



Parent / Student
Handbook
2015-2016

www.stjamescs.com

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I. GENERAL INFORMATION

An Introduction From The Principal

Saint James Catholic School recognizes that parents are the primary educators of their children. It is also understood that the educational process at Saint James is a community relationship. Therefore, it is important to recognize that it is necessary that school and parent attitudes and expectations are similar for a student to enjoy success in our school environment. This handbook has been prepared to assist our school families by clarifying school policies and procedures. Parents and students are expected to become familiar with its content and be supportive of all school policies. All policies contained in this handbook are subject to change at the discretion of the administration of Saint James Catholic School. The administration will make every effort to notify students and parents of any changes in a timely fashion. Additional policies governing the school are covered in the Diocesan Policy Manual. Policies and decisions not addressed in this handbook or the Diocesan Policy Manual are at the discretion of the principal.

Mission Statement

Our mission at St. James Catholic School is to live our Catholic faith, achieve academic excellence and provide service to God's people.

Philosophy Statement

We, the Saint James Catholic School family, founded by the Sisters of Mercy, recognize the sacredness of each person and are dedicated to providing a Christ-centered environment for the formation and growth of the families at St. James Catholic School. As educators, we partner with the parents, the primary educators, to enrich students academically and spiritually in fulfilling the mission of the Church. We will live as Faith-Filled Catholics, Life-Long Learners, Responsible Citizens, and Creative and Expressive Individuals who grow spiritually with God, succeed academically with confidence, and serve the world.

SCHOOL-WIDE LEARNING EXPECTATIONS

Student Learning Expectations Kindergarten – 3rd Grade

- A. Faith Filled Catholic who:
 - 1. Knows and lives their Catholic Faith
 - 2. Cares for and values all of God's Creation
 - 3. Grows closer to God through prayer
 - 4. Attends and participates in Mass and other prayer services

- B. Life-Long Learner who:
 - 1. Uses computers to learn
 - 2. Has hope for the future
 - 3. Is organized
 - 4. Pays attention and participates in class
 - 5. Tries their best to learn new things

- C. Responsible Citizen who:
 - 1. Listens to their conscience
 - 2. Uses freedom responsibly

3. Makes healthy choices
4. Participates in community service projects
5. Practices self-control

D. Creative and Expressive Individual who:

1. Recognizes everyone is unique and special
2. Has a positive and joyful attitude
3. Communicates the best they can when writing and speaking
4. Thinks on their own

Student Learning Expectations 4th-8th Grades

A. Faith Filled Catholic who:

1. Makes good choices based on Church Teachings and Gospel Values
 1. Has developed a strong, personal, relationship with God
 2. Has compassion for others
 3. Respects and values life in all its forms and stages
 4. Actively participates in the liturgical life of the Church
 5. Honors and celebrates the diversity of God's creation

B. Life-Long Learner who:

1. Can adapt to new situations and life's changes
2. Is an active listener and effective communicator
3. Organizes class work, materials, and homework
4. Learns to make changes to improve work and assignments
5. Keeps trying to reach and obtain their goals
6. Uses technology to enhance learning

C. Responsible Citizen who:

1. Knows right from wrong when making decisions
2. Takes responsibility for one's actions
3. Understands that there are consequences based on their choices
4. Makes healthy moral choices by respecting each person's value and exercising self-control
5. Works to improve local and global communities

D. Creative and Expressive Individual who:

1. Understands that we are all different and have special talents
2. Is self-confident, optimistic, and can adapt to new situations
3. Can share their ideas with others in written, oral, and artistic form
4. Is a knowledgeable and independent thinker

