your school and to speak well of it to others.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
9. to appreciate that Catholic education is a privilege that many persons do not have.

\*Reprinted with permission from Home and School Working Together: Catholic School Parents' Rights and Responsibilities by Mary Angela Shaughnessy, SCN, J.D., Ph.D., Department of Elementary Schools, National Catholic Education Association.

## **Parent Communication**

We will continue to use the Wednesday E-Envelope newsletter to send all information through PlusPortals email. Please be sure to check the Wednesday E-Envelope newsletter for important school information. The Wednesday Envelope will be used for paperwork that needs to be returned to school or for information that cannot be conveyed through the Wednesday E-Envelope newsletter. Please make sure you see and sign your envelope each Wednesday so your child can return it on Thursday.

Parents and teachers are encouraged to maintain good communication to enhance the progress of the child. Notes to and from school, phone calls, and face to face conferences are excellent ways of communicating how the student is doing in school. Formal Parent/Teacher conference days will be scheduled during the school year.

Parents may request a conference with the teacher as the need arises. Please contact your child's teacher to schedule an appointment. Every effort will be made to insure that phone calls and emails are returned promptly.

Situations may arise when you may question a particular situation or practice that is taking place at school. When these situations do occur, it is important that you follow the proper procedure to be certain that your concerns are answered in the most effective way possible.

The following procedural steps are recommended:

- Contact your child's teacher. Most questions and concerns will be satisfactorily answered at this stage.

If you have further concerns:

- Contact the school principal/assistant principal.

If you have further concerns:

- Contact the parish pastor.

By following these steps, parents and students will be able to communicate their concerns in the most effective way.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

## **Parties**

Classroom parties serve a valuable purpose and will be held in conjunction with some of the major holidays and events of the school year. Homeroom parties will be held for all grades K-8 for Halloween, Christmas, and the end of the year. Valentine's Day parties will be held for grades K-3 and will be optional for grades 4-8. In addition, treats will be provided by PTO homeroom parents for grade 2 the day after First Communion and for grade 7 the day after Confirmation. The date of the parties will be scheduled by the school office. PTO homeroom parents will plan the classroom parties and may include a treat and fun activity for the class. Up to five homeroom parents may attend the party. Approval for classroom parties, in addition to those described above, must be obtained from the principal well in advance of the function.

## **Playground Information**

Please dress your child according to the weather. Students will go outside for recess as long as the "feels like" temperature is 23° or higher. When the temperature "feels like" it is between 20° and 22°, teachers have the option of taking students on a short walk around campus. Students who are well enough to come to school are well enough to go out for recess. However, we will make an exception for a day or two if the child brings a note from his/her parents. If there is any reason why a child must stay in more than a few days, it will be necessary for us to have a doctor's excuse.

## **Pregnancy Policy**

If a student becomes pregnant or fathers a child, parents are expected to notify the pastor and/or principal in order to arrange a conference. Giving consideration to church teaching and the range of ages present in our parish school, the pregnant student and or the father may be dismissed from St. James School. Every consideration will be given in order to assist with guidance, counsel, and continuing education.

## **Principal's Right to Amend Handbook**

The principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

## **School Advisory Commission**

The School Advisory Commission of St. James School has the responsibility to the school community of serving in an advisory capacity with relation to the initiation and evaluation of policies and programs concerning Catholic education for the children of St. James School. The committee will consider the human and spiritual needs of each student and support their development of talents, opportunities, and personal growth.

Working in close collaboration with the pastor and school administrator(s) and hearing its many constituents, this Commission shall assist in enabling the St. James School community to reach its educational goals.

## **School Day**

The official school day for students is from 8:10 a.m. to 3:05 p.m. Students are to be dropped off at school between 7:50 and 8:05 a.m. Walkers and bicycle riders are not permitted to arrive at school before 7:50 a.m. The School Office closes at 3:45 p.m.; therefore, students/parents will not be permitted to return to classrooms for forgotten materials after 3:45 p.m.

## **School Directory**

A complete list of the faculty and staff can be found on the school website.

## **Telephones**

An office telephone will be made available for student use to ensure a student has a safe way home after school.

## **Transportation**

### ***Walkers***

Christian principles of love of neighbor and respect for property should guide parents to direct their children concerning conduct while walking to and from school. Pushing, fighting, intimidation of other students, and cutting through private yards or private property reflects lack of concern for the rights of others. Children should periodically be made aware of their obligations and responsibilities by parents. Once a child leaves school property, he/she is no longer the responsibility of St. James School.

### ***Bicycle Riders***

It is imperative for children who ride bicycles to school to enter the school building by way of Cheviot Road next to the Credit Union. Bicycles must be walked on school property.

### ***Bus Riders - School Bus Conduct\****

Students who ride Northwest School District buses to and from school are expected to conduct themselves in a manner that will not endanger their own health and safety as well as the health and

safety of others who are riding the buses. Students are subject to the Northwest School Board's Student Code of Conduct and bus riding regulations while physically riding the bus and when the student is at or near a school bus stop. In order to ensure the safe operation of school buses, the administration shall develop procedures to be followed for disciplinary action because of misconduct on school buses.

### **Pupil Transportation Management Policies 3301 83 08**

Pupil management and safety instruction policies shall include the following:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
16. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.
17. School projects may not be transported if they are too large or too fragile to be held by the students on their laps. No glass objects or aerosol products are permitted on the school bus.

\*Taken from the Northwest Local Schools' bus conduct policies.

Upon exiting from the bus, each child is directed to go straight home and not to visit with any other children without parental permission. Students are not permitted to ride a different bus or get off at a different stop. Special transportation requests require a written form which may be secured from the Northwest Transportation Department or our school office. If a child is a continual disturbance on the bus, the child can be removed from the bus, and it becomes the responsibility of the parents to get the child to and from school.

### ***Car Riders***

Parents who bring children to school by automobile or who visit St. James School are asked to be extremely cautious when dropping the students off in front of school. Parents are to heed the no parking signs posted around the school. Please be sure the parking areas on all sides of the school are clear of cars by 2:40 p.m. to make way for school buses. No one is permitted to pick up children in the

front or the rear of school between 2:45 p.m. and 3:25 p.m. No student drop offs or pick-ups are permitted on Hubble Road. Parking is permitted only in designated spaces. Parking in unmarked areas inhibits the safe evacuation of the building and access to the building by emergency equipment. Parents should not park in the parking lot between the Parish Center and Church for afternoon pick up. Parents should park in the large Church parking lot and may opt to meet their child on the other side of the crosswalk once school dismisses.

