

ST. JAMES CATHOLIC SCHOOL FAMILY HANDBOOK

REVISED 2009

ST. JAMES CATHOLIC SCHOOL FAMILY HANDBOOK.....	6
1. MISSION STATEMENT	6
• PARISH MISSION STATEMENT	6
2. SCHOOL PHILOSOPHY STATEMENT.....	6
3. STATEMENT OF NON-DISCRIMINATION	7
4. SCHOOL STAFFING AND FRAMEWORK.....	7
• FACULTY AND STAFF.....	7
• SCHOOL BOARD	7
• PARENT TEACHER ORGANIZATION.....	8
• PARENTS.....	8
• TEACHER REQUEST POLICY	9
• VOLUNTEERS.....	9
5. ADMISSION POLICY.....	10
• GENERAL.....	10
• PRESCHOOL/PREKINDERGARTEN.....	11
• KINDERGARTEN	11
• NEW STUDENTS	11
• REPORTING CHILD ABUSE AND NEGLECT	11
6. FINANCES	12
• TITHING – TUITION	12
• ENROLLMENT FEE.....	13
• SCHOOL FEES	13
• PRESCHOOL/PREKINDERGARTEN FEES.....	13
• INSURANCE	13
• FUNDRAISERS	14
• HOPE GIFT CARD PROGRAM.....	14
• What is the HOPE Gift Card Program?.....	14
• How Does The Program Work?	14
• What Gift Cards Are Available?	15
• When And Where Can I Purchase Gift Cards?	15
• How Do I Pay For Gift Cards?.....	15
• Why Should I Buy HOPE Gift Cards?	15
7. RELIGIOUS PROGRAMS.....	16
• GENERAL.....	16
• LITURGIES.....	16
• PENANCE AND EUCHARIST.....	16
8. ACADEMIC POLICIES	17
• GENERAL.....	17
• GRADING POLICIES.....	17

•	PRESCHOOL/PREKINDERGARTEN.....	17
•	Portfolio Assessment will be used.	17
•	KINDERGARTEN to GRADE 2.....	18
•	GRADES THREE through EIGHT.....	18
•	Grades 3, 4, and 5 Marking Key.....	18
•	Middle School Marking Key.....	18
•	HOMEWORK POLICY.....	19
•	PRIMARY.....	19
•	Homework should not exceed 30-40 minutes a night.....	19
•	INTERMEDIATE.....	19
•	Homework should not exceed 60 minutes a night.....	19
•	MIDDLE SCHOOL.....	19
•	COMMUNICATION.....	20
•	RETENTION POLICY.....	20
•	TESTING.....	20
9.	ATTENDANCE.....	21
•	GENERAL.....	21
•	Preschool/PreKindergarten.....	21
•	ABSENCES.....	21
•	TARDINESS.....	22
•	EARLY DISMISSAL.....	22
•	EARLY ARRIVAL.....	22
•	MISCELLANEOUS.....	22
10.	COMMUNICATIONS.....	23
•	GENERAL.....	23
•	NEWSLETTER.....	23
•	STUDENT - PARENT - TEACHER CONFERENCES.....	23
•	PARENTAL CONCERNS.....	24
•	SEVERE WEATHER/EMERGENCY CLOSINGS.....	24
•	STUDENT PAPERS.....	25
•	PHONE PROCEDURES.....	25
•	VISITS TO SCHOOL.....	26
11.	SCHOOL HOURS.....	26
•	PRESCHOOL/PREKINDERGARTEN ARRIVAL PROCEDURE.....	26
•	K-8 ARRIVAL PROCEDURE.....	27
•	DISMISSAL PROCEDURE.....	27
•	PRESCHOOL/PREKINDERGARTEN DISMISSAL PROCEDURE.....	27
•	K-8 DISMISSAL PROCEDURE.....	28
•	EXTENDED CARE PROGRAM.....	28
•	PRESCHOOL THROUGH EIGHTH GRADE.....	29
•	SAFETY PATROL.....	29
•	FACULTY AND STAFF MEETINGS.....	30
12.	DISCIPLINE PHILOSOPHY.....	30
13.	UNIFORM AND DRESS CODE.....	32

- **PRESCHOOL/PREKINDERGARTEN**.....32
- **UNIFORM STORE**32
- **GENERAL**.....33
- **GIRLS K, 1ST, 2ND**33
 - *Blouses:*33
 - *Jumpers:*33
 - *Skirts:*.....33
 - *Slacks and Shorts:*.....34
 - *Belts:*.....34
 - *Shoes:*34
 - *Socks and Tights:*34
 - *Jackets:*34
 - *Sweatshirts:*34
 - *Personal Grooming:*.....34
- **BOYS K, 1ST, 2ND**.....35
 - *Shirts:*.....35
 - *Slacks and Shorts:*.....35
 - *Belts:*.....35
 - *Shoes:*35
 - *Socks:*36
 - *Jackets:*36
 - *Sweatshirts:*36
 - *Personal Grooming:*.....36
- **GIRLS 3rd, 4th, 5th**36
 - *Blouses:*36
 - *Jumpers:*36
 - *Skirts:*.....37
 - *Slacks and Shorts:*.....37
 - *Belts:*.....37
 - *Shoes:*37
 - *Socks and Tights:*37
 - *Jackets:*37
 - *Sweaters:*38
 - *Sweatshirts:*38
 - *Personal Grooming:*.....38
- **BOYS 3rd, 4th, 5th** 38
 - *Shirts:*.....38
 - *Slacks and Shorts:*.....38
 - *Belts:*.....38
 - *Shoes:*38
 - *Socks:*39
 - *Jackets:*39
 - *Sweatshirts:*39
 - *Personal Grooming:*.....39
- **GIRLS 6th, 7th, 8th**39
 - *Blouses:*39
 - *Skirts:*.....40
 - *Slacks and Shorts:*.....40
 - *Belts:*.....40
 - *Shoes:*40

- **GIRLS 6th, 7th,8th (continued)**
 - *Socks:*40
 - *Jackets:*.....40
 - *Sweaters:*40
 - *Sweatshirts:*40
 - *Infractions:*.....41
 - Students will be fined \$3.00 for every third uniform infraction.41
 - *Personal Grooming:*.....41
- **BOYS 6th, 7th, 8th**.....41
 - *Shirts:*.....41
 - *Slacks and Shorts:*.....41
 - *Belts:*.....41
 - *Shoes:*41
 - *Socks:*41
 - *Jackets:*.....42
 - *Sweatshirts:*42
 - *Infractions:*.....42
 - Students will be fined \$3.00 for every third uniform infraction.42
 - *Personal Grooming:*.....42
- **PHYSICAL EDUCATION ATTIRE**42
- **WARM WEATHER ATTIRE**43
- **"NON-UNIFORM" DRESS CODE**.....44
- 14. HEALTH AND SAFETY** 44
 - **ELECTRONIC DEVICES**.....44
 - **HEALTH CARE**44
 - **HEALTH ROOM**45
 - **ILLNESS**.....46
 - **IMMUNIZATIONS**.....46
 - **MEDICATION**46
 - **CRISIS MANAGEMENT**47
 - **COUNSELING STUDENTS**48
 - **ASBESTOS MANAGEMENT**48
- 15. MISCELLANEOUS** 49
 - **INTERNET POLICY**49
 - **ATHLETIC PROGRAM**49
 - **BIRTHDAYS AND PARTIES**51
 - **CARE OF PROPERTY**51
 - **ENVIRONMENTS**51
 - **STUDY TRIPS**.....51
 - **CAFÉ INFORMATION**.....53
 - **ITEMS BROUGHT TO SCHOOL**54
 - **GUM FINES**.....54
 - **LIBRARY**54
 - **LOST AND FOUND**55
 - **LOCKERS**.....55
 - **MILK PROGRAM**.....55

- **MONEY BROUGHT TO SCHOOL.....55**
- **PICTURES56**
- **MIDDLE SCHOOL SERVICE HOURS56**
- **STUDENT COUNCIL.....57**

ST. JAMES CATHOLIC SCHOOL

FAMILY HANDBOOK

REVISED 2009

1. MISSION STATEMENT

PARISH MISSION STATEMENT

"We, the community of St. James, are a prayerful and Eucharistic people who treasure our Catholic traditions. We strive to grow in our faith by being good stewards of the gifts God has given us and by sharing God's truth with all. As the Body of Christ, we are called to love and serve everyone, especially the marginalized, with joy and hospitality."

2. SCHOOL PHILOSOPHY STATEMENT

St. James School is committed to provide an environment where children can experience learning and living fully in the Catholic faith. The commitment will be accomplished by assuring that:

- Each child is given the opportunity to develop to his or her spiritual, intellectual and physical potential.
- Moral growth and development are fostered through Lifelong Guidelines™, LIFESKILLS™, and a wide variety of faith centered experiences for both students and staff.
- Academic excellence is a priority.
- In our Absense of Threat environment each child is encouraged to develop self-control and accept individual responsibility.
- All life is respected.
- Each child will develop concern and respect for the needs, rights and property of others.

Teaching as Jesus did, St. James School will prepare each child for service to the local and global community.

3. STATEMENT OF NON-DISCRIMINATION

St. James Catholic School admits students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs, and activities accorded to any students of the school. This policy concurs with the Kansas City-St. Joseph Diocesan Policy 300.2.

4. SCHOOL STAFFING AND FRAMEWORK

FACULTY AND STAFF

The faculty and staff at St. James School are fully committed to providing the highest quality education and spiritual experience possible for the children of St. James. To fulfill this goal our school administration and school board for St. James Catholic School will always strive to employ only the best qualified personnel possible. All newly hired employees are subject to a background check per Diocesan Policy.

All teachers will hold a minimum of a Bachelor's Degree in Education from a certified college or university education program. All teachers must be certified by the State of Missouri and by the Diocese of Kansas City-St. Joseph. All faculty members continue their education through participation in post-graduate schooling, self-directed studies, workshops, seminars, or other professional development. All teachers will receive appropriate Diocesan School Office Evaluations during the school year and a final evaluation at the end of the year by the principal. All support staff members must meet any state or Diocesan qualifications for their position.

SCHOOL BOARD

The policies that govern St. James Catholic School are determined by the St. James School Board. The school board provides counsel and advice on the operation of the educational programs. School board meetings are held monthly with a notice or agenda of each regular meeting published in the parish bulletin, school calendar and school website. Meetings are normally open to anyone that wishes to attend. Regular school board meetings include an 'Open Forum' where parents can present specific issues appropriate for board discussion.