History Of Saint James Catholic School

Saint James Catholic School was established in 1965 at the request of Pastor James Munnelly. With the recommendation from the Bishop of San Diego, Father Munnelly invited four Sisters of Mercy from Sligo, Ireland to staff the parish school. Sister De Chantal Finerty was the first principal of Saint James Catholic School. The Sisters of Mercy continued to serve as school administrators until the 2000-2001

school year, when then principal, Sister Mary Francis Coleman, was called to serve as Chancellor to the Bishop in the Diocese of San Bernardino. At that time, the school began its direction under a lay principal. The Sisters of Mercy continue to influence and bless the Saint James School community in a parish ministry capacity. The school has been founded and imbued with the spirit of founder, Mother Mc Auley, in living the Corporal and Spiritual Works of Mercy in the Perris Valley community. The school began with six grades, first through sixth and each year, added grades to accommodate the population desiring Catholic education. Today, Saint James Catholic School serves students in grades Kindergarten through eighth grade. This parish school serves many parishes in the Hemet Vicariate. The surrounding communities and the local public school district warmly support the school. Saint James Catholic School is fully accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association.

II. ADMINISTRATION

Leadership

Pastor	Fr. Pedro Amezcua, CORC
Parochial Vicar	Fr. Stephen Ayisu, S.V.D.
Principal	Mrs. Camile Lara
Administrative Assistant	Mrs. Sheri Courvoisier
Leadership Team	Mrs. Julie Lem Mrs. Julie Montaño Mrs. Karen Spencer
Discipline Team	Mrs. Julie Lem Mrs. Julie Montaño

Scope of Administrative Authority:

The Principal acts as spiritual, instructional and managerial leader while supporting the development of interpersonal relationships among the school community. The principal nurtures a climate of Christian faith and promotes the school's mission and philosophy through word and action. They effectively provide vision and direction in the development of curriculum and instruction. The principal also understands the school's operating functions and demonstrates appropriate competency in this area. All the while they speak, write and actively listen in such a way that builds understanding, respect and cooperation.

The Administrative Assistant assists the principal with the day to day operations of the school. The Administrative Assistant is a member of the school leadership team.

The Level Coordinators act on the authority of the principal, to assist with minor disciplinary issues in the principal's absence. They must contact the principal immediately in the event of a major incident.

Business Office Hours:

The Business Office is open Monday thru Friday when school is in session 7:30 am to 3:30 pm. Please note - the office telephone will not be answered by a live person until 8:15 am; however, you are welcome to leave a message on the answer machine. The principal has an open door policy and will meet with parents as the need arises. Teachers will be available to parents from 3:15pm to 3:30 pm Monday thru Friday when school is in session or by appointment. To make an appointment with your child(s) teacher you may email the teacher (all emails are on the website) or send a note in a sealed envelope. If the teacher does not get back to you within 24 hours please contact the office.

Business Office: (951) 657-5226

III. ADMISSION POLICY

Since Saint James Catholic School is established by the Catholic community as a religious school, preference in admission and scholarship will be given to practicing members of the Catholic community. Students entering Saint James Catholic School for the first time will be accepted conditionally on the basis of readiness testing, an interview, and on the recommendation of the previous school of attendance. All new students are on academic and behavioral probation for one academic year.

Non-Discrimination Statement

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the respective schools. These schools do not discriminate on the basis of sex, race, color, national and ethnic origin in administration of their educational policies, admission policies, financial assistance, and athletic and other school administered programs.

Students With Learning Difficulties

All students admitted to Saint James Catholic School are enrolled on a probationary status for one academic year. Administrative and faculty assessments will be made during this period of time to determine if the school can meet the student's needs. Upon enrollment, parents must report and provide documents of special needs. Reasonable accommodations will be made for students with special needs.

Financial Policies

Tuition Policy:

St. James Catholic School offers three different tuition plans with options of paying 10, 11 or 12 monthly payments, all in an effort to help parents afford a Catholic education at Saint James Catholic School. The Tuition Plan for the school is available in the school office and on the school website.

Registration and curriculum fees are non-refundable. Upon withdrawal from school, prepaid tuition will be refunded on a prorated basis. Families are responsible for tuition for any part of a month school is attended. St. James School is not responsible for refunding any part of dress code costs.

Monthly tuition payments are due on the first of each month. They are considered past due as of the tenth of each month and a \$25 late fee will be added to your account. Accounts that are severely past due are submitted to a collection agency for collection, and students will not be admitted to class until the accounts are brought up to date. Access to the online GRADELINK program will be suspended for all accounts past due.