## **Tuition**

The tuition charges at St. James School for the 2017-2018 school year will be:

- 1 child = \$3,775.00
- 2 children = \$7,335.00
- 3 children = \$10,395.00
- 4 or more children = \$11,325.00
- Kindergarten Full Time = \$3,775.00
- Non-parishioners = \$5,205.00 per child

## **Visitors/Volunteers**

All persons, other than students and staff, coming to St. James School on a school day during the hours of 7:50 a.m. to 3:05 p.m., must report to the school office prior to going to any other part of the building.

St. James utilizes volunteers throughout the school. Because of liability considerations, siblings or other young children not enrolled at St. James may not be brought to school when you are volunteering your services. All regular volunteers must have completed all phases of VIRTUS, the Child Protection Decree training, and must complete a background check via selection.com before they can serve as a volunteer.

The list of Virtus training opportunities is available through either the Archdiocese of Cincinnati website at [www.catholiccincinnati.org](http://www.catholiccincinnati.org) or the parish website at [www.stjameswhiteoak.com](http://www.stjameswhiteoak.com). It is Archdiocesan policy that no employee or volunteer may have contact with children until a clear background check on the individual has been received. There are no exceptions to this policy. This means that volunteers may not begin their service until this process has been completed. If you have any questions about this policy, please contact the Archdiocesan Office at (513) 421-3131.

## **Water Bottles**

Students may carry water bottles with them from classroom to classroom during the school day. Only plain water may be in the bottle—no additives, sports drinks, or flavored water. It is recommended that the bottle have a secure sports type pop top cap and have the student's name on it.

## **Withdrawals from School**

When withdrawing your child from school, please notify the principal several days in advance. Inform the school office of your new address and new school. A parent must sign a release form for records (obtained from the school the student will be attending). The scholastic and health records will be mailed. No records will be released if there is any outstanding tuition and/or other school fees and charges.

# ACADEMIC INFORMATION

## Academic Curriculum

The curriculum of St. James School has been approved by the Cincinnati Archdiocesan Education Commission. Determination of skills and concepts presented at a given grade level is governed by the Graded Course of Study which is published and continually updated by the Department of Educational Services at the Archdiocese of Cincinnati and approved by the Ohio Department of Education. Teachers use a variety of resources to implement the school curriculum.

## Academic Deficiency Procedures

The purpose of the following information, is to help families understand the steps which will be taken when a student is not making satisfactory academic progress.

### *Key Terms*

Promotion:	The student has the skills and knowledge necessary to be successful at the next level of learning
Placement:	The student needs additional reinforcement of skills and/or acquisition of knowledge in order to be successful at the next level of learning. Tutoring is required to address skill/knowledge deficits.
Failure of Course:	The student does not have the skills and/or knowledge necessary to advance to the next level of learning. Failure of a course results when a student's average for the year is less than 69%. Significant tutoring is required.
Retention:	The student has a significant gap in skills and/or knowledge which will negatively impact learning at the next level. In order to bridge this gap, the student would benefit from another year in the current grade level. In grades K-3, this decision is based on progress towards skills needed for advancement. In grades 4-8, failure of three subject areas results in retention.
Tutoring:	Direct instruction provided by a certified teacher who has been approved by the principal. In addition to this direct instruction, a specified amount of independent practice must also take place.

### *Grades K-3*

If progress in basic, core skills is unsatisfactory, students may be identified as being at risk of placement or retention at the end of the school year.

Students in K-3 will need to master core reading, language, and math skills in order to be successful at the next level of learning. These skills include, but are not limited to:

- Letter recognition
- Letter sounds

- Sight word recognition
- Use of word attack skills
- Application of phonetic skills
- Reading comprehension
- Basic writing skills including sentence formation
- Identification and use of basic writing conventions, parts of speech, etc.
- Number identification and counting
- Basic math concepts including addition and subtraction

### *Not on Target*

A student will be identified as *Not on Target* when it is determined that they are not acquiring the skills and/or knowledge necessary to progress to the next level of learning. Students not making significant progress toward grade level exit skills by the end of the first trimester are *Not on Target*.

The following actions will be taken:

1. The teacher will request a conference with the parent through a phone call.
2. The teacher will send home a copy of the *Not on Target* letter.
3. In a conference which includes the teacher, parent, any appropriate support staff, and a member of the administration, the teacher will share with the parent:
  - a. Identified areas of academic concern with regard to grade level exit skills
  - b. Classroom interventions which have been implemented up to this point including documented results of the classroom intervention and progress towards identified goals
4. During the conference, an action plan will be developed to further address the student's needs. At this time tutoring may be required.
5. A follow up conference will be set to discuss the student's progress at the end of the second trimester.

### *At Risk*

When a student continues to not make progress toward mastery of grade level exit skills, they will be identified as *At Risk* for retention.

The following actions will be taken:

1. The teacher will request a conference with the parent through a phone call.
2. The teacher will send home a copy of the *At Risk* letter.
3. A follow up conference will be held with all members previously included in the initial *Not on Target* discussion.
  - a. A review of the action plan will take place. Information regarding progress will be shared.
  - b. Identification of skills which have not yet been mastered and are putting the student at risk of retention will be identified.
  - c. Discussion regarding retention and/or placement will take place.
4. Tutoring (to commence immediately and continue through the summer) will be required if consideration for placement is desired. The principal will send home the *Summer Tutoring Notice* letter.
5. A follow up conference, set for the mid-point of the third trimester and no later than May 10, will be scheduled.

## **Grades 4-8**

If academic progress is unsatisfactory, as documented by student grades, students may be identified as being on Academic Watch or Academic Probation.

### *Academic Watch*

A student will be identified as being placed on *Academic Watch* when they fail a subject for the first time in a given school year. This failure may occur during any trimester of the school year.

The following actions will be taken:

1. The teacher will request a conference with the parent through a phone call.
2. The teacher will send home a copy of the *Academic Watch* letter.
3. Conference will be held with teacher, parent, student (if in grades 6-8), and any appropriate support staff.
4. The teacher will provide documentation of:
  - a. The reason for the failure and provide specific examples of issues which have led to the failure
  - b. Classroom interventions implemented within the classroom during the trimester and results of those classroom interventions
  - c. An action plan for the student which identifies the classroom interventions which will be implemented moving forward as well as the actions which will be taken by all parties—teachers, student, and parents.

### *Academic Probation*

A student will be identified as being placed on *Academic Probation* when they fail a subject for the second time in a given school year. This failure may occur during either the second or third trimester. In the event that the second failure of a given subject occurs during the third trimester, supplemental work may be required over the summer. The principal will send home a copy of the *Summer School or Tutoring or Summer Tutoring* letter.

Any student failing more than one subject during a trimester will immediately be placed on *Academic Probation*.