The School Board consists of the pastor, the principal, and six elected members. One member of the pastoral council serves as a liaison to the school board. Each

year, in May, two new members will be elected to the board to replace the two outgoing members. Candidates for consideration will be requested from the parish at large via notices in the parish bulletin/school newsletter for the first two weeks of May. If no qualified candidates come forward, the board may appoint two new members. If three or more qualified candidates come forward, a ballot will be created and parish elections will be held during all masses prior to the last weekend of May.

This process means that the board will consist of two new members and four experienced members year after year. Terms shall be in conjunction with the fiscal year from July 1 through June 30. Members serve a three-year term. The school board constitution and by-laws and minutes of all regular meetings are available by request through the school office.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is an integral part of the education process at St. James. The PTO is comprised of parents and school personnel with the mission of supporting the functions and activities of St. James School. The objectives of the PTO are to:

- Promote the ideal Catholic education.
- Promote clearer understanding of the usual educational responsibilities for parents and teachers and to encourage a greater degree of cooperation in fulfilling their responsibilities.
- Promote the general welfare and safety of the students.
- Provide additional materials, supplies and other items needed by the staff and the student body.

Parents are urged to become actively involved in the PTO . Meeting dates will be published in the yearly calendar, parish bulletin, the school newsletter, and on the school website. The PTO conducts the annual school auction in November as their primary fundraiser.

PARENTS

The education of the student at any school is not possible without the active participation by all parents. The school board and faculty expect all parents to be active participants in their child's education. Parents can assist the school by:

- Building religious traditions and family prayer into the family lifestyle by attending Sunday Mass as a family and contributing to parish support through family tithing or attending the church of your choice and supporting the school through your tuition.
- Encouraging the development of their child's individual talents and interests.
- Keeping the school informed about the special needs of their child and reading carefully all communications sent home from school.
- Volunteering at the school through one or more of a variety of school functions, activities, and committees.

TEACHER REQUEST POLICY

Teacher request process: If it is necessary to request a teacher, you must follow these guidelines:

- 14. Requests must be made in writing to the principal
- 15. Requests must include specific reasons for the request
- 16. Requests must be in the office by April 1 of the current year

Because there are several factors that are taken into consideration when dividing a group of students into two classes, there is no guarantee that you will receive the requested teacher for your child/ren.

VOLUNTEERS

Volunteers are a critical element of the education process at St. James School. Parents are invited and welcomed in the school. Parents are encouraged to volunteer for a wide variety of activities and responsibilities including, but not limited to:

- | | | |
|-----------------------|------------------------------|--------------------------|
| * PTO | * tutor | * study trips |
| * school board | * school auction | * centers-primary grades |
| * hot lunch program | * maintenance assistant | * committees |
| * library | * home room parent | * health room |
| * work room assistant | * and other responsibilities | |

All volunteers need to first check in at the school office, sign-in, and pick up a name tag before proceeding to their assigned duty. All volunteers are subject to a background check per diocesan policy.

5. ADMISSION POLICY

GENERAL

St. James Catholic School welcomes families who wish to enroll their children in its education program. We thank you for being a part of our school family as we “Grow Together in Faith, Family and Friends.” The enrollment period for students currently attending St. James School and new students who are registered members of St. James Parish is held in February. Registration will be announced in the parish bulletin, school newsletter and posted on our website several weeks in advance.

When a class has a waiting list (class size, K-6, limit is twenty-four), students are admitted to St. James School based on the following priorities:

First—Children who have continuously attended St. James since the start of the current school year (family is tithing, active parishioners).

Second—St. James families who are tithing, active parishioners with siblings in the school for at least one full school year.

Third—St. James families who are tithing, active parishioners, without siblings in the school or with siblings who have not completed a full year at St. James (ordered by the greatest number of years as a registered and active parishioner.)

Fourth—St. James families without a history of active involvement, willing to become tithing, active parishioners.

Fifth—Tithing, registered parishioners in other Catholic parishes, willing to pay full tuition if their parish does not share their tithe with St. James.

Sixth—Catholics from other parishes with no record of tithing, willing to pay full tuition.

Seventh—Non-Catholic families, willing to pay full tuition.

As always, anyone with any financial difficulties may speak directly to our operations manager or our pastor.

St. James School is not equipped at this time, to provide equal educational opportunities for all individuals. Children with certain learning disabilities, special needs or physical challenges may not be able to receive the additional teacher attention or have access to the needed resources as necessary to enable the student to attain their full potential. Parents should thoughtfully evaluate and discuss their child's special needs with the principal prior to enrolling them in St. James School.

PRESCHOOL/PREKINDERGARTEN

The admittance policy for preschool/prekindergarten is the same as the general admittance policy. Our preschool and prekindergarten offers a two day, three day, and five day program. Children must be two by July 31st to be eligible for preschool enrollment and four by July 31st for prekindergarten enrollment. Families may place their young child on our waiting list by contacting the school office.

KINDERGARTEN

A child must be five years old by the date (July 31st) established by the State of Missouri to enroll in the school. A birth certificate is required for all new students. A baptismal certificate is required for all Catholic students, even if the student was baptized at St. James Catholic Church. All admissions are subject to completed immunizations, readiness for kindergarten as indicated on a screening, and space availability. State law prohibits attendance in school if immunizations are not up to date. If a screening indicates a child may not be ready for kindergarten then a student interview, a meeting with the parents, principal, and kindergarten teachers may be necessary before a final decision is made.

NEW STUDENTS

Any child who is registered as a new student in preschool through grade eight is subject to a probationary period. During this period the student is observed by the teacher, principal, or staff. At the end of each quarter throughout the first year of enrollment the principal, teacher, student and parents will meet as a team, if necessary and as needed, to evaluate the child's progress and ability to perform at the level of their classmates. The team will determine the appropriate placement for the child to be successful. This could be placement in another educational facility outside St. James School. A pre-enrollment interview may take place for an applicant to clarify St. James School Policies and Procedures.

REPORTING CHILD ABUSE AND NEGLECT (Including Sexual Abuse)

School officials including principals, teachers, early childhood providers/early childhood aides and professional personnel, are required by Missouri law to report, or cause to be reported, any actual and/or suspected instances of child abuse or neglect to the Division of Family Services.

Under Missouri law, child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child (a person under eighteen [18] years of age) other than by accidental means by those responsible for his/her care, custody and control (including a teacher), except that discipline, including spanking administered in a reasonable manor is not considered to be child abuse under state law. (Corporal punishment of any student in diocesan or parish schools or early childhood centers, however, is strictly forbidden.)

Under Missouri law, child neglect is defined as any failure to provide the proper and necessary support, education to the extent required by law, nutrition, medical, surgical or any other care necessary for a child's well-being.

6. FINANCES

TITHING – TUITION

St. James is a tithing parish. Tithing payments are due the first Tuesday beginning in July. The St. James School comprises the largest single expense in our parish budget. Families who attend Mass regularly and tithe to the parish may send their children to St. James School without paying tuition. Each parish family is asked to tithe at least five to seven percent of the family's gross annual income to St. James Parish, one percent to the annual Diocesan Appeal, and four percent to other charities.

School families who are registered in another Catholic parish must contact their pastor to meet with our pastor to make the necessary arrangements for the transfer of the funds between the two parishes. If an agreement is reached the family may attend St. James School and must keep current with the arranged plan.

Non-Catholic families who have students at St. James will be required to pay tuition to the school in the amount determined by the parish finance committee and the school board. Payments may be made by the year, semester, quarter, or month. If paid monthly, tuition is due on the first Tuesday of each month, August through May.

No Catholic child will be turned away from St. James School because of financial reasons as long as the family has made financial or other arrangements with the pastor and the principal. St. James is open to creative alternatives to assist a family to fulfill their financial responsibilities to the parish and the school.

ENROLLMENT FEE

An Enrollment Fee is assessed for each child enrolled in St. James School and it is set annually by the School Administration. It is payable directly to the school during the registration period. This fee is non-refundable. No child is considered enrolled until this fee is paid.

SCHOOL FEES

PRESCHOOL/PREKINDERGARTEN FEES

A \$75.00 NON-REFUNDABLE Enrollment Fee is due for each preschool/prekindergarten child upon the date of registration. The School Fees include a Study Trip Fee, Catastrophic Insurance/Diocesan Fee and Milk Fee. These fees are due each year.

For students, kindergarten through eighth grade an Administration Fee, Counselor Fee, Technology Fee and Spanish Fee will be assessed at the time of registration for school. The School Fees include: textbooks, drug education, study trip/bus, class supplies, catastrophic insurance/diocesan fee, milk, etc. An additional list of needed classroom supplies will be furnished via the school newsletter or website.

The Administration, Counselor, Technology and Spanish portion of the fees is due when each child is registered for school. The balance of school fees shall be paid in full or three equal payments due in May, August and October. A late fee of \$25.00 per installment will be assessed after 15 days beyond the due date. It is possible that your child may not attend school until fees are current.

It is the policy of St. James School that report cards will be withheld until all fees are current. This includes before or after school care, café, library, registration, HOPE, etc. All records will be withheld until financial responsibilities are fulfilled. Any family that experiences difficulty in fulfilling its obligations should contact the principal BEFORE the payment is due.

INSURANCE

Student accident insurance is available at an extra cost. This is supplemental coverage to your own insurance and is optional. Information regarding this is given out at the beginning of the school year.

St. James School has catastrophic accident insurance coverage through the diocese. The policy will provide up to \$5,000,000 coverage for a serious accident, in excess of other available insurance, after a deductible of \$25,000. The policy will cover all enrolled students who are in any way involved in interscholastic or intramural sports, physical education classes or non-sports extracurricular activities.

FUNDRAISERS

St. James conducts various fundraisers during the school year to provide funds for student and faculty activities, equipment and supplies. All fundraising activities shall be reviewed by the principal for validity and worthiness in relation to the students and the school in general.

The PTO sponsors the largest fundraiser, the annual school auction, which is held in November each year. Active participation by each school family is essential to the success of this event.

The Endowment Board sponsors an annual golf tournament held in June with proceeds given to the school endowment fund.

HOPE GIFT CARD PROGRAM

HOPE is a unique fundraising opportunity for the parishioners of St. James Parish. The church and the religious education ministries of the parish can receive from 2%-20% from your total shopping amount without an additional cost to you.

What is the HOPE Gift Card Program?

For many years, St. James Catholic Parish has been raising money to augment its income by selling gift cards and certificates. The HOPE (Help Our Parish Educate) program was started to help fund the parish's religious education programs. Then another similar program called DREAM was begun to help with the finances of St. James Catholic School. Now these two programs have been combined into the HOPE Gift Card Program. The purpose remains the same – to support the St. James Catholic Parish educational programs.

How Does The Program Work?