Delinquent Tuition Policy:

1. **Ten (10) days delinquent** – a courtesy email and letter will be sent to notify parents tuition is due
2. **Fifteen (15) days delinquent** – parents will be called by the principal for a verbal agreement regarding payment within 2 weeks (14 days). A \$25 late fee will be added to monthly tuition. Tuition balance must be brought current in order for a student to be admitted to class.

Fundraising Obligation:

The school provides several fundraising opportunities throughout the year in order to assist families in meeting their fundraising obligation. We encourage all of our parents to actively participate in fund raising projects throughout the year. This promotes school spirit, helps fund school programs, and works to help keep the cost of tuition down. However, through the leveled tuition rate program, parents are able to opt for the fundraising requirements that best meets their situation.

There will be many fundraising opportunities throughout the year – these fundraisers include, but are not limited to Bishops' Golf Tournament Car Raffle Tickets, candy bar sales, Walk-A-Thon pledges, and Auction purchases. Again, a buy-out program is in place to fulfill this obligation. In lieu of participating in fundraising, additional Scrip purchases may be made to offset the fundraising obligation, or pay the full price or balance of the fundraising fee by May 31. Contact the school office for transfer rate from fundraising to Scrip.

SCRIP Program:

The Saint James Catholic School Scrip Program is a volunteer run program designed to assist the school with its fund raising efforts and to help keep tuition costs down. Parents and parishioners are encouraged to support this program. It's simple and costs the participant nothing but a few moments of their time. The program is simple. The school purchases SCRIP (debit cards, gift certificates) at a discount, and sells them to the participant at face value. Earnings to the school can run from 2% to 14% of the face value. It's a great way to help! Contact the School Office for further details.

Service Hours:

Parent/Guardian participation is a very important part of St. James Catholic School. Our service hour program is designed to provide parents/guardians the opportunity to become involved in various school activities. Each family on the fundraising plan is required to work 20 hours (3-10 hours must be served in the Bingo Kitchen.) Service hours may be earned by helping in the St. Vincent Bingo kitchen, attending school meetings, helping with one of our major events (Fall Family Festival, Grandparent Day, Walk-a-Thon, Room-parent, Lunch Supervisor, etc.) Parents/guardians will have the opportunity at Back to School Night to sign up for service hour opportunities for the year. It is the **responsibility** of the parent/guardian to show up for these events and to keep track of and to record their service hours in the office.

Bingo Hours: \$200.00 will be charged to your account in September and will be deducted as you complete your hours.

Incomplete Service Hours will be charged \$15.00 per hour.

Note: Any person on campus during the school day must complete the required background clearance and training. (Ask for volunteer packet in the office.)

Extended Care

Extended care is offered from 3:15PM to 6:00PM in Coleman Center. No students are to be on campus before 7:15AM. All students arriving before 7:45AM must report to the designated classroom for morning care. Morning Care will be available daily beginning at 6:30 am until 7:30 am (or 8:30 am on late start Mondays.) **Students will be billed at the same rate as Extended Care.** Then from 7:30 – 7:45 am (8:30 – 8:45 late start) we will have recess at no charge.

Parents are expected to pick up their children promptly at 3:00PM. Unless students are involved in a supervised after-school activity, all students remaining on school grounds must report to the Extended Day Care Program.

Families participating in the Extended Day Care Program must register (\$10.00 fee per child) for the program prior to use. This allows the school to plan for supervision needs. Fees for the afternoon Extended Care Program are \$3.50 per hour, or any portion thereof, per child. Non Extended Care Program registered students will be charged \$10.00 per hour or portion thereof, per student.

The school will assume no liability for students who arrive before 7:15AM and do not report to the designated classroom. The school will also assume no liability for students who leave the school grounds and do not participate in the afternoon Extended Care Program.