The following actions will be taken:

1. The teacher will request a conference with the parent through a phone call.
2. The teacher will send home a copy of the *Academic Probation* letter.
3. Conference will be held with the teacher, parent, student (if in grades 6-8), any appropriate support staff, and a member of the administration.
4. The teacher will provide documentation of:
  - a. The reason for the failure and provide specific examples of issues which have led to the failure
  - b. Classroom interventions implemented during the trimester and results of those interventions
  - c. Follow up regarding the action plan from the previous trimester's failure.
  - d. An action plan for the student which identifies the interventions which will be implemented moving forward as well as the actions which will be taken by all parties—teachers, student, and parents.
5. Student will be required to attend study tables for the next trimester.

6. Student will lose the ability to participate in school sponsored extracurricular activities for a minimum of two weeks. After two weeks, student must be making satisfactory academic performance in order to resume participation. Progress will be monitored throughout the trimester and if, at any time, a student once again begins to fail, the ability to participate in extracurricular activities will again be suspended.
7. Parents will be given a copy of the *Potential Failure* letter.

## ***Students with IEPs/ISPs Gr. 4-8***

Students with IEPs/ISPs are given special consideration in light of their individualized plan. In general, students with IEPs/ISPs will not be subject to the provisions of this policy. However, in certain circumstances, a student with an IEP/ISP may be subject to the conditions listed in this document. If this is the case, upon consultation with the principal and any applicable support staff, documentation regarding the special circumstances, which are not a result of the child's disability, and have led to the failure will need to be provided. In all cases, the principal will serve as the final decision maker regarding a student's academic status.

## ***Final Decision Making***

Decisions for promotion/placement/retention will be made on an individual student basis. Parents will be included in the discussion at all stages. The final decision regarding student promotion, placement, or retention rests with the principal.

## **Circle of Excellence**

St. James utilizes the Circle of Excellence to recognize the academic achievement of students in grades 4-8. Below is a description of what a student will need to achieve in order to be recognized with this honor.

- Gold Level: A student must earn a minimum grade point average of 3.8 in the subjects of religion, math, reading, English, social studies, and science/health.
- Silver Level: A student must earn a minimum grade point average of 3.0 in the subjects of religion, math, reading, English, social studies, and science/health.
- Students may not earn a B- or lower in any subject area, including specials classes, in order to qualify.
- A student who receives a detention or a suspension during the trimester will not be eligible.

## **Field Trips**

Field trips are an important and valuable extension to the school curriculum. Field trips that relate to specific units of study or provide enrichment for the students will be arranged by the teacher in consultation with the principal. The teacher will make arrangements in the event that chaperones are needed to assist with supervision. No other children, other than the students, are permitted to go on the field trip. No adults, other than those selected by the sponsoring teachers as official chaperones, may go on the field trip, ride on the bus, and/or be present at the field trip destination(s). Due to space limitations some chaperones may have to provide their own transportation.

Informational letters and permission slips will be sent to parents prior to all scheduled trips. Students will only be permitted to go on school sponsored field trips provided all necessary forms are completed and required fees paid in advance of the date of the trip. All students are to go to and from the field trip

destination via the transportation arranged by the school. No child will be permitted to leave the school grounds without first submitting a permission slip to the teacher bearing a parent's or legal guardian's signature. Only the official school permission slip will be accepted. Parent generated notes and/or phone calls will not be accepted in place of the official permission slip. Students who fail to submit a properly signed official permission slip will be excluded from the trip.

Field trips are privileges afforded to students; no student has an absolute right to attend a field trip. Students can be denied participation for failure to meet academic or behavioral standards.

## Grading Scale

Kindergarten classes are not graded; however, parents will receive reports on student progress.

Grading Scale:

100-99-98=A+

97-96-95 = A

94-93 = A-

92-91-90 = B+

89-88-87 = B

86-85 = B-

84-83-82 = C+

81-80-79 = C

78-77 = C-

76-75-74 = D+

73-72-71 = D

70-69 = D-

68 or lower = F

## Grouping

All subjects are taught on a heterogeneous basis, with the exception of reading in grades 3-8 and math in grades 4-8. Teachers in kindergarten through second grade determine flexible reading groups within their classroom. A standardized formula is used to determine the reading groups in grades 3-8 and the math groups in grades 4-8. The formula includes standardized test results, student grades, and teacher recommendations.

A great deal of time is spent making sure each child is assigned the math and reading classes that are best suited to the ability of the student and the constraints of class sizes. **Changes in ability grouping at the request of a parent will not be considered until after October 1.** If at that time, a parent feels that a change in grouping should be considered, he or she should contact the teacher of the particular subject area and thoroughly discuss the matter. **No changes will be considered after December 1.**

Parents and students, please be aware that the accelerated groups for math and reading are accelerated programs. As such, the subject matter is covered faster and with greater depth, and requires greater amounts of effort and homework. Students and parents must be ready to accept the challenges associated with these accelerated classes.

## **Homework**

In general, if the student effectively uses the time provided during the school day, he/she should not have to spend amounts of time with homework that are significantly greater than the minutes listed for each grade:

- Kindergarten – 20
- 1st grade – 35
- 2nd grade – 45
- 3rd grade – 45
- 4th grade – 60
- 5th grade – 60
- 6th grade – 75
- 7th grade – 90
- 8th grade – 90

NOTE: Students in advanced reading and math classes should expect to devote more time to homework.

Homework consists of unfinished classroom work, test preparation, written assignments, textbook reading assignments, novel reading assignments, and long-term projects (which may require additional time).

Other than make-up work due to absences and long term projects, homework will not be assigned over holidays or weekends. An exception may be made for accelerated classes.

## **Report Cards**

Report cards will be posted to the Parent and Student PlusPortals approximately a week and a half after the end of the first two trimesters, and the final report card will be posted on the last day of school. Written progress reports will not be issued; however, current grades will be updated in PlusPortals no less than every two weeks. Report cards will not be posted if financial obligations are not met or if there are outstanding textbooks, library books, cafeteria fees, etc. Additionally, those families who have outstanding balances will be blocked from the use of PlusPortals accounts. If financial responsibilities are not met and the student is a graduating 8th grader, records will not be forwarded to the designated high school of choice until the obligation has been met.

## **Standardized Testing Program**

The testing program at St. James School is as follows:

- Three times each school year, the DIBELS Reading Assessment is administered to all students in grades K, 1, 2, and 3.
- Three times each school year, the STAR Assessment is administered to all students in grades 1-8.
- Spring testing consists of a cognitive abilities test administered in grades 2, 5, and 7, as well as, achievement tests administered in grades 2, 3, 4, 5, 6, 7, and 8.