The parish purchases gift cards at a discounted price that can be used at dozens of local businesses. Most of the cards are national cards and can be used anywhere in the United States. The cards are sold at face value resulting in a profit for the parish without costing you anything additional. You get to spend the full face value of the cards. The profit realized by the parish comes from the merchants

whose cards you purchase.

What Gift Cards Are Available?

The HOPE gift card program offers gift certificates from our local grocery stores Hy-Vee and Price Chopper with a 5% return. There are also gift certificates for restaurants and retail stores with a 2%-20% return. There are a variety of stores available. The St. James HOPE Gift Card Program Order Form lists many of the available cards. The form may be printed at this link:

www.stjames-liberty.org/hopegiftcards/orderform.pdf or it may be obtained at all card sales locations.

Usually cards are ordered on Mondays and are available on Fridays. Cards identified by asterisks (***) on the order form are usually available at all points of sale and no order form is needed for these. The list of cards that are usually kept on hand are listed at this link:

www.stjames-liberty.org/hopegiftcards/hopegiftcardsonhand.pdf

To order other cards, just fill out an order form, write the number of cards desired in the white space below the denomination desired, total up the order, attach a check and turn the form in at any sales location.

When And Where Can I Purchase Gift Cards?

HOPE gift cards may be purchased at the following locations and times:

- After all weekend Masses at the HOPE table (at the parish office end of the narthex);
- At the parish office Monday through Friday from 7:30 AM to 4:00 PM;
- At the school office from 7:30 AM to 3:30 PM on school days.

How Do I Pay For Gift Cards?

Gift cards must be paid for with cash or check. We cannot accept credit or debit cards at this time. Order forms for cards not kept on hand must be accompanied with a check for the full amount of the order.

Why Should I Buy HOPE Gift Cards?

To fulfill your registration HOPE agreement each family participates in the HOPE program by purchasing a minimum of \$1200 (average \$100 per month) in certificates per year, March (following your registration in February) through the following February. If you choose to “buy out” of the monthly HOPE program you may do so for \$350 per year which is due no later than November for the school year you have registered your child/ren.

Demands on the parish budget have increased just as demands on your budget have increased. Our parishioners have been very generous in contributing to the support of St. James Catholic Parish. But more is needed to pay the bills. Buying gift cards brings new money to the parish without costing you anything. The merchants whose cards you buy make the contributions. Please make buying HOPE gift cards part of your regular parish support.

7. RELIGIOUS PROGRAMS

GENERAL

We recognize that parents are the primary educators for their children. The school works to compliment the values taught at home. At the heart of our mission at St. James School is our desire to bring all children to a deeper knowledge and love of God. Participation in the religious program of the school is required for all students, without exception. All children, Catholic and non-Catholic, attend religion class, liturgies, prayer services, etc, involving their grade level.

LITURGIES

The celebration and participation in the Mass is an integral part of the education process at St. James School. All-school Masses will be held each week. The liturgy will be prepared by different grades each week. Kindergarten begins attending Mass in January of each school year. Preschool and prekindergarten will have regular celebrations for religion in their classroom, will visit church regularly and participate in regular prayer services throughout the year. Parents, siblings and other members of the parish are encouraged to come and share in the worship. We recommend that pictures not be taken during school liturgies.

PENANCE AND EUCHARIST

Sacramental preparation is coordinated by the parish Director of Religious Education. Material will be provided to aid the parents in the preparation of their child for each of the sacraments. Parents of second graders and other children preparing for a sacrament will be expected to participate in meetings and training sessions that focus on the preparation of their child for the sacraments. The ultimate responsibility in preparing a child for the sacraments lies with the parents. The pastor, Director of Religious Education and teachers will assist in the

preparation and confirm a child's comprehension of and readiness for each sacrament.

8. ACADEMIC POLICIES

GENERAL

We follow the Missouri state guidelines with regards to our curriculum for each grade level. Each teacher gives an overview at our parent information night in the fall and include updates throughout the year.

The faculty and staff of St. James School will make every effort to help all students deal with new challenges, whether academic or personal. We request parents' help in making sure that their children complete homework tasks each night, study for daily work and assessments, and realize that extra help, if needed, should be sought as soon as possible. The principal/teacher can suggest tutors and agencies that provide testing or academic assistance at an additional cost to parents. Please check with the principal/teacher if you are interested.

GRADING POLICIES

The grades your child receives are based on their written and oral work in class, homework assignments, participation in class, and assessment results. The following grading schedules are used for the indicated grade levels:

PRESCHOOL/PREKINDERGARTEN

Portfolio Assessment will be used.

KINDERGARTEN to GRADE 2

B	Beginning
D	Developing
D+	Developing plus
S	Secure
S+	Secure plus
N	Not assessed
*	Frequently experiences difficulty

These markings are a framework that help to categorize your child's progress on various concepts and skills. Each marking is based on a skill covered during that particular grading period. The same concept or skill on the next quarter's report card could reflect a totally different grade due to a new concept/skill in that area being worked on, or the level has been increased. Therefore a child could understandably go from a Secure one quarter, to a Beginning the next quarter or from Secure one quarter to Developing the next quarter.

GRADES THREE through EIGHT

A+	100	A	94-99	A-	93
B+	92	B	85-91	B-	84
C+	83	C	75-82	C-	74
D+	73	D	70-72	D-	68-69
U/F	67 and below unsatisfactory work				

Grades 3, 4, and 5 Marking Key

B	Beginning
D	Developing
D+	Developing plus
S	Secure
S+	Secure plus
N	Not assessed
*	Frequently experiences difficulty

Middle School Marking Key

+	Indicates excellent progress
S	Indicates satisfactory progress
*	Indicates improvement needed

HOMWORK POLICY

Homework is meant to be meaningful, practical and helpful. Our policy is to help our students grow academically and emotionally. It should enhance a student's independence and personal responsibility while promoting increased understanding and/or skill development. As a rule, homework will not be given on weekends or holidays unless a student has fallen behind due to absence or other unusual circumstances. We would hope that if a student has no homework, they would spend a reasonable amount of time reading for enjoyment. We expect students to be reading every night.

Occasionally, difficulties occur which make it impossible for a student to complete an assignment. Communication is key. We ask that parents write a note explaining the situation to the teacher. The work that could be finished and explanation should be turned in the following day. If the difficulty is due to lack of understanding a note should be written to notify the teacher of the difficulty.

The following time guidelines are recommended for your child's respective grade:

PRIMARY

Homework should not exceed 30-40 minutes a night.

INTERMEDIATE

Homework should not exceed 60 minutes a night.

MIDDLE SCHOOL

Sixth Grade- Approximately 60 minutes.

Seventh and Eighth grades- Approximately 60-90 minutes a night.

Please note: If a student does no homework for two or three nights in a row, the above guidelines should not apply on the fourth night. (i.e., If a student knows Monday that an assignment is due Friday, then they should not wait until Thursday to do the work.) If this becomes a problem, then a conference with the teacher should be scheduled.

COMMUNICATION

Powerschool is an on-line program which allows parents access to their child's/ren's grades, café account balance, and attendance. Each family is given a login and password within the first month of school each year.

Report Cards: The report card is an important means of communication between the school and the parents. Report Cards are issued at the end of each nine week period of instruction. Parents should go over the report card with their child. The report card envelope must be signed by the parent/guardian and returned to the school as soon as possible. The school maintains cumulative academic records of each student.

RETENTION POLICY

Retention in grades kindergarten through third will be recommended based on actual academic achievement, perceived maturity and individual ability. Parents will be asked to actively participate in this decision. Retention in primary grades due to lack of progress is determined by the principal, teacher and parent. Retention of that student may also occur should a student's absences exceed 25 days for the school year.

Retention in grades four through eight may occur should a student earn a "U/F" average in any core subject: mathematics, language arts, literature, science, reading, social studies and religion. Verified summer instruction will be required for a "U/F" average in any subject if the student is to progress to the next grade level.

TESTING

Intermediate and Middle Grades: The Iowa Test of Basic Skills is given to all students in grades four through eight in the spring of each year. Please be sure your child is present when the tests are given. Parents will be notified of other occasional testing opportunities as they occur.

9. ATTENDANCE

GENERAL

Regular attendance is very important in determining a student's progress. If tardiness or irregular attendance is excessive, the parents will be requested to meet the teacher/principal to discuss possible solutions.

For a day to count as a full school day, there must be a minimum of four (4) hours of instruction, exclusive of lunch or recess periods.

For a day to count as a half-day of school, there must be a minimum of two (2) hours of instruction, exclusive of lunch or recess periods.

Preschool/PreKindergarten

Preschool/PreKindergarten students with siblings in K-8 may arrive at school at 7:30 AM but will report to their classroom for open classroom time. We encourage the students to arrive by 7:50 AM to start the school day and we ask that they are here no later than 8:00 AM.

ABSENCES

Parents are required to notify the school office for the reason of a student's absence. This should be done each day a student is absent from school due to an illness. A written note from the student's parents/guardian upon return is required when absent three or more days. This is in accordance with the Diocesan policy.

Parents should call the school and request the student's homework assignments if they will be absent. This call should be placed to the office by 9:00 AM. Books and assignments will be left in the school office for pick up at the close of the school day or sent home with another student as requested. Assignments given prior to an absence may be due upon the student's return. Extension of due dates for any assignment may be given only by the teacher. Due dates for assignments given during the absence will be determined by the number of days a student is absent from school. A student may have up to two days for each day they are sick to make up work. Exception to this rule, long term assignments due during the absence will be due upon return and assignments due at the end of the quarter.

Parents are responsible for attendance. There is a Clay County Directive for absences of students in Kindergarten through 8th grade without justification stating children who are absent without reasons given and/or a doctor's notification are to

be reported to the Division of Family Services. St. James School Staff will cooperate with the local authorities and report these situations.

TARDINESS

Tardiness interferes with the student's progress in school, disturbs the classroom, and leads to the formation of undesirable attitudes. A student is considered tardy if they arrive in the classroom after 7:50 AM. Students who arrive late for school must report to the school office to receive a tardy slip and then proceed to their classroom. Parents are encouraged to come into the office to sign the tardy book if their child is tardy. All students must have a tardy slip to enter the classroom. Tardiness for arrival at the school may not be recorded on days when severe weather conditions exist with these cases being determined at the principal's discretion.

After five student tardies, the parents will be notified by the child's teacher. After ten tardies per year, the principal will require a meeting of parents, student and teacher. After ten unexcused tardies per year the dismissal of a student may occur. School tardiness will be dealt with by each classroom teacher.

EARLY DISMISSAL

General: When a student needs to leave school before the normal time of dismissal, we strongly encourage a written request to be submitted to the teacher. The student is to wait in the school office to be picked up and must be signed out by the person picking them up. The student must be signed in if they return for the remainder of the day. To ensure the child's safety, they may not wait outside to be picked up. Routine medical and dental appointments, as much as possible, should be scheduled during non-school hours.