Parent Rights And Responsibilities

Saint James Catholic School parents have the right to:

1. An academically sound education in a Catholic environment.
2. All personnel making a concerted effort to address issues or concerns in a timely manner.
3. All personnel listening and considering the concerns and grievances of parents.
4. Students being supervised in a safe and appropriate manner.
5. Review their student's records and respond to same.
6. Participate in the life of the school through attending weekly Mass, volunteering in the classroom, attending meetings, and other school functions held throughout the year.

Parent Cooperation As A Condition Of Enrollment

We at St. James Catholic School consider it a privilege to work with parents in the education of their children because we believe that parents are the primary educators of their children. It is your right and duty to become the primary role models for the development of your child's life – physically, spiritually, emotionally, morally and psychologically. Attending St. James Catholic School involves a commitment and exhibits a desire to help your child recognize God as the greatest strength in his/her life.

Living by a good example is the strongest teacher. Your personal relationship with God, one another, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted unless they are nurtured by the example of good Catholic/Christian morality. An honest personal relationship with God must be evident in your family life.

Once you have chosen to enter into partnership with us at St. James Catholic School, we trust you will be loyal to this commitment. During these formative years (TK-8) your child needs constant support

from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Parents and teachers must respect the sincerity of the efforts of one another as educational partners in the quest of challenging, yet nourishing the student to reach his/her potential. If there is an incident at school, parents should investigate the complete story as your first step. Evidence of mutual respect between parents and teachers will promote mature behavior and relationships. Parents should actively participate in school functions such as Parent Activity Committee (PAC), SCRIP sales, and fundraising activities. Parents shall meet all financial obligations in a timely manner, and know that the school is here to assist them in a partnership with the best interests of their child in mind.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. If this occurs, the student needs both understanding and discipline. Your child may perceive discipline as restrictive. It is boundaries and limits which provide a young person with both guidance and security.

It is essential that your child take responsibility for the grades she/he has earned and be accountable for homework, long-term assignments, major tests, service projects, and any additional assignments. This responsibility also extends to times of absence. Let us begin this year, together as partners, to support one another in helping your child become the best person he/she can become.

The school and the parents are partners in the education of the student(s). If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

Family Presence At Mass

As a Catholic school, we recognize that there is no greater opportunity for parent directed religious education than an active presence for Saturday evening/Sunday Mass. As a parish school, it is understood that weekly Mass attendance provides a tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission of Catholic education that families attend Mass and participate in the sacraments on a regular basis. As the primary religious educators of their children, parents are encouraged to follow through consistently on this most serious obligation.

Parents can do this by:

- taking time to talk to their children about God and their own faith life.
- taking time to pray together.
- taking time to celebrate Mass together on Sundays and Holy Days.
- attending school liturgies, when possible.
- taking time to be informed about the religious concepts the children are learning.
- participating in the sacramental program offered to parents and children
- Regularly receiving the Sacraments of Baptism, Reconciliation, and Holy Eucharist.
- Continually reaching out to develop their personal faith life.

Student Rights And Responsibilities

It is the responsibility of the student:

- ✓ To comply with the rules of the school.
- ✓ To pursue the prescribed course of study.

- ✓ To respect and respond to the authority of the school personnel.
- ✓ To respect the rights and property of others.

Students have a right to learn and not be harassed. Students have a right to be treated with respect and dignity.

Religious Education

Religious education is an ongoing process by which we all gradually mature in our faith--a faith that we strive to make vibrant, conscious, and active. At Saint James Catholic School, we feel privileged to work with parents who are the primary educators in the spiritual formation of their children. Anyone wishing to be baptized must contact the Saint James Parish Office of Religious Education for specific information and requirements. It is our wish to welcome all members to become active members of the Roman Catholic Church. Please follow the guidelines of the Religious Education Coordinator to facilitate this Sacrament. Parents are encouraged to provide frequent opportunities for their children to receive the Sacrament of Reconciliation. Every effort will be made to provide eligible school children with the opportunity for the reception of this sacrament during the seasons of Advent and Lent; however, it is the parents' responsibility to celebrate this occasion with their children.