## **Textbooks**

For the most part, textbooks are provided at no cost to the students. Students are to treat them with the utmost respect. All hard back textbooks should be covered with a proper fitting book cover. No self-adhering products are to be used when covering the books. St. James School keeps a small supply of extra textbooks on hand. Extra textbooks can be made available for use at home, only as long as they are available, and only with a doctor's note stating there is a medical reason for extra textbooks to be kept at home.

# **ATTENDANCE PROCEDURES**

## **Daily Attendance**

The maximum number of absences in each trimester without possible loss of credit is 8. Failing trimester grades may be issued for all classes when absences exceed 8 in any given trimester, UNLESS for all but 8 of the absences:

1. written medical verification with the doctor's signature has been received;
2. absence is due to:
  - a. a death in the immediate family;
  - b. a required court appearance;
  - c. lack of school bus transportation due to inclement weather; and/or
3. special arrangements have been made with the principal.

All absences are considered unexcused unless medical verification is received in the school office.

Please note that, while it is NOT required that medical verification be submitted for each and every doctor's appointment on school time, absences which exceed 8 will need medical verification on file in order to be excused. It is the responsibility of the parent(s) to monitor their individual child's absences within a given trimester. Attendance information may be accessed using the Parent PlusPortals.

## **Excessive Absences**

Excessive absence is defined as absences exceeding 15 days for the entire school year. Students with excessive absences may be placed on a probationary contract. As a result of excessive absence, summer tutoring and/or retention may be required. Repeat offenders may be reported to the local truancy officer.

An exception could be made in the event of a student's hospitalization or chronic and prolonged illness following a conference between the parents, the school administration, and the student's teachers. In such an event, the student's physician must write a letter to the principal which documents the student's absences from classes as a result of the illness. In any case, the school reserves the right to lower a student's grades significantly when absence from school is considered excessive.

## **Late Arrivals, Early Dismissals, & Mid-Day Appointments**

### ***Tardiness***

A student will be considered tardy if he/she arrives at school after 8:10 a.m. but before 9:40 a.m. The only excused tardies are those that are documented with an original note from a doctor verifying a medical appointment that particular morning. For all other tardies, the student must have a note from the parent/guardian stating why the student was tardy. Upon receipt of a fifth unexcused tardy in a school year, an advisory letter will be sent to the parents. Upon receipt of an eighth unexcused tardy in a school year, a meeting with the principal will be required. Students may be put on probationary contracts for excessive tardiness. Excessive tardiness may be referred to the appropriate authorities. Students arriving on a bus which is late will not be counted as tardy.

### ***Incomplete Days***

When a student leaves school during the day for any reason for one and a half hours or less, his/her attendance will be marked as "incomplete" for that day. For example, if a student leaves at 10:30 for a doctor appointment and returns at 11:45, his attendance will be marked as incomplete for the day.

### ***Half-Day Absences***

If a student is absent for **1.5 to 3.5 hours** on any given day, he/she will be marked absent for one half day.

### ***Full Day Absences***

If a student is absent for **more than 3.5 hours** on any given day, he/she will be marked absent for one full day.

### ***Early Dismissals***

If it is necessary for your child to leave school early, please send a note to your child's homeroom teacher explaining the reason. This note will be sent to the office for review, approval, and recording. At the proper time, report to the main office and your child will be called for early dismissal. Do not go to the classroom to pick up your child. If you are called by the nurse to come to school to pick up your child, you must report to the school office before going to the nurse's office. A picture ID is required for all persons (other than parents) picking up a student. Please note that early dismissals will be recorded as an incomplete day or half-day absence per the above guidelines. All students being picked up must be signed out in the office.

## **Absence from School**

Each day a child is absent from school, a parent or legal guardian must call the school office prior to 10:00 a.m. (741-5333). Follow the prompts on the attendance phone line. Please state your name; the student's name, grade and homeroom; the reason for absence; and the current date. St. James School must comply with the "Missing Child Act" which requires daily contacts with the parents of every absent child. When the child returns to school he/she is required to bring a note dated and signed by the

parent or guardian, indicating the reason for the absence. A doctor's excuse may be required after three consecutive days of absence.

Parents/students can retrieve information regarding homework when absent from school after 4:00 p.m. each day through each teacher's PlusPortals postings. Appropriate textbooks and related materials will be gathered at the request of a parent. These requests should be directed to the student's homeroom teacher's voice mail before 10:00 a.m. Requests after 10:00 a.m. may not be able to be prepared. Do not leave such requests on the attendance phone line. Requests left on the attendance line cannot be forwarded to your child's teacher. Materials will be ready for pickup between 2:30 and 3:30 p.m. in the school office.

## **Excused Absences and Make Up Work**

In all cases of excused absence, the number of consecutive days missed will equal the number of days given for completion of work. Tests (whether announced prior to an absence or during an absence) will be administered within five days (but no sooner than one day) after the student returns to school.

## **Unexcused Absences and Make Up Work**

Every effort needs to be made to have all children in attendance every day. It is understood that children will need to be taken out of school to attend family weddings, funerals, and for other serious or emergency reasons. Parents are asked not to take children out of school for family vacations and shadow days at the parent's place of employment. Students simply miss too much when not in school for extended periods of time. Parents who do take their children out of school for family functions/vacations may request assignments to be prepared in advance of the trip; however, teachers are under no obligation to do so. In addition, it is the student's responsibility to acquire and complete all work upon his/her return to school. Information regarding homework, etc. while on vacation can be obtained by way of each teacher's PlusPortals postings.

Students will have the same number of days which they have missed to make up in-class and homework assignments. Tests and long term projects announced prior to the vacation will be made up and/or due upon the day a student returns. Tests and projects given while a student was on vacation will be made up and/or due within 5 days of the student's return to school.

# **RESPECT & BEHAVIOR**

St. James School students are expected to honor God through their words and actions in order to achieve academic and personal excellence.

To create a Catholic learning environment, St. James students will show respect for their Faith, for Self, for Others, and for the school Environment. Some examples of respectful behavior are listed below.

Students may show respect for **Faith** by:

- ...building a relationship with the Lord.
- ...giving thanks and praise to God.
- ...providing service to others.

Students may show respect for **Self** by:

- ...presenting a neat and clean appearance.
- ...demonstrating an attitude that fosters learning.
- ...using their gifts and talents responsibly.

Students may show respect for **Others** by:

- ...being understanding and thoughtful.
- ...using good manners.
- ...being tolerant and appreciative of others' differences.

Students may show respect for **Environment** by:

- ...maintaining a safe and secure atmosphere.
- ...taking care of individuals' property, as well as school property.
- ...promoting a positive and productive educational setting.