EARLY ARRIVAL

No student is allowed in the building before 7:00 AM. Students arriving between 7:00 AM and 7:30 AM will be charged \$1.00 per day per child for before school care. This amount may be paid on a daily or weekly basis.

MISCELLANEOUS

After arriving on the school grounds, students are not to leave unless written permission is granted by parents/guardians and it is cleared through the school

office. No student should be in the building after the final dismissal bell unless requested by a teacher or they are participating in extended care. No student is to remain unsupervised on the grounds after school. It is our policy that every class and activity be supervised by qualified personnel at all times.

Illness: If a child becomes ill during the school day, a parent/guardian will be contacted and asked to take the child home. The child must be picked up from the school health room and must be signed out by the parent or other person listed on the emergency form on file in the office.

Please see further information under the Illness section under Health and Safety.

10. COMMUNICATIONS

GENERAL

Communication is provided to parents throughout the school year to keep families and staff informed. Our school website is a primary source for parents to receive regular school information not only during the school year but during the summer as well.

The school requires communication from parents/guardians for the following occurrences:

- *in request for special dismissal.
- *in reply to notices of unsatisfactory work.
- *for participation in extra-curricular programs under the direction of the school.
- *to change or request for pick-up or carpools.

NEWSLETTER

To keep parents informed of various special events, calendar changes, etc., the school will issue a weekly newsletter e-mailed each Thursday or sent home with your youngest child. As this is our primary means of communication we ask that you carefully read the newsletter each week so that you can be properly informed. It is imperative that the school office have current e-mail addresses on file. Copies of the newsletter are kept on file in the school office and posted on our website.

STUDENT - PARENT - TEACHER CONFERENCES

Mandatory student – parent - teacher conferences will be held during the second and third quarters. The purpose of these conferences is to establish conditions for each student's adjustment to school, celebrate successes, set goals and review progress. Sign-up sheets will be available at the school for scheduling conferences.

The faculty is available before and after school for special conferences with the students/parents. Teachers are not to be interrupted during school hours for an interview or conference. Special conferences can be scheduled through the teachers; we ask that this not be on the afternoon of a faculty meeting. Voice mailbox numbers and email for each teacher can be found in the school directory or on the school website.

PARENTAL CONCERNS

We feel open communication is key to a successful year. Throughout the school year parents may have questions or concerns regarding a classroom policy, discipline, homework, grading, etc. Communication of parental concerns should proceed according to the following guidelines:

1. The parent should express their concern to the classroom teacher. A joint effort should be made by the teacher and parent to resolve the concern.
2. If the concern is not resolved during the contact with the teacher, the parents should arrange a conference with the principal and the teacher, with or without the student.
3. If the joint conference does not resolve the concern, the principal will arrange a conference involving the parents, the teacher, principal and the pastor.
4. Any unresolved issues may then proceed to the St. James School Board.

SEVERE WEATHER/EMERGENCY CLOSINGS

We do not follow the Liberty Public School announcements of school closings. We will provide our own announcement on numerous radio and television stations (channel 9). Please listen or look for **ST. JAMES CATHOLIC SCHOOL – LIBERTY** for our closings. If electricity is not an issue, our website will post a school closing.

Our student population covers a wide geographic area so there is a range of weather and road conditions for our school families. We will do our best to make the call regarding the conditions around our school location. We trust parents will use their best judgment in severe weather conditions. We want everyone to be safe.

Once our school is in session, we will remain open until 3:00 PM for school dismissal (6:00 PM for extended care). For the safety of all, if you would like to pick up your child/ren early because of severe weather/emergency, please CALL THE SCHOOL OFFICE with approximate time of arrival and we will have your child/ren or car pool ready when you arrive.

If you are driving a car pool, it is your responsibility to notify those parents that you are picking the child/ren up early.

Current snow day information will be distributed at the beginning of each school year in the directory and on our website.

STUDENT PAPERS

On a regular basis teachers will send home samples of the student's work. Parents should review their child's work. This is one of the best means to get an idea of the child's progress in school and to offer encouragement and reinforcement for their efforts applied.

PHONE PROCEDURES

Teacher/student instructional time is valued and we ask that messages for teachers be left on their voice mail. Due to constraints of the school day, teachers may not be able to return phone calls until after 3:15 PM or the next school day. We value strong home/school communication and if you have an immediate need please call the school office. Students will not be called to the office for a phone message unless it is an emergency.

Besides an emergency, it is up to the teacher's discretion if a child should call home. There are rare times when a child needs to use the phone. Each child using the phone must have a phone pass. The phone pass may only be used for a necessary call or an emergency. The following are not considered emergencies:

- Lunch
- Assignments/homework

Permission Slips
Going home with friends

If a cell phone must come to school it needs to remain off, from 7:00 AM until 3:15 PM, in the student's backpack or locker. Any cell phone use during the school day is prohibited and could result in removal of the cell phone from the student. If a student's cell phone is turned in to the office the parent must make an appointment to pick it up from a school administrator at a time to be determined. Thank you for supporting our efforts to encourage responsibility among our students.

If a child's belongings are brought to the office, the items should be placed on the "OOPS" shelf outside of the office. The child may pick it up at a time designated by the teacher. The office will not contact the classroom.

VISITS TO SCHOOL

St. James is eager to share with parents the activities and projects of individual students and groups of students. Parents may schedule visits to the classrooms at almost any time during the school year. Parents need to make prior arrangements with the teacher and notify the school office prior to their visit. For the sake of the students, visits should be limited so as not to interfere with their learning. It is recommended that a school visit not be made during the beginning and closing weeks, before a holiday or during a testing period.

For the safety and well being of the students, **all visitors must sign in at the school office upon arrival.** Authorized visitors will be issued a badge, which should be prominently displayed at all times. Please do not interrupt another class while you are visiting or volunteering for a specific room.

11. SCHOOL HOURS

Preschool - PreKindergarten	7:50 AM – 2:45 PM
Kindergarten – Grade Eight	7:50 AM – 3:00 PM

PRESCHOOL/PREKINDERGARTEN ARRIVAL PROCEDURE

The principal /6th grade teachers /6th grade student safety patrol will greet and help unload cars in front of the building in a single file lane, starting at 7:30 AM until 7:50 AM.

Students that arrive between 7:30 AM and 7:50 AM may proceed to the designated classroom with no charge to parents. We ask that all students arriving after 7:50 AM be walked in to the office by their parent. Please arrive no later than 8:00 AM.

K-8 ARRIVAL PROCEDURE

The principal /6th grade teachers /6th grade student safety patrol will greet and help unload cars in front of the building in a single file lane, starting at 7:30 AM until 7:50 AM. From 7:30 AM until 7:45 AM students arriving at school will go directly to the Social Hall with no charge to parents. Students will sit in the Social Hall in a calm, quiet manner in designated areas. An adult will be present at all times. Students will walk to their classrooms from the Social Hall at 7:45 AM.

DISMISSAL PROCEDURE

The purpose of our dismissal procedure is for the safety of all children and to expedite dismissal in a calm and organized manner.

Please use the map (at the end of our handbook) to locate the designated lane you will need to be in when entering the parking lot. Students will be loading into vehicles with adult supervision. **We ask that you do not park in an area other than your designated lane.**

Please obey the use of crosswalks, handicapped spaces and fire lane restrictions. Please see the back of this handbook for the parking diagram and delivery instructions. (Adjustments may be made throughout the year by the staff).

All students should leave the school premises promptly at dismissal time. The school office should be contacted if a late pick up time is expected. All students are to wait in the designated area until their ride arrives. If a parent needs to visit a teacher, the parent should see that their child is properly supervised. Children are not allowed to be unsupervised while the parent(s) visit with school officials

PRESCHOOL/PREKINDERGARTEN DISMISSAL PROCEDURE

Preschool and prekindergarten students who have no older siblings in K – 8th grade are dismissed at 2:45 PM on regular dismissal days or at 11:45 AM on half days. Parents of these children should park in the designated preschool and prekindergarten parking lanes and walk to the front crosswalk to meet their children. We ask parents and children to cross in the crosswalk, safely walking back to the designated lane and loading cars for dismissal.

Preschool and prekindergarten students with older siblings will be dismissed after the first group of preschoolers and prekindergarteners. Parents are asked to park in their assigned K – 8th grade lanes and walk up to the front sidewalk to meet their child. Children who will walk with an older carpool rider/sibling will have arrangements made by the teacher and parent after school has been in session and routines have been established.

K-8 DISMISSAL PROCEDURE

K – 8th grade students are dismissed at 3:00 PM on regular dismissal **days or at noon on half days. Please pick up your child before 2:50 PM if you have an appointment or need to leave early.** Once you have parked in your assigned lane, we ask that drivers remain with their vehicles, do not switch lanes, and do not move your vehicle until directed to do so. Once students are safely in their cars, they may not leave their vehicle without an adult escort. If you choose to abuse/violate the dismissal procedure set for the safety of all, you will be warned/ticketed.

Students should be picked up no later than 3:15 PM. Students not picked up by 3:15 PM will be placed in extended care with charges assessed after 3:30 PM.

EXTENDED CARE PROGRAM

St. James School offers Extended Care for students. Extended Care is provided at a nominal cost for each student enrolled in the Extended Care Program. The hours are 7:00 AM – 7:30 AM, before school and 3:00 PM - 6:00 PM after school. Extended care is also available on most early dismissal days from 12:00 PM to 6:00 PM with notice given ahead of time on certain half days when Extended Care is not available. Extended Care will not be available on holidays, snow days, the last day of school, or any day when students are not scheduled to attend classes (i.e. professional development days).

Interested parents should contact the school office for additional information regarding fees and additional charges, etc. It is essential that all families fill out Extended Care paperwork for all students in case of emergencies.

PRESCHOOL THROUGH EIGHTH GRADE

7:00 AM	Students may enter the school. They must wait in designated areas.
7:00-7:30 AM	Morning Care: \$1.00 per child, per day to be paid daily, weekly or when notices are sent home. At 7:15 AM the Morning Care for preschool and prekindergarten begins in one of their classrooms.
7:30-7:50 AM	The principal, 6 th grade teachers, and 6 th grade student safety patrol will greet and help unload cars in front of the building in a single file line starting at 7:30 AM. Preschool-grade 8 students will proceed to Before School Care designated areas at no charge. Preschool and prekindergarten will proceed to the designated classroom and K-8 th grade students will sit in the Social Hall in a calm, quiet manner in designated areas with an adult present at all times.
7:45 AM	Students will walk, accompanied by an adult, to their classrooms from the Social Hall.
7:50 AM	Any student in K – 8 th grade not in class at this time will be counted tardy.
11:45 AM	Dismissal time for half days for preschool and prekindergarten.
12:00 PM	Dismissal time for half days for K – 8 th grade.
2:45 PM	School dismissal for regular days for preschool and prekindergarten.
3:00 PM	School dismissal for regular days for K – 8 th grade.
3:00 PM – 6:00 PM	Extended Care.