First Reconciliation and First Communion instruction and preparation will be conducted through the school's Religion curriculum. Typically, this is a two-year program introduced in Second grade and completed in Third grade. However, children entering third grade from a non-Catholic school may not receive Sacraments until subsequent years based on their understanding and knowledge of the faith.

If your child is beyond the third grade, has already been baptized and wishes to receive these Sacraments, please contact the school office. There will be a fee assessed for students involved in preparing for these sacraments. This fee will help cover related expenses.

Confirmation is conferred upon students of high school age; therefore, Saint James Catholic School does not formally prepare its students for the reception of this Sacrament. Please contact the Parish Director of Religious Education at the parish in which you are registered for further information.

IV. ACADEMIC POLICIES

Homework Policy

Homework, as a rule, is to re-enforce learning, train students to work independently, and acquire additional knowledge. Students will have homework each day, Monday through Thursday, and will be required to complete all daily homework. **Homework must be completed daily.** Accelerated Reading requirements are in addition to homework. Generally, homework will not be assigned on weekends except for reading and long term assignments and projects. Jr. High classes may require minimal homework and studying over the weekend due to block schedule.

General homework time allotments are as follows:

Pre-Kindergarten: 10-15 minutes Parents should read to child at least 15 minutes nightly.

Kindergarten: 10-20 minutes. Parents should read to child at least 15 minutes nightly.

Grades 1-2 20-30 minutes

Grades 3-5 30-60 minutes

Grades 6-8 45 - 90 minutes, not to exceed 2 hours.

Exceptions to the above occur when a student needs additional practice in a given skill, has not applied himself/herself in school, or has make-up work. All assigned homework is to be completed on time. Late homework will only be excused due to illness or a family emergency, but must be completed for credit.

In helping students with homework, parents are encouraged to:

- Become aware of homework standards established by the classroom teacher and principal.
- Show interest in student's work and discuss homework assignments with your child.
- Encourage your child and offer counsel, but insist that the student do his/her own work.
- Provide a suitable time, place, and atmosphere for study.
- Talk with teachers if assignments seem to be causing the student persistent problems.
- Set the example and designate a time to read together.

Long Term Assignments and Projects: Major assignments are due by 8:00AM of the specified due date. If a student is absent on the day the assignment is due, it must still be turned in to receive full credit.

Grading Policy

Saint James Catholic School has a standardized grading policy, which is in concordance with diocesan guidelines. The grading policy is established to provide a system of reporting a student’s quality of work over the course of a trimester and/or year. Parents should understand that grades reflect the quality of work submitted, and may not necessarily reflect a student’s ability. Grading of daily work is but one of several methods of assessment used at Saint James Catholic School to evaluate a student’s progress. Students will be held accountable for all assignments and assessments missed due to absences and or tardies.

Transitional Kindergarten (TK)

A TK report card based on Los Angeles Archdiocese Guidelines and Standards is utilized.

<i>Grade K-2</i>			<i>Grades 3-8</i>	<i>Grade</i>	<i>Grade Points</i>
Outstanding	(100-95)	O	100 - 97	A	4.0
Very Good	(94-90)	VG	96 - 93	A-	3.7
Good	(89-80)	G	92 - 90	B+	3.4
Satisfactory	(79-70)	S	89 - 87	B	3.0
Needs Improvement		NI	86 - 84	B-	2.7
Continued Progress		CP	83 - 81	C+	2.4
Not Evaluated		NE	80 - 78	C	2.0
			77 - 75	C-	1.7
			74 - 69	D	1
			68 - 0	F	0

Honor Roll/Honor Roll With Distinction

Students in grades 4-8 may receive honor roll recognition each trimester. Students who are placed on the Honor Roll must meet the following requirements.

Honor Roll:

Students who earn an average GPA of 3.0-3.49 in core subjects and a minimum grade of "B" (87%) in conduct will qualify for Honor Roll. Students may not have a grade lower than a 'B minus' in any core subject (Mathematics, Reading/Literature, Vocabulary/Spelling, English/Writing, Social Studies, Science and Religion) If a student has an "F" in PE, Computers and/or Art this should affect their conduct grade.