Good discipline is a way of regulating one's life to be productive, goal oriented, and respectful of oneself and others. A self-disciplined school climate promotes learning, cooperative relationships, and a faith-filled community.

St. James School students are expected to hold themselves to high standards of honor. Therefore, all students are expected to model respectful and responsible behavior whenever and wherever they represent St. James School.

In order to promote a respectful learning environment it is necessary for expectations between home and school be complementary. Students will benefit from this consistency and mutual support.

## **Student Behavior**

The following guidelines will be used within the school to promote the respectful and responsible behaviors and attitudes of our students.

The principal is the final recourse in disciplinary situations. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

### ***Communication with Parents Regarding Student Behavior***

Communication with parents regarding behavioral concerns is extremely important.

Due to the self-contained nature of the primary grades, teachers in grades K-3 will establish discipline and communication methods within their individual classrooms, but be consistent at each grade level. Parents will be informed of these expectations and routines during their "Meet the Teacher" presentation.

Students and teachers in grades 4-8 will be using Conduct Cards as a form of home/school communication. Conduct Cards are used to help create a conducive learning environment for students. Behavior problems and lack of effort from a few students is not acceptable when it interferes with the education of those students who are working hard and behaving appropriately. Conduct cards have proven to be an effective way of both keeping track of minor problems a student is having and

communicating these problems to parents on a regular basis. These cards are also used by teachers to emphasize and reward positive behavior and effort.

Students in Grades 4-8 will carry Conduct Cards on which marks will be recorded for missing assignments or inappropriate behavior and consequences will be administered separately for these two categories. All students' Conduct Cards will be collected and recorded by the homeroom teachers each Tuesday afternoon. In order to promote communication between school and home, Conduct Cards will be sent home weekly in the Wednesday Envelope. Students are expected to be sure their parents review and sign their Conduct Card each Wednesday night and return it to school on Thursday. Unsigned Conduct Cards will result in a behavior checkmark being issued. A new Conduct Card will be issued at the beginning of each trimester.

## ***Missing Assignments***

Students are expected to complete all assignments with thought and care per the teacher's guidelines. In order to receive full credit for an assignment, directions must be followed, work must be shown, and the assignment must be complete. Students are not to complete homework during homeroom on the day it is due without the teacher's permission.

Missing and incomplete assignments will be recorded on the conduct card per the following guidelines.

### **Grade 4 (1<sup>st</sup> Trimester ONLY)**

- 10<sup>th</sup> Assignment Mark = Detention & Referral to Office
- 15<sup>th</sup> Assignment Mark = Detention, Referral to Office, and Conference with Parents
- 20<sup>th</sup> Assignment Mark = Attend WEEKLY detention for the remainder of the trimester

### **Grade 4 (2<sup>nd</sup> & 3<sup>rd</sup> Trimester); Grades 5-8**

- 5<sup>th</sup> Assignment Mark = Detention & Referral to Office
- 10<sup>th</sup> Assignment Mark = Detention, Referral to Office, and Conference with Parents
- 15<sup>th</sup> Assignment Mark = Attend WEEKLY detention for the remainder of the trimester

Note: Continued excessive missing or incomplete assignments will not be tolerated and could result in suspension or expulsion.

## ***Behavior (Grades 4-8)***

Individual marks may be issued for, but are not limited to, the following inappropriate behaviors:

- Uniform Violations
- Unprepared for Class\*
- Talking
- Disturbing Class
- Not Following Directions
- Eating/Chewing Gum
- Passing Notes
- Disorderly Behavior
- Tardy to Class
- Unsigned/Lost Conduct Card

\*Conduct cards should not be marked for items left in lockers unless the behavior was intentional or malicious. If this becomes a chronic problem for a student, other steps should be taken, such as developing a plan to help the student (check list in locker, reminders, etc.)

In order to teach students that they need to be accountable for their actions, the following consequences will be utilized:

- 5<sup>th</sup> Behavior Mark = Detention and Conduct Referral to Office
- 10<sup>th</sup> Behavior Mark = Detention, Conduct Referral to Office, and Conference with Parents
- 15<sup>th</sup> Behavior Mark = 1 Day Out-of-School Suspension

## ***Multiple Marks & Automatic Detentions***

Behaviors of a more serious nature may result in multiple marks on the Conduct Card or an *Automatic Detention* depending upon the severity of the misconduct. Examples of such behaviors include, but are not limited to, the following:

- Cheating
- Forgery
- Plagiarism
- Disrespect/Defiance
- Unsafe Behavior
- Bullying
- Damage to Others'/School Property
- Use of Electronic Devices
- Use of Obscenity (verbal/written)
- Deception/Lying
- Skipping Detention

## ***Cheating/Forgery/Plagiarism***

In order to promote high personal and academic expectations within our students, cheating, in any form, is unacceptable. Cheating includes, but is not limited to, the following:

- Copying another student's work.
- Allowing your work to be copied by another student.
- Verbally sharing answers for assignments/assessments.
- Telling another student what is on an upcoming test/quiz.
- Using a "cheat sheet" in any form.
- Turning in an assignment that is written or prepared (in whole or in part) by another person; this includes information obtained (in whole or in part) over the internet.

Incidents involving cheating or forgery may result in the reduction of the student's grade and could lead to zero credit being given for the assignment, quiz, test, project, etc. In addition, a detention may be issued.

Incidents involving plagiarism will result in an automatic detention. Zero credit will be given for the assignment until it is completed correctly. The student will have one week to complete the assignment. If the assignment is not completed in that time, daily detentions will be required Monday-Thursday until the assignment is completed satisfactorily.

## **Cell Phone & Other Electronic Devices**

Many parents utilize cell phones as a means of safety and communication for their children. While students are permitted to have cell phones and other electronic devices at school, such devices must be

stored in the student's BACKPACK and be turned OFF during the course of the school day (7:50 a.m.– 3:20 p.m. - this includes the arrival and dismissal timeframes). Parents who need to contact their child or students who need to contact their parents should do so through the school office personnel.

While the school maintains a no electronic device policy, we certainly recognize the importance of reading and the various ways in which today's students can choose to read. E-readers (Kindles, Nooks, etc) may be used under the following guidelines:

- Use of wireless internet connections or 3G/4G network is a violation of our Technology Usage Policy.
- All materials on the device must be appropriate for school use.
- E-reading devices are optional and will not be a required tool for school.
- E-readers must be used in such a way as to support classroom learning, not hinder it.
- Note: Inappropriate use of an E-reader may result in a suspension from all school related technology.

Note: The school is not responsible for damaged, lost, or stolen cell phones or electronic devices.