SAFETY PATROL

The Safety Patrol Program is provided and monitored daily by teacher representatives. All children, staff and parents are asked to respect the requests and directions of these students. The students have been trained to direct traffic and pedestrians to enhance safety on the school grounds.

FACULTY AND STAFF MEETINGS

One day each week will be designated for a faculty staff meeting after school. Parents will be informed of the day for these meetings in the school calendar. Teachers will not schedule appointments/conferences on these days.

An extended faculty and staff meeting may be held once each month. In addition, days are provided in the school calendar for staff professional development. Parents are reminded of these meetings and workshops in the school newsletter/calendar. No conferences or parent meetings will be scheduled on these days.

12. DISCIPLINE PHILOSOPHY

At St. James School, we are working to incorporate strategies from the most recent brain research and programs like DISCIPLINE WITH DIGNITY™, Love and Logic™, Project Essential™, and Highly Effective Teachers™ using the Lifelong Guidelines and LIFESKILLS. The integration of the best practices from these programs into our classrooms allows us the opportunity to provide the optimal learning environment for our students and our staff.

DISCIPLINE WITH DIGNITY™, Love and Logic™, Project Essential™, Lifelong Guidelines and LIFESKILLS equip teachers and administrators with classroom skills and techniques that enable them to spend time on direct instruction, facilitate learning clubs, provide positive interactions with students and reduce time dealing with behavioral issues.

All of these programs present teachers with the framework, tools and skills for carrying out their own effective classroom management, and furnishes administrators with information and a basis for setting school-wide policy. Designed to allow teachers more time for instruction in a classroom environment conducive to learning, this approach also helps children develop a sense of self-esteem and gives them the encouragement and tools necessary for making responsible decisions in their lives, both inside and outside of the classroom.

DISCIPLINE WITH DIGNITY™ is a flexible program for effective school and classroom management that teaches responsible thinking, cooperation, mutual respect and shared decision making. Dr. Richard Curwin and Dr. Allen Mendler are internationally acclaimed authors of DISCIPLINE WITH DIGNITY™.

The Love and Logic™ program developed by Dr. Jim Fay specifically provides parents and teachers with easy-to-use, practical techniques that help adults achieve respectful and healthy relationships with children. Love and Logic™ puts teachers and parents in control, teaches children to be responsible and prepares them for the real world. It helps raise children who are honest, caring, ethical and prepared to make positive contributions in the world.

The tool we use to handle Discipline with Dignity™ and Love and Logic™ is our Project Essential™ curriculum, developed by the Teel Institute, based on the theory that self-esteem is earned, not given. The students study the four principles of Project Essential™.

The first Project Essential™ principle is Errors. Errors are one of the best ways to learn and grow better. We practice the ABC's of correcting errors.

- Admit the error
- Be willing to accept the consequences
- Correct the error
- Do remember the correction / Don't dwell on the mistake

The second Project Essential™ principle that we teach is Self-control. To maintain self-esteem, we must always try to recognize and properly use the differing roles of emotion and reason. Emotions are internal signs which tell us of our well-being according to the values we hold, but are not always proper guides to action. Emotions can often trick us into behaving in ways that we may later regret. We work on distinguishing between emotion and reason. We will often ask the children; Are you using your self-control? What are you feeling inside? Are you using the thinking part of your brain?

The third Project Essential™ principle is Responsibility. We must all strive to fulfill the things in our lives for which we are truly responsible. To genuinely earn a sense of self-respect, we must do those things for which we are responsible. Accepting responsibility also builds a sense of capability and worthiness in each of us. However, self-respect suffers if we refuse to accept our own responsibilities, or if we accept responsibilities that rightfully belong to another. Distinguishing between the responsibilities that are ours and those that are not, and fulfilling those responsibilities and obligations, builds capability, independence, self-sufficiency, and self-reliance.

The fourth Project Essential™ principle is the Rights principle. Give equal respect and weight to your own rights and the rights of others. To be a person of genuine self-esteem, one must always seek to act in accordance with principles which give equal respect and weight to one's own rights and to the rights of all others. There are certain rights which are inalienable to the human condition. These rights should be the same for every person, and should be upheld equally on behalf of all. The curriculum teaches the difference between needs, rights, desires, and privileges.

Susan Kovalik's program, Highly Effective Teachers™, integrates the latest brain research with conceptual curriculum and the most effective instructional teaching strategies. The program enables our staff to incorporate the learning principles along with the body-brain compatible elements into their daily instruction. Our study trips throughout the year provide the necessary "Being There" experience for our students to build their conceptual learning.

13. UNIFORM AND DRESS CODE

PRESCHOOL/PREKINDERGARTEN

Preschool children will not be required to wear uniforms. The clothing your child wears should be simple, washable, sturdy, and comfortable. Please avoid wearing or bringing items with a high sentimental or monetary value.

Outdoor play is an important part of each day's activities, so please provide appropriate clothing for the season. Please put your child's name on each article of **OUTER** clothing. Shoes should have rubber soles. Boots should be large enough for the child to put on easily and sandals/flip flops should be avoided.

Each Preschool/PreKindergarten student needs a change of clothing in a plastic bag. Please check this regularly for seasonal changes.

UNIFORM STORE

We appreciate that our school families purchase the required school uniform through our St. James School Uniform Store. By purchasing school uniforms through school you are assured that all items meet the requirements. If items are purchased elsewhere they must match the uniforms we sell and if they do not those items will not be allowed. Another benefit from purchasing items through our school uniform store is that the profits go towards staff professional

development. This staff professional development is essential to maintain the quality of our optimal learning environment.

GENERAL

The policy for school attire is designed to provide rules of appropriate dress for the students of St. James School and to avoid loose interpretation of the dress code. The purpose of the uniform is to eliminate differences between students based on material values and to show school pride. St. James School has adopted this policy to promote an atmosphere of respect among students in an environment where distractions are minimized and the learning climate is maximized. The following are minimum guidelines; it is up to the discretion of the administration to enforce stricter guidelines when necessary. Uniforms will be worn by all students throughout the entire school year. Exceptions to the dress code may be authorized by the principal. On these "special" days of the school year, students are allowed to be out of uniform. We ask that you refer to the non-uniform dress code to ensure that students are dressed appropriately.

Violations of the Uniform and Dress Code will be dealt with using natural and logical consequences.

GIRLS

UNIFORM DRESS CODE

Kindergarten, First and Second Grades

Blouses:

White perma-press or knit with pointed, Peter-Pan, button down or turtleneck collar, long or short sleeve, without insignias, or brand names. Collars are to have "straight edges" **without trim** (including lace, scalloped edging or fringe). Mock turtlenecks are not acceptable. Blouses must be tucked inside pants, shorts and jumpers.

Jumpers:

Solid navy blue jumpers and the appropriate plaid designed jumpers are also allowed (with a "V" shaped neck). Jumper length is to be at the knee or mid knee.

Skirts:

(May not be worn until the 4th grade)

Slacks and Shorts:

Solid navy blue, twill or cotton pleated slacks and pleated walking shorts (at the knee or 1-3 inches from the knee) are acceptable. Full elastic waist or pull-up pants are not acceptable, except elastic back slacks. Knit, corduroy, and denim fabrics are not acceptable.

Belts:

(Not required until the 3rd grade)

Shoes:

Low cut dress shoes (closed), low-cut or high top athletic shoes, and ankle high boot style shoes with soft, flexible soles are acceptable with all uniforms (no more than 1 inch above the ankle). **No** sandals, knee high or above knee boots, cowboy boots, heavy waffle soled boots or combat style boots are acceptable during school hours.

Socks and Tights:

Solid white or navy blue socks/tights are acceptable. Socks must be easily visible above the shoe, above the ankle is recommended. Small logos on socks will be allowed. Any logo that a teacher or staff member deems inappropriate will be disallowed.

Jackets:

Students may wear the St. James microfleece jacket with logo, purchased from the St. James uniform store as part of their school uniform. Students may not wear other jackets during the school day as part of their uniform.

Sweaters:

Solid navy blue, white, or red sweaters may be worn over the uniform. Red sweaters must match the color of the red uniform sweatshirts (Russell Athletic Brand) as available through the school uniform store.

Sweatshirts:

Solid navy blue, white, or red sweatshirts may be worn over the uniform. Red sweatshirts must be Russell Athletic Brand. The red or navy sweatshirts may be purchased from the school uniform store. No logos are allowed other than the school emblem or monogram. Sweatshirts may not be worn around a student's waist. Oversized sweatshirts are not allowed.

Personal Grooming:

Girls may wear earrings no larger than a dime. Nail polish should be light in color. Tattoos, body paintings and body piercings must be covered at all times.

BOYS
UNIFORM DRESS CODE
Kindergarten, First and Second Grades

Shirts:

Light blue oxford dress or knit with pointed or button down, long or short sleeve, without insignias, or brand names. Light blue turtlenecks are acceptable. Mock turtlenecks are not acceptable. Shirts must be tucked inside pants and shorts. Undershirts worn under the uniform must be white without logos.

Slacks and Shorts:

Solid navy blue, twill or cotton pleated slacks and pleated walking shorts (at the knee or 1-3 inches from the knee) are acceptable. Full elastic waist or pull-up pants are not acceptable, except elastic back slacks/shorts. Knit, corduroy, and denim fabrics are not acceptable.

Belts:

(Not required until the 3rd grade)

Shoes:

Low cut dress shoes (closed), low-cut or high top athletic shoes, and ankle high boot style shoes with soft, flexible soles are acceptable with all uniforms (no more than 1 inch above the ankle). **No** sandals, knee high or above knee boots, cowboy boots, heavy waffle soled boots or combat style boots are acceptable during school hours.

Socks:

Solid white, navy blue or black socks are acceptable. Socks must be easily visible above the shoe, above the ankle is recommended. Small logos on socks will be allowed. Any logo that a teacher or staff member deems inappropriate will be disallowed.

Jackets:

Students may wear the St. James microfleece jacket with logo, purchased from the St. James uniform store as part of their school uniform. Students may not wear other jackets during the school day as part of their uniform.

Sweaters:

Solid navy blue, white, or red sweaters may be worn over the uniform. Red sweaters must match the color of the red uniform sweatshirts (Russell Athletic Brand) as available through the school uniform store.