Violation of this policy will result in the following disciplinary action:

- An automatic detention will be issued.
- Confiscation of the device (even if it belongs to someone other than the user).
- The device will be held in the school office for TWO school days, and must be picked up by the PARENT.
  - Parents who are unable to retrieve the device may designate another person to do so, by calling the school office.
- If the 2<sup>nd</sup> day falls on a weekend or a day when school is not in session, the device may be picked up by the PARENT on Monday or the first day that school resumes.
- NO EXCEPTIONS will be made to this pick up policy.

## **Detention Procedures**

1. All detentions will be held after school on Tuesdays until 4:15 p.m.
2. Parents are responsible to pick up their child promptly at 4:15 p.m. in front of school.
  - Late Pick-up Policy: If your child is not picked up by 4:25 p.m., he/she will be escorted to the After School Child Care in the cafeteria. Parents who pick up their children from the Child Care Program should be prepared to pay \$1 per minute late (minimum \$5).
3. The only reasons a detention will be rescheduled are student absence or a verifiable medical appointment.
4. Failure by a student to stay for the assigned detention will result in an additional detention being assigned.

## **Automatic Suspensions**

In order to ensure a safe environment, certain behaviors may result in suspension and could lead to expulsion. Examples of such behaviors include, but are not limited to, the following:

- Abusive/Aggressive Behavior
- Inappropriate Physical Contact
- Vandalism
- Drugs/Alcohol
- Weapons
- Leaving School Without Permission

- Theft
- Immoral Behavior
- Fighting
- Disrespect
- Bullying
- Complete Disregard for School Assignments/Rules
- Lying
- Defiance
- Repeated Behaviors of Any Sort

## ***Guidelines for Suspension Due to Behavior Infractions***

Suspensions will be served in or out of school depending on the violation. The length of the suspension may vary in accordance with the seriousness of the offense.

In the case of out of school suspension:

- It is the suspended student's responsibility to take home all textbooks and materials, to check their Student Portal, and complete that day's homework in order to stay current with class material.
- No credit will be given for quizzes or assigned classwork issued on the day of the suspension.
- Students will be expected to make up tests missed due to suspension on the day he/she returns.

## ***Notification of Suspension***

Parents will be notified of the suspension by the principal or assistant principal and a letter concerning the suspension will be provided. A conference involving school representatives and the family may be scheduled before or during the suspension. A behavior contract may be written for the student. This contract will outline additional rules and/or guidelines the student must follow in order to remain in school. The contract will be signed and a copy will be given to the parent(s) as well as to any teachers whom instruct the student.

## **Expulsion from School**

Based on the severity of the inappropriate behavior, a student may be a candidate for expulsion. A student will also be a candidate for expulsion if there is a consistent pattern of behavior unacceptable to St. James School.

A student will be considered for immediate expulsion if caught selling, dispensing and/or passing drugs, alcohol, weapons and/or other contraband on parish/school property. Threats of acts of violence (shooting, bombing, etc.) against the school, students, or staff will be grounds for immediate expulsion.

Automatic suspensions are cumulative from year to year and may result in expulsion.

Expulsion from St. James School is permanent. Once a student has been expelled, he/she will not, under any circumstances, be considered for readmission.

## **Student Property Inspection**

School personnel may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers.

Additionally, any personal items are subject to inspection at any time for any reason without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, purses, cell phones, portable storage devices/flashdrives, coats, and pockets.

**An inspection does not imply wrongdoing by the student being inspected.** A student and his or her parent or guardian's consent to the inspection of a personal item is a condition of enrollment and attendance at St. James School. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

## **Electronic Postings**

All information that is posted to a social networking site, blog, or chat must be respectful to St. James School and its members. St. James students do NOT have permission to post pictures of any St. James staff member nor any pictures taken at school as these are a violation of the Acceptable Usage Policy. Students who post such items are subject to disciplinary consequences including detentions, suspensions, and/or revocation of technology privileges.

## **Bullying Prevention Protocol**

Harassment, intimidation, or bullying behavior by any student, parent, or staff member at St. James School is strictly prohibited. This includes electronically transmitted acts. Such conduct may result in disciplinary action including suspension and expulsion depending on the severity of the action. Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic, or physical act exhibited toward another particular student more than once when the behavior:

- a) Causes mental or physical harm to the other student; and
- b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

## ***Formal and Informal Complaints***

St. James parents and students may file formal complaints regarding bullying, harassment, or intimidation by utilizing the form found on the Parent Portals. Formal reports need to include specific details regarding person(s) involved, time and place of alleged conduct, and others who may have witnessed the conduct. This report shall be promptly reviewed by the principal and/or assistant principal and the proper action shall be taken. (See below.)

An informal complaint of conduct considered harassment or intimidation may be made by a student or their parent to a teacher or other school personnel. Although the student or parent chooses not to file a formal complaint, the staff member receiving the informal complaint shall promptly document the complaint in writing and forward it to the principal for action. All such complaints will remain on file indefinitely.

## ***School Personnel Responsibilities and Intervention Strategies***

In general, the staff of St. James School work to build a positive, Christian atmosphere in which students act with faith, respect, and love. The staff work to teach students communication, leadership, and problem solving skills which will assist them in building a positive school culture.

Staff who witness acts of harassment, intimidation or bullying, shall intervene immediately whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if the conduct does not meet the formal definition of harassment, intimidation, or bullying.

Members of the staff may respond in several ways including, but not limited to:

- a) Implement the grade level discipline cycle – time out, yellow cards, red cards, conduct card checkmarks, etc.
- b) Take the opportunity to educate students about harassment, intimidation, and bullying through class discussions, counseling, and reinforcement of socially appropriate behavior.
- c) Conference with the student’s parent(s).
- d) Report the incident to the principal.

### ***Intervention by the Principal***

At any time, the principal and/or assistant principal may intervene. Verified acts of severe or repeated harassment, intimidation, or bullying will be handled by the principal and/or assistant principal in order to ensure that the school’s policies are enforced and that it is understood that any such behavior must immediately stop.

Depending on the severity of the action, the principal and/or assistant principal may:

- a) Counsel the student as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidation, or bullying.
- b) Facilitate peer mediation when applicable with the assistance of the school psychologist.
- c) Notify the parent of the perpetrator of such prohibited behaviors and meet to create a behavior plan.
- d) Require professional counseling for the student.
- e) The student may be subject to the full range of disciplinary consequences including, but not limited to, conduct card checkmarks, suspension, or expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

### ***Intervention Strategies for Protecting Victims***

St. James School and its staff members will implement the following actions in order to ensure that those who report bullying, harassment, and/or intimidation, as well as victims of such actions, are protected and feel safe within the school.

- a) Adult supervision during recess, lunch, bathroom breaks, and in the hallways.
- b) Maintain contact with parents of all involved parties.

- c) Inform school personnel of the problem and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- d) Check with the victim periodically to ensure that there have been no additional incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

## **ST. JAMES SCHOOL UNIFORM POLICY**

The St. James School uniform policy emphasizes modesty, cleanliness and good grooming. It has been instituted as a symbol of pride in our school and as a way of demonstrating self-discipline and respect among our students.

St. James School considers the development of good grooming habits to be part of the learning process. Student conduct and disposition for learning correlate highly with dress and grooming. In school, cleanliness and neatness enable students to form good attitudes about themselves. This will help the student adapt to an atmosphere dedicated to self-discipline and learning.

Students are expected to be good representatives of St. James School.

Parents should be aware of appropriate apparel and overall appearance and should see that their children leave for school properly attired. As students outgrow their uniform clothing, parents are encouraged to send uniform items in good condition to school for the PTO Uniform Exchange.

The school administration reserves the right to determine compliance and noncompliance with the above policy. The school principal and/or his/her designee will make final determination of the appropriateness of any student's apparel or appearance.

**PLEASE MARK ALL ITEMS OF CLOTHING WITH THE STUDENT'S NAME.**

### **Girls: Grades K-5**

#### **Jumper**

- Grades K-4: Standard uniform plaid jumper purchased from Schoolbelles School Uniforms ([www.schoolbelles.com](http://www.schoolbelles.com)), Educational Outfitters, or acquired through the uniform exchange program.
- Grade 5: Regular uniform plaid skirt or uniform plaid kilt-style skirt purchased from Schoolbelles School Uniforms ([www.schoolbelles.com](http://www.schoolbelles.com)) or acquired through the uniform exchange program.
- Length must be no shorter than three inches above the knee.
- Shorts should be worn under the jumper. This is required for P.E. days.

#### **Pants**

- Solid navy blue.
- No logos, colored stitching, decorations, studs, extra or oversized pockets.
- Pants must be worn on the waist.

### **Shorts**

- Solid navy blue shorts are permitted from the first day of school until October 31st and then again from April 1st through the last day of school.
- Shorts must follow the same guidelines as the above pants and may be no shorter than three inches above the knee.

### **Shirts**

- Buttoned short or long sleeve solid white blouse with collar. No logos are permitted.
- Short or long sleeve solid white pullover knit shirt with collar. Shirt may have St. James logo on left chest.
- Shirts must be tucked in at all times.
- Students may wear a solid white long sleeve turtleneck or crew neck shirt **under** the uniform shirt. Logos should not be visible.

### **Sweatshirts**

- A uniform sweatshirt sold only through St. James PTO may be worn over a uniform shirt.
- Sweatshirt must match the body size of the student – no over-sizing.

### **Sweaters (Optional)**

- Solid button down cardigan sweater (uniform style) plain or cable knit in red, white, gray or navy blue. No logos.
- Sweater must match the body size of the student – no over-sizing.

### **Socks**

- Socks must be worn at all times.
- Sock colors may be solid white, navy blue, or black and are permitted to have a small logo (ex. Nike swoosh) on the top.
- No Nike Elite socks, or similar style socks, may be worn.
- White, navy blue, or black footed ankle-length tights/leggings may be worn with the uniform jumper.

### **Shoes**

- Dress shoes or gym shoes with closed toes and closed heels must be worn.
- Shoes with laces must always be tied securely due to safety concerns.
- No boots, Uggs, or moccasins may be worn.

### **Belts**

- Belts must be worn with all pants/shorts with belt loops.
- Belts must be solid black, brown, or navy blue.

## **Girls: Grades 6-8**

### **Skirt**

- Regular uniform plaid skirt or uniform plaid kilt-style skirt purchased from Schoolbelles School Uniforms ([www.schoolbelles.com](http://www.schoolbelles.com)), Educational Outfitters, or acquired through the uniform exchange program.
- Length must be no shorter than three inches above the knee.
- Skirt must be worn at the waist and may not be rolled at the waist.

- Shorts should be worn under the skirt. This is required for P.E. days.

### **Pants**

- Solid navy blue or khaki dress pants.
- No logos, colored stitching, decorations, studs, extra or oversized pockets.
- Pants must be worn on the waist.

### **Shorts**

- Solid navy blue shorts or khaki shorts are permitted from the first day of school until October 31st and then again from April 1st through the last day of school.
- Shorts must follow the same guidelines as the above pants and may be no shorter than three inches above the knee.

### **Shirts**

- Buttoned short or long sleeve solid white blouse with collar. No logos are permitted.
- Short or long sleeve solid white or solid red pullover knit shirt with collar. May have St. James logo on the left chest.
- Shirts must be tucked in at all times.  
Students may wear a solid white long sleeve turtleneck or crew neck shirt under the uniform shirt. Logos should not be visible.

### **Sweatshirts**

- A uniform sweatshirt sold only through St. James PTO may be worn over a uniform shirt.
- Sweatshirt must match the body size of the student – no over-sizing.

### **Sweaters (Optional)**

- Solid button down cardigan sweater (uniform style) plain or cable knit in red, white, gray or navy blue. No logos.
- Sweater must match the body size of the student – no over-sizing.

### **Socks**

- Socks must be worn at all times.
- Sock colors may be solid white, navy blue, or black and are permitted to have a small logo (ex. Nike swoosh) on the top.
- No Nike Elite socks, or similar style socks, may be worn.
- White, navy blue, or black footed ankle-length tights/leggings may be worn with the uniform skirt.

### **Shoes**

- Dress shoes or gym shoes with closed toes and closed heels must be worn.
- Shoes with laces must always be tied securely due to safety concerns.
- No boots, Uggs, or moccasins may be worn.

### **Belts**

- Belts must be worn with all pants/shorts with belt loops.
- Belts must be solid black, brown, or navy blue.

## **Boys: Grades K-5**

### **Pants**

- Solid navy blue dress pants.
- No logos, exposed brand names, symbols, decorations, studs, extra or oversized pockets.
- Pants must be worn at the waist.

### **Shorts**

- Solid navy blue shorts are permitted from the first day of school until October 31st and then again from April 1st through the last day of school.
- Shorts must follow the same guidelines as the above pants and may be no shorter than three inches above the knee.

### **Shirts**

- Buttoned short or long sleeve solid white shirt with collar. No logos are permitted.
- Short or long sleeve solid white pullover knit shirt with collar. May have St. James logo on left chest.
- Shirts must be tucked in at all times.
- Students may wear a solid white long sleeve turtleneck or crew neck shirt under the uniform shirt. Logos should not be visible.