Sweatshirts:

Solid navy blue, white, or red sweatshirts may be worn over the uniform. Red sweatshirts must be Russell Athletic Brand. The red or navy sweatshirts may be purchased from the school uniform store. No logos are allowed other than the school emblem or monogram. Sweatshirts may not be worn around a student's waist. Oversized sweatshirts are not allowed.

Personal Grooming:

Boy's hair should be cut above the collar. Rat-tails, pony-tails or shaved designs are not allowed. Earrings are not allowed for boys. Tattoos, body paintings and body piercings must be covered at all times.

GIRLS
UNIFORM DRESS CODE
Third, Fourth and Fifth Grades

Blouses:

White perma-press or knit with pointed, Peter-Pan, button down or turtleneck collar, long or short sleeve, without insignias, or brand names. Collars are to have "straight edges" **without trim** (including lace, scalloped edging or fringe). Mock turtlenecks are not acceptable. Blouses must be tucked inside pants, shorts and jumpers.

Jumpers:

Solid navy blue jumpers and the appropriate plaid designed jumpers are also allowed with a “V” shaped neck for third or fourth grade girls. Jumper length is to be at the knee or mid knee.

Skirts:

Third grade girls may not wear skirts. Fourth and fifth grade girls may wear navy blue pleated skirts or the appropriate pattern of plaid pleated skirts. Skirts are to be at the knee or mid knee.

Slacks and Shorts:

Solid navy blue, twill or cotton pleated slacks and pleated walking shorts (at the knee or 1-3 inches from the knee) are acceptable. Full elastic waist or pull-up pants are not acceptable, except elastic back slacks/shorts. Knit, corduroy, and denim fabrics are not acceptable.

Belts:

Students are required to wear a solid navy, brown or black belt with their pants or shorts.

Shoes:

Low cut dress shoes (closed), low-cut or high top athletic shoes, and ankle high boot style shoes with soft, flexible soles are acceptable with all uniforms (no more than 1 inch above the ankle). **No** sandals, knee high or above knee boots, cowboy boots, heavy waffle soled boots or combat style boots are acceptable during school hours.

Socks and Tights:

Solid white or navy blue socks/tights are acceptable. Socks must be easily visible above the shoe, above the ankle is recommended. Small logos on socks will be allowed. Any logo that a teacher or staff member deems inappropriate will be disallowed.

Jackets:

Students may wear the St. James microfleece jacket with logo, purchased from the St. James uniform store as part of their school uniform. Students may not wear other jackets during the school day as part of their uniform.

Sweaters:

Solid navy blue, white, or red sweaters may be worn over the uniform. Red sweaters must match the color of the red uniform sweatshirts (Russell Athletic Brand) as available through the school uniform store.

Sweatshirts:

Solid navy blue, white, or red sweatshirts may be worn over the uniform. Red sweatshirts must be Russell Athletic Brand. The red or navy sweatshirts may be purchased from the school uniform store. No logos are allowed other than the school emblem or monogram. Sweatshirts may not be worn around a student's waist. Oversized sweatshirts are not allowed.

Personal Grooming:

Girls may wear earrings no larger than a dime. Nail polish should be light in color. Tattoos, body paintings and body piercing must be covered at all times.

BOYS
UNIFORM DRESS CODE
Third, Fourth, and Fifth Grades

Shirts:

Light blue oxford dress or knit with pointed or button down, long or short sleeve, without insignias, or brand names. Light blue turtlenecks are acceptable. Mock turtlenecks are not acceptable. Shirts must be tucked inside pants and shorts. Undershirts worn under the uniform must be white without logos.

Slacks and Shorts:

Solid navy blue, twill or cotton pleated slacks and pleated walking shorts (at the knee or 1-3 inches from the knee) are acceptable. Full elastic waist or pull-up pants are not acceptable, except elastic back slacks/shorts. Knit, corduroy, and denim fabrics are not acceptable.

Belts:

Students are required to wear a solid navy, brown or black belt with their pants or shorts.

Shoes:

Low cut dress shoes (closed), low-cut or high top athletic shoes, and ankle high boot style shoes with soft, flexible soles are acceptable with all uniforms (no more than 1 inch above the ankle). **No** sandals, knee high or

above knee boots, cowboy boots, heavy waffle soled boots or combat style boots are acceptable during school hours.

Socks:

Solid white, navy blue or black socks are acceptable. Socks must be easily visible above the shoe, above the ankle is recommended. Small logos on socks will be allowed. Any logo that a teacher or staff member deems inappropriate will be disallowed.

Jackets:

Students may wear the St. James microfleece jacket with logo, purchased from the St. James uniform store as part of their school uniform. Students may not wear other jackets during the school day as part of their uniform.

Sweaters:

Solid navy blue, white, or red sweaters may be worn over the uniform. Red sweaters must match the color of the red uniform sweatshirts (Russell Athletic Brand) as available through the school uniform store.

Sweatshirts:

Solid navy blue, white, or red sweatshirts may be worn over the uniform. Red sweatshirts must be Russell Athletic Brand. The red or navy sweatshirts may be purchased from the school uniform store. No logos are allowed other than the school emblem or monogram. Sweatshirts may not be worn around a student's waist. Oversized sweatshirts are not allowed.

Personal Grooming:

Boy's hair should be cut above the collar. Rat-tails, pony-tails or shaved designs are not allowed. Earrings are not allowed for boys. Tattoos, body paintings and body piercings must be covered at all times.

GIRLS
UNIFORM DRESS CODE
Sixth, Seventh and Eighth Grades

Blouses:

White oxford dress shirts with pointed or button-down collar (long or short sleeve), white or navy blue polo-knit shirts (long or short sleeve), white or navy blue turtlenecks, without insignias or brand names are acceptable. Mock turtlenecks are not acceptable. Shirts must be tucked into slacks,

shorts and skirts. White undershirts under the uniform must be without logos.

Skirts:

Girls may wear khaki pleated skirts purchased through the school uniform store. Skirts are to be at the knee or mid knee.

Slacks and Shorts:

Solid khaki brown, twill or cotton pleated slacks and pleated walking shorts (at the knee or 1-3 inches from the top of the knee) are acceptable. **No** cargo, knit or corduroy pants or shorts are allowed.

Belts:

Students are required to wear a solid navy, brown or black belt with their pants or shorts.

Shoes:

Low cut dress shoes (closed), low-cut or high top athletic shoes, and ankle high boot style shoes with soft, flexible soles are acceptable with all uniforms (no more than 1 inch above the ankle). **No** sandals, knee high or above knee boots, cowboy boots, heavy waffle soled boots or combat style boots are acceptable during school hours.

Socks:

Solid navy blue, khaki, or white socks are acceptable. Socks must be easily visible above the shoe, above the ankle is recommended. Small logos on socks will be allowed. Any logo that a teacher or staff member deems inappropriate will be disallowed.

Jackets:

Students may wear the St. James microfleece jacket with logo, purchased from the St. James uniform store as part of their school uniform. Students may not wear other jackets during the school day as part of their uniform.

Sweaters:

Solid navy blue, white, or red sweaters may be worn over the uniform. Red sweaters must match the color of the red uniform sweatshirts (Russell Athletic Brand) as available through the school uniform store.

Sweatshirts:

Solid navy blue, white, or red sweatshirts may be worn over the uniform. Red sweatshirts must be Russell Athletic Brand. The red or navy sweatshirts may be purchased from the school uniform store. No logos are allowed other than the school emblem or monogram. Sweatshirts may not be worn around a student's waist. Oversized sweatshirts are not allowed.

Infractions:

Students will be fined \$3.00 for every third uniform infraction.

Personal Grooming:

Girls may wear earrings no larger than a dime. Light makeup is acceptable. Nail polish should be light in color. Tattoos, body paintings and body piercings must be covered at all times.

BOYS
UNIFORM DRESS CODE
Sixth, Seventh and Eighth Grades

Shirts:

White oxford dress shirts with pointed or button-down collar (long or short sleeve), white or navy blue polo-knit shirts (long or short sleeve), white or navy blue turtlenecks without insignias or brand names are acceptable. Mock turtlenecks are not acceptable. Shirts must be tucked inside pants and shorts. White undershirts worn under the uniform must be white without logos.

Slacks and Shorts:

Solid khaki brown, twill or cotton pleated slacks and pleated walking shorts (at the knee or 1-3 inches from the knee) are acceptable. **No** cargo, knit or corduroy pants or shorts are allowed.

Belts:

Students are required to wear a solid navy, brown or black belt with their pants or shorts.

Shoes:

Low cut dress shoes (closed), low-cut or high top athletic shoes, and ankle high boot style shoes with soft, flexible soles are acceptable with all uniforms (no more than 1 inch above the ankle). **No** sandals, knee high or above knee boots, cowboy boots, heavy waffle soled boots or combat style boots are acceptable during school hours.

Socks:

Solid navy blue, white or black socks are acceptable. Socks must be easily visible above the shoe, above the ankle is recommended. Small logos on socks will be allowed. Any logo that a teacher or staff member deems inappropriate will be disallowed.

Jackets:

Students may wear the St. James microfleece jacket with logo, purchased from the St. James uniform store as part of their school uniform. Students may not wear other jackets during the school day as part of their uniform.

Sweatshirts:

Solid navy blue, white, or red sweatshirts may be worn over the uniform. Red sweatshirts must be Russell Athletic Brand. The red or navy sweatshirts may be purchased from the school uniform store. No logos are allowed other than the school emblem or monogram. Sweatshirts may not be worn around a student's waist. Oversized sweatshirts are not allowed.

Infractions:

Students will be fined \$3.00 for every third uniform infraction.

Personal Grooming:

Boy's hair should be cut above the collar. Rat-tails, pony-tails or shaved designs are not allowed. Earrings are not allowed for boys. Tattoos, body paintings and body piercings must be covered at all times.

PHYSICAL EDUCATION ATTIRE

Preschool and prekindergarten students do not change for their P.E. classes. Kindergarten through fifth grade students wear their P.E. uniform in lieu of their school uniform on their designated P.E. days. They may have P. E. two or three times a week.

On P.E. day all students must wear a combination of the following uniform choices which are purchased through our uniform store:

- Solid navy blue fleece sweat pants (nylon sweats are not acceptable) or shorts (during shorts season)
- St. James P.E. shirt, solid white with navy monogram (solid white T-shirts are not acceptable)
- St. James red or navy uniform sweatshirt

- Athletic shoes are required. No "stack" sole shoes allowed.
- Auction T-shirts (current school year) may be worn on P.E. days only

Grades sixth through eighth, who have P.E. on a rotational basis like the other specials classes will be required to change from their regular school uniform into their P.E. uniform, which includes:

- Plain (**no logo**) navy athletic shorts or plain (**no logo**) navy sweatpants (Middle School students change clothes during the day for P.E. and may wear navy nylon shorts, but they may not have logos on them and must be the appropriate length, which is to the knee or 1 – 3 inches above the knee)
- Short sleeve white St. James logo P.E. T-shirt
- St. James red or navy uniform sweatshirt may be worn over the T-shirt
- Athletic shoes are required. No "stack" sole shoes allowed.
- Auction T-shirts (current school year) may be worn on P.E. days only

Navy athletic shorts may be purchased from the school uniform store.

White St. James logo P.E. T-shirts must be purchased from the school uniform store.

St. James volleyball, track and basketball uniforms may not be worn in P.E. class.

WARM WEATHER ATTIRE

Students are more than welcome to wear their uniform walking shorts or on P.E. days, their P.E. uniform shorts, if the temperature for the day is going to be above 70 degrees. Please help your student make the appropriate choices as the weather changes throughout the day. Remind students that if they have recess at 9:30 AM it may be very cool, compared to 2:30 PM. The teachers appreciate you helping them with this matter, as they will not be allowing students to remain inside if they are not dressed properly for the weather.

"NON-UNIFORM" DRESS CODE

Please refer to the following guidelines on "non-uniform" days: walking shorts are appropriate and skirts need to be 1 to 3 inches above the knee, socks need to be visible, dress sandals are allowed on special days, shirts must have sleeves, students waists should not be showing, clothing should not be tight fitting, and writing on clothing needs to be appropriate. Short skirts or short shorts are not appropriate and considered a violation. Students have the option of not participating on non-uniform days. All students are expected to come to school neatly dressed and well groomed.

Students that are involved in scouts may wear their scout uniform in lieu of their school uniform on the day of their meeting.

Students should be dressed appropriately for the weather conditions and need to be prepared for outside recess anytime the weather permits. As fresh air is important, students will be going out daily unless weather conditions are extreme. If rain/snow boots or snowshoes are worn, students must bring a change of shoes to wear in school.

14. HEALTH AND SAFETY

ELECTRONIC DEVICES

No students will be allowed to have pagers or cellular phones turned on during school hours from 7:00 AM until 3:15 PM . CD players, MP3 players, headsets, electronic games, etc. are not to be brought to school unless special permission is given by the teacher. If an electronic device is taken from a student the parent will need to make an appointment to pick it up from a school administrator at a time to be determined.

HEALTH CARE

Clay County Public Health Department provides St. James School students with the following health services contingent upon the available funding:

Hearing Screening- The examination for students K-8th grade will include the ear and ear canal, pure tone hearing test, and a tympanogram to measure middle ear function.

Speech Screening- Speech screening for students K-3rd grade and follow up for those needing therapy is conducted early in the fall. A speech therapist will see those students who have parental permission once a week during the school year. (Due to funding this is currently not available.)

Dental Education – A hygienist from Clay County Public Health Center visits to conduct annual dental education for students prekindergarten-5th grade.

Dental Check- A dental hygienist will screen K–8th grade students. A dental card, which notifies parents of the student's dental conditions at the time of the screening, is sent home with each student. If dental work is necessary, the student takes the card to the family dentist who should sign the card upon completion of all dental work. The student returns the card to the office. A notation will be placed in the student's health record.

The following screenings are provided by St. James School:

Vision Screening- Eye examinations are provided for K-8th grade students. St. James Catholic School will conduct Random Dot E (RDE) Screening for students preschool through age 7. This screening for binocularity vision is considered the single most important vision screening in children. Amblyopia or “Lazy Eye” is preventable if detected early enough. It must be found and treated before six to seven years of age to be corrected. Parents are notified if further eye care may be warranted.

Scoliosis Check- A spinal examination will be provided for girls, grades 6-8, and boys, grade 8, to check if a curvature of the spine exists. The screening is conducted privately for each student. Parents are notified if further examination by a physician is warranted.

HEALTH ROOM

The Health Room is monitored by the health room coordinator, work room aides and volunteers. The names of students who receive assistance are recorded in the daily log maintained in the health room. If a child is injured, he/she will be taken to the health room where the student is watched and minimal first aide is applied as necessary. In case of a more serious accident or illness, the school will make every effort to contact the parents immediately. If this is not possible, the staff will contact the nearest relative or friend whose

name you have listed on the Emergency Form. The school staff reserves the right to call 911 or order an ambulance at anytime they deem prudent or necessary.

ILLNESS

Please keep your child home if there is evidence of illness (i.e., sore throat, fever, nausea, swollen glands, abdominal pain, etc.). If your child is unable to stay at school due to fever, discomfort or contagious condition, the parents must pick up the child as soon as possible. Due to space limitations and in fairness to the other children, it is not possible to keep ill children waiting for a long time, even if the purpose is to see if the child will improve. Any child who is sent home or stays home due to potentially contagious symptoms (fever 100 degrees or above, vomiting, diarrhea, etc.) **must be symptom free for 24 hours before returning to school.**

Please call the office each morning if your child will not be in attendance due to illness. In order to identify illness trends, we ask parents to give the reason for a child's absence when calling the office or leaving a phone message.

IMMUNIZATIONS

In accordance with Missouri State Law, all students enrolled in St. James School must be properly immunized and have current and accurate immunization records on file in the school before the first day of school. An Immunization Requirement Form will be given to all new students. St. James maintains cumulative health records of all students.

The health room coordinator will go over the children's health records. All children whose immunization records are not up-to-date will receive notice. The Clay County Health Department will provide immunizations for those needing them and there may be a minimal cost. If interested, you should contact the Clay County Health Department.

MEDICATION

According to diocesan policy, our school is not obligated to supply, dispense or administer medication to children. In certain circumstances, medication or treatment is necessary for your child to be able to remain in school. Please follow our procedures to ensure your child receives proper medication. A student needing

any form of medication (including non-prescription items) must take medication to the school health room before school.

The child's physician needs to send a written order for any prescription medication. This order must include the name of the drug, the dose, the time of the dose, length of time the medication is to be given, instructions for administration, possible adverse effects and emergency instructions. The prescription label may serve as the physician's authorization. Please accompany this prescription with a signed note from a parent or guardian.

St. James School will not dispense over-the-counter medications such as Tylenol, cough medicine, cough drops or other non-prescription medications without specific written authorization from the physician. All non-prescription medication shall be in the original container and labeled by the parent/guardian with the child's name, instructions for administration including times and amounts for dosages, along with the signed permission of parent or guardian.

With appropriate notes on file for the current school year, you may send the medications to the school when the need arises.

No medications are kept in the school classroom. All medication is kept in the health room.

Should you have any questions regarding this medication policy, please contact the school. We work very hard to ensure the safety of your child/ren as well as all those in our care.

CRISIS MANAGEMENT FIRE, TORNADO AND LOCKDOWN DRILLS

All school drills are for the safety of the students and must be viewed as serious. Directions will be given to the students by school staff regarding the correct procedure for safety and evacuation if necessary. Fire drills, tornado drills and lockdown drills are conducted throughout the school year.

A bomb threat, written or phoned, shall be taken seriously and shall be responded to in the following manner:

- All persons will evacuate the building immediately.
- The local police department will be notified immediately.

- A building search will be conducted by the Liberty Police Department, accompanied by the principal. When both parties are satisfied that the search has been extensive and thorough and found nothing of a suspicious nature, the "All Clear" will be given and the staff and students will be allowed to return to their classrooms.

Cell phones should be turned off during a bomb threat.

Other crisis plans are located in the Crisis Management book located in the school office.

COUNSELING STUDENTS

A counselor is available to students three days a week. Please feel free to contact the counselor with any questions you may have or just to introduce yourself. The counselor will be available to meet with students and teachers on an individual and group basis, as well as parents/guardians. If your child's teacher feels he or she would benefit from speaking with the counselor, that teacher will contact you directly concerning the reasons for the referral. Students will also be encouraged to ask to see the counselor on their own if they need to talk with someone. Additionally, if you feel your child would benefit from speaking with the counselor, please contact the counselor or your child's teacher. If the counselor meets with your child, and it is agreed that it would be helpful to have additional meetings, a permission slip will be sent home for your signature. As the counselor meets with your child you will be contacted with any questions or concerns that need to be discussed. Your child's sessions will be arranged between the counselor, your child, and his or her teacher. Whatever is discussed during counseling sessions will be treated as confidential. Occasionally, confidential information needs to be shared with you the parent/guardian, the principal/assistant principal, or staff, in order to provide the child with the best care possible. The counselor will always let a child know if this becomes necessary.

ASBESTOS MANAGEMENT

An asbestos management plan has been completed by the Diocese of Kansas City-St. Joseph. A copy of this plan has been sent to the State of Missouri and the Environmental Protection Agency. A copy of this plan is also on file in the school office for your inspection. Please contact the office if you are interested in reviewing this plan. To the best of our knowledge, no asbestos based products were used in any construction of the existing school or church facilities. It is St.

James' policy in any future construction to specify that materials containing asbestos be excluded.

15. MISCELLANEOUS

INTERNET POLICY

Preschool-8th grade students have access to the computer network for the Internet. To gain access to the Internet all students must return the signed parental and student form which is included in our school registration packet.

ATHLETIC PROGRAM

St. James School complies with diocesan guidelines on athletic programs. St. James School offers students from third through eighth grades the opportunity to participate in the Kansas City Parochial League Athletic Programs. The athletic program is operated by volunteer coaches who have devoted a great deal of time to the physical and emotional development of the student athletes. We truly appreciate their time and dedication.

Athletics is an extra-curricular activity under the auspices of the school administration. It is a privilege that must be earned by the student. This privilege will be determined by a Christian attitude, academic achievement and good sportsmanship. Thus, eligibility is determined by the following guidelines:

- Attitude: Students must display a Christian attitude at all times.
- Academics: Students performance must be in keeping with their academic ability as determined by the teacher and administration.
- Sportsmanship: Students must display good sportsmanship at all times.

When a player fails to meet one or more of the above guidelines:

- a. The principal and or athletic director will notify the coaches and parents involved.

b. Suspension from play in practices/games will begin at the time of notification and will be for a minimum of one week, with further eligibility to be determined on a weekly basis.

A student must attend school on the day of a game to be eligible to play in that game, other than for exceptional circumstances approved by the principal and or athletic director. An ineligible student may attend all practices and suit up for games. The score table should be notified if a team player on the bench is ineligible. Final authority and decisions regarding eligibility rest with the principal, and the athletic director will check with the principal every Monday. Eligibility should run from Monday to Monday. Teachers should notify the athletic director of ineligibilities on Mondays, and the athletic director will notify the coaches on each Monday regarding which students will not be eligible to play that week. This should give each coach sufficient time to plan for the weeks competition. An eligibility form is provided to the teacher by the athletic director.