### **Sweatshirts**

- The uniform sweatshirt sold only through St. James PTO may be worn over a uniform shirt.
- Sweatshirt must match the body size of the student – no over-sizing.

### **Shoes**

- Dress shoes or gym shoes with closed toes and closed heels must be worn.
- Shoes must be tied securely at all times due to safety concerns.
- No boots, Uggs, or moccasins may be worn.

### **Socks**

- Socks must be worn at all times.
- Sock colors may be solid white, navy blue, or black and are permitted to have a small logo (ex. Nike swoosh) on the top.
- No Nike Elite socks, or similar style socks, may be worn.

### **Belts**

- Belts must be worn with all pants/shorts with belt loops.
- Belts must be solid black, brown, or navy blue.

## **Boys: Grades 6-8**

### **Pants**

- Solid navy blue or khaki dress pants.
- No logos, exposed brand names or symbols, decorations, studs, or extra or oversized pockets.
- Pants must be worn at the waist.

### **Shorts**

- Solid navy blue or khaki shorts are permitted from the first day of school until October 31st and then again from April 1st through the last day of school.
- Shorts must follow the same guidelines as the above pants and may be no shorter than three inches above the knee.

### **Shirts**

- Buttoned short or long sleeve solid white shirt with collar. No logos are permitted.
- Short or long sleeve solid white or solid red pullover knit shirt with collar. May have St. James logo on left chest.
- Shirts must be tucked in at all times.
- Students may wear a solid white long sleeve turtleneck or crew neck shirt under the uniform shirt. Logos should not be visible.

### **Sweatshirts**

- The uniform sweatshirt sold only through St. James PTO may be worn over a uniform shirt.
- Sweatshirt must match the body size of the student – no oversizing.

### **Shoes**

- Dress shoes or gym shoes with closed toes and closed heels must be worn.
- Shoes must be tied securely at all times due to safety concerns.
- No boots, Uggs, or moccasins may be worn.

### **Socks**

- Socks must be worn at all times.
- Sock colors may be solid white, navy blue, or black and are permitted to have a small logo (ex. Nike swoosh) on the top.
- No Nike Elite socks, or similar style socks, may be worn.

### **Belts**

- Belts must be worn with all pants/shorts with belt loops.
- Belts may be solid black, brown, or navy blue.

## **Personal Grooming and Appearance**

### ***Girls***

- No clothing with tears/holes.
- Nail polish, acrylic nails, and make up are not permitted.
- One earring may be worn in the lobe of each ear. No hoop earrings that fall below the ear lobe.
- Other body piercings are not permitted.
- Temporary or permanent tattoos are not permitted.
- Hair must be clean, neatly groomed, and of its natural color. Hairstyles and hair accessories which cause safety concerns and/or are disruptive to the educational process are not permitted. Bandannas are never permitted.
- Students may wear small religious medals and small crosses on a thin chain or cloth type scapular under the shirt or blouse. Students may also wear a wristwatch. No other forms of jewelry, necklaces, rings, wristbands, etc. are permitted unless school sponsored.

## **Boys**

- No clothing with tears/holes.
- Earrings and body piercings are not permitted.
- Temporary or permanent tattoos are not permitted.
- Hair must be clean, neatly groomed, and of its natural color. Hair must be trimmed so it is above the eyebrows, no more than half the way down the ear, and above the shirt collar. Hairstyles which cause safety concerns and/or interfere with the educational process are not permitted. Bandannas are never permitted.
- Students may wear small religious medals and small crosses on a thin chain or cloth type scapular under the shirt. Students may also wear a wristwatch. No other forms of jewelry, necklaces, rings, wristbands, etc. are permitted unless school sponsored.
- Facial hair is not permitted on boys.

The above constitutes the school uniform policy regarding clothing students may wear and items relating to personal grooming and appearance. **If an item is not included in the above, it is not permitted.** The uniform jumper and the uniform skirt/kilt-style skirt must be purchased at Schoolbelles School Uniforms or Educational Outfitters. The official school sweatshirt may only be purchased through the PTO. All other items may be purchased at the store of choice as long as they are in full compliance with the St. James School Uniform Policy. The uniform policy and the policy regarding personal appearance and grooming will be reviewed again during the 2019/2020 school year, however, the School Administration may review the items relating to personal grooming and appearance on an as needed basis and/or ask for a review of the policy at any point in time.

## **Dress Code for Christian Service Spirit Days**

The following dress code will be in effect for all Christian Service Spirit Days throughout the year.

### **Shirts**

- Tee shirts must feature St. James School colors. Solid red, black, or white tee shirts or a tee shirt combining these colors. No other colors, logos, words, pictures, imprints or writing (including handwritten items), are permitted on them.
- Any piece of Spirit Wear sold by the PTO
- Olympic Day tee shirts
- St. James athletic tee shirts which feature school colors
- St. James School Club tee shirts
- Official St. James Scouts tee shirts

### **Notes:**

- All shirts/tops must have sleeves.
- No athletic jerseys of any sort, except for St. James sports related shirts or sweatshirts such as basketball, volleyball, track, etc. purchased when on the St. James team.
- No cheerleading uniforms of any sort.
- No handwritten words, pictures, or drawings on any tee shirt.

### **Pants/Shorts**

- Shorts can be worn in August, September, October, April, May and June only. Absolutely no short shorts. Shorts must extend to mid-thigh.

- Jeans and sweat pants are permitted.
- Pants should be school appropriate. No overly tight-fitting pants (examples include, but are not limited to, leggings and yoga pants) are allowed unless shorts are worn over the top of them. If you are unsure if the pants are too tight, choose another option.
- No holes, rips, tears or patches are permitted on all forms of pants worn.
- No writing should appear on the backside of any pants.

#### **Shoes/Socks**

- In addition to those items listed in the St. James dress code, St. James socks sold by the PTO or through sports teams may be worn on Christian Service Spirit Days only.

#### **Headwear**

- No hats, caps, scarves, or bandannas of any sort.

Other than the above, all other aspects of the regular St. James dress code are to be followed on a designated Christian Service Spirit Days.

## **Dress Code for Out of Uniform Days**

The following dress code will be in effect for all out of uniform days throughout the year.

Student Picture Days and Student Appreciation Day during Catholic School's Week are out of uniform days. Students are expected to wear school appropriate attire.

- Pants should be school appropriate. No overly tight-fitting pants (examples include, but are not limited to, leggings and yoga pants) are allowed unless shorts are worn over the top of them. If you are unsure if the pants are too tight, choose another option.
- Students still need to wear dress shoes or gym shoes on these days and should make note if they have gym class on that day. No boots, Uggs, or moccasins may be worn.