Academic eligibility for students in grades fourth-eighth will ensure that every child is working to his/her ability. Eligibility determination is a weekly check of academic performance and not an arbitrary discipline action. When inappropriate behavior or poor academic performance is a result of or related to sports, then the student's eligibility should be considered. Consequences should be logical, natural or instructional. For example, if a student is doing poor academically because his/her primary focus is sports, then he/she should be declared ineligible for a week. Athletic eligibility should be a tool that helps each child learn to budget and use his/her time and talent constructively.

For athletic eligibility, the minimum grade average in each class, each week, should be a C. If the weekly grade average for any class is below a C, the student will be warned but not made ineligible for the first week his/her average for any class is below a C. If the weekly average is below a C for a second week (not necessarily a successive second week), then the student is ineligible for the next week. However, if the teacher feels that the student is working to the best of his/her ability and the weekly average for any class is still below C, then the principal will determine eligibility of the student's participation in athletic competition.

In addition, unsportsmanlike or unethical conduct may make the student ineligible. This type of ineligibility may or may not have a warning.

In a school where there is more than one team in a grade, teams must be divided so that the teams are equal in skill and ability to the extent possible, except at the grade level when students may play on A and B teams according to skill level.

For basketball, third and fourth grades may participate in the St. Pius X League. This is a non-competitive league that stresses teaching the student the athletic fundamentals of the sport, teamwork and sportsmanship.

St. James has an athletic committee under the direction of the school principal, which plans, schedules and monitors the athletic program. A copy of the diocesan guidelines with more details regarding our athletic program is available on the diocesan website. There is an additional fee to participate in these athletic programs, which is not included in school fees.

BIRTHDAYS AND PARTIES

Students may bring a special treat to share with classmates to celebrate their birthday or half birthday. Parents should check with the teacher about appropriateness of the treat., We ask that you consider the feelings of all children if you are planning a private party for a child. If all boys or all girls, or all classmates are invited invitations may be distributed at school. If all students are not invited as appropriate to the situation as mentioned, please do not send invitations to school as we do not want feelings to be hurt. Thank you for your understanding in this situation.

CARE OF PROPERTY

We take great pride in our school. Textbooks, desks, supplies, personal items and all school property should be respected and handled carefully. Damaged books and materials must be paid for or replaced by the student at cost, and an additional fine may be assessed. All textbooks must remain covered during the school year. Consumable books need not be covered.

ENVIRONMENTS

St. James is a smoke free environment as we strive to provide the optimal learning environment for all students and staff.

STUDY TRIPS

We know from the brain research that intelligence is a function of experience so we encourage periodic study trips, which enhance the student's learning

opportunities. A portion of the student's school fees go toward the cost of study trips. If necessary, additional funds may be requested through the school year.

The mode of transportation will be by bus with occasional use of parent automobiles. Study trips may be taken at the discretion of the principal and teachers. Notification of the study trip will be made to the parents by the teacher. Permission slips must be signed and returned to the school for the child to participate.

The organization of school study trips, experiences, etc. should comply with the following guidelines:

- The outing should have educational or school related interest and value.
- The student/chaperone ratio will depend upon the nature of the study trip.
- Appropriate language and behavior is required of all students at all times.
- A signed permission slip must be received before a student will be allowed to go on a study trip.
- Unless an exception is made it is not our policy to have school staff members drive students for the study trips.

If using a bus, the following procedures will be followed:

1. Greet the bus driver.
1. Fill the bus from back to front.
1. Have children sit on bottoms facing forward.
1. Enforce bus rules, i.e., if there are seat belts, buckle up. Sit in seats at all times, keep aisles clear.
1. Dismiss bus from front to back.
1. Thank the bus driver.
1. Line up after leaving the bus; wait for the teacher.
1. Leave the bus as clean as you found it.

If parent automobiles are used, the following procedures will be followed:

- There will be a single route for all vehicles, with maps and directions available.
- All vehicles will depart at the same time.
- All drivers and vehicles must have insurance coverage. Drivers must have on file with the school evidence of adequate insurance coverage and a valid driver's license.
- All drivers must have all paperwork completed in the school office (i.e., background check, volunteer hold harmless agreement, etc.)

- All drivers must obey traffic laws (Speed limits, etc.).
- When transporting children, no extra stops are to be made.
- Preschool/Prekindergarten students will ride in booster/car seats.

Students are representing St. James School whenever they leave the school grounds. The dress for any study trip will be the school uniform unless otherwise specified by the teacher or the principal. Parents will be notified of any change in schedule, dress, destination or cost. If an accident should occur on a study trip, the safety of the students should be assessed quickly. The proper authorities should be contacted, then the school, and then the parents.

CAFÉ INFORMATION

Every family will have a café account with individual balances for each student. Family members will not draw off the same account. Money will need to be in each student's café account each August. We suggest a \$30.00 beginning balance. Balances can be carried over to the next school year. An email is sent when your balance goes below \$10.00 and then money should be added to the appropriate account as soon as possible. Negative balances are not acceptable! Students with a negative balance will be served a hot lunch entrée only or a cold lunch alternative. (i.e., peanut butter and jelly, cheese sandwich, etc.) with a \$2.00 charge.

The menu is published in the school newsletter and on the school website. The teachers take a lunch count each morning. If your child would like a second entrée, it must be ordered in the morning when the count is taken in the classroom and their café account will be charged an additional \$1.25. The teacher will mark the lunch sheet accordingly and only those who order a second entrée will be served two entrees.

- The cost per lunch is as follows:
- PS-1st grade at \$2.00; grades 2-5 at \$2.25; and grades 6–8 at \$2.50.

Preschool and prekindergarten students will eat in their classrooms. Please be sure to go over the menu with your child/children and allow them to choose the meals they wish to purchase. This will help ensure that your child/children eat what is served and that your money is not being wasted. Our café depends heavily on our volunteers each day to help serve lunch. Children eat lunch free on days you volunteer to work in the café. If you would be able to help, please call the café director at 781-4428, ext. 217.

ITEMS BROUGHT TO SCHOOL

All items necessary to be brought to school from home (lunches, coats, sweater, special interest items for class, etc.) need to be marked with the student's name. From our Project Essential curriculum we know we all make mistakes. From time to time your child/ren may forget to bring a needed item to school. We have a designated "OOPS" shelf for parents to drop off a forgotten item for their child/ren to pick up at a later time during the school day. We ask that you mark all items with the student's name and teacher/grade. This procedure will allow us to have fewer interruptions in the classroom and still provide your child/ren with the needed items.

Other than the aforementioned, students are not to bring personal items to school without prior permission from their teacher or the principal. If permission is given, the student and parent are responsible for the items. The school will not assume responsibility for any personal items brought to school. They may not remain at school overnight unless other arrangements have been approved by the teacher or the principal.

GUM FINES

Middle School students chewing gum will be charged \$5.00 for each offense (no warnings will be issued).

LIBRARY

The use of the library is a privilege extended to all students. Preschool and prekindergarten students may check out one book at a time for one week. Grades kindergarten through eighth may check out two books for a two week period. Students are responsible for all books they check out. A fine, not to exceed the replacement value of the book, will be assessed when books are not returned on time. If needed, a student may renew a book with the librarian for the check out period. Books lost or damaged beyond repair must be replaced by the student at the current replacement cost. It is important for students to pay fines and book replacement fees when issued. Books and fines must be current before the end of each quarter.

LOST AND FOUND

Lost and found articles are placed in the designated Lost and Found Shelf. Students who lose things may claim them from the Lost and Found Shelf. Items not claimed at the end of each month will be donated to a local charity. Parents are encouraged to check this shelf when their children lose something. All student's clothing, lunch boxes, etc., should be clearly marked with their name. When possessions are marked this way, there will be less confusion with lost articles.

LOCKERS

The students will observe the following guidelines in their use of the school lockers. A rental fee for locker usage is included in the School Fee.

6. Lockers will be assigned to students in grades five through eight.
7. Lockers are to be kept clean and not defaced in any way.
8. Lockers may be decorated only with sticky-tac or magnetic decorations.
9. Students will be allowed to go to their lockers at various times throughout the day designated by their teacher. For example, before class begins, between classes, during recess, at lunchtime, after school dismissal or at the teacher's discretion.
2. If a student fails to abide by these guidelines their locker privileges may be temporarily suspended.
2. Posters or pictures that are inappropriate are not allowed to be displayed on or in lockers at any time.
2. **School locks must be used on all lockers and be kept locked.** No personal locks are allowed.
2. Lockers may be checked by staff at any time.
2. No valuable items should be left in the lockers at any time.

MILK PROGRAM

St. James School provides a choice of skim white milk, skim chocolate milk, or skim strawberry milk at lunchtime for a yearly cost to the student. This cost is included in the School Fee. If your child has an allergy to milk, please contact our café director and special arrangements can be made. The students may not bring carbonated beverages into the school for their lunch beverage.

MONEY BROUGHT TO SCHOOL

When it is necessary for a student to bring money to school, please place the money in an envelope and clearly mark the student's name, grade and the intended purpose on the outside of the envelope. Upon arrival at school, the student should turn in any money to the person responsible; teacher, school office, librarian, etc. The school can not be responsible for lost money prior to it being turned in to the appropriate person. Older students should always carry their purse or wallet with them when it contains money. No money should be left in their lunch box, cubby, locker, etc.

PICTURES

Individual and class pictures will be taken each year. Individual pictures are taken at the beginning of the school year. Students may dress up and be out of uniform for individual pictures. Class pictures are taken in the Spring. Students wear their school uniform for their class photograph. You will be informed of the specific date in advance and appropriate dress code. Money for the pictures will be collected according to the photographer's request. There is no obligation to buy any photos. 8th grade graduates will have pictures taken in the spring before graduation.

St. James School provides a yearbook at a nominal fee. Order forms will be sent home through the school newsletter.

MIDDLE SCHOOL SERVICE HOURS

St. James Middle School students are required to complete the following **service hours**:

6 th grade	5 hours
7 th grade	10 hours
8 th grade	15 hours

(a total of 30 hours at graduation)

Hours should be served doing church work, community work, helping at schools, serving at a food kitchen, etc. To allow for a wide range of experiences we ask students to not have all hours in one category of service.

STUDENT COUNCIL

St. James School has an active Student Council that assists with school activities, makes suggestions of programs, provides involvement in a variety of service projects throughout the year and affords training in community leadership. Some Student Council activities have a small fee. The funds raised by our Student Council are used to sponsor the children we have adopted from the Christian Foundation of Children and Aging and other service projects.