Honor Roll with Distinction:

Students who earn an average GPA of 3.5-4.0 in core subjects and an "A" in conduct will qualify for Honor Roll with Distinction. Students may not have a grade lower than a 'B+' (B plus) in any core subject (Mathematics, Reading/Literature, Vocabulary/Spelling, English/Writing, Social Studies, Science and Religion) If a student has an "F" in PE, Computers and/or Art this should affect their conduct grade.

Accelerated Reader Program

The Accelerated Reader Program (AR) is a reading management program utilizing computer technology. This program provides teachers with an easy and effective way to monitor all forms of guided reading practice. Accelerated Reader helps students focus attention on the careful reading of books, which improves students' critical-thinking skills and builds an intrinsic love of reading. Using AR, teachers can continuously guide students to appropriate books and curriculum within their "zone of proximal development" (ZPD), i.e.: comfortable reading level. This means that students are challenged to develop their reading skills without being frustrated.

Saint James Catholic School has integrated this program into the Reading/Literature curriculum and is a requirement of the program for grades 2-8. Books within the AR program are given point values based on content and vocabulary levels. Students will be tested and required to read books within assigned reading levels in order to reach their pre-determined goal.

Zeros Aren't Permitted (ZAP) Program

ZAP is a program to encourage students (grades 3-8) to complete and turn in work in a timely manner. Further, by holding students accountable to organize their work and turn it in on time, we provide students with valuable skills to help them in High School and life.

Under this program assignments turned in LATE will receive 75% credit instead of 0%. This will allow students to maintain a higher GPA. ZAP contract will be sent home the first week of school. (This does not pertain to long term assignments or book reports.) Students will report to 3rd grade at dismissal to meet the Zapped supervisor. They will remain on campus from 3:00-4:00 pm. If students do not complete assignments they will report to ZAPPED again from 3:00-4:00 pm. This will continue until all missing assignments have been completed.

Academic Sanctions For Disciplinary Violations

Disciplinary issues will not affect academic grades; if suspended, the student will complete the work missed and it will be graded. The only grade that will be affected is the CONDUCT grade.

Attendance

California school law requires that students attend school regularly unless they are specifically excused for a valid or medical reason. Students should be absent only for illness or emergency. Regular attendance is a prerequisite to a successful school life. Students will be held accountable for all assignments and assessments missed due to absences and or tardies. See 'Make-Up Work' policy below.

Absence

Whenever a student is absent from school, a valid written explanation for the absence, dated and signed by the parent, must accompany the student upon his/her return to school. If a medical professional saw the child a note from that professional should be presented along with any other special instructions or limitations (such as physical activity restrictions for PE and recess). Students who are absent more than 10 days in any trimester or more than 30 days in an academic year without a doctor's excuse may be asked to withdraw from the school or be retained. No student will be permitted to participate in, or attend, any extracurricular activity if he/she has been absent from school on the day of the activity.

Tardy Policy

School begins at 7:45AM. Students arriving after 8:00AM are 'late.' Students arriving between 7:45 am and 8:00 am are responsible for morning Scripture assignments. Students arriving at 8:00 am or after may not be admitted to class with-out a tardy slip. Students in the classroom who are not unpacked and ready by 8:00 am, will be sent back to office for a tardy slip and they will be marked tardy. Students who arrive after 10:00 am will be marked as Morning Absence. Students leaving prior to 2:20 pm will be marked as an Afternoon Absence.

"Three strikes you're out" Each semester students (3rd-8th) will lose 10 conduct points for every tardy after their 3rd tardy. Students who lose 30 conduct points per week will have a lunch detention. Students who receive a detention, as an added consequence, will not be able to participate in any extra-curricular activities that day. Further disciplinary action for habitual tardiness is at the discretion of the administration. Please refer to the Responsible Citizenship Agreement.

Early Release

Students will only be released to those who are 18 years of age or older and authorized on emergency card or in writing. Students will not be released from the classroom without authorization from the office. *As a courtesy to the teacher, please send a note with the child stating that you will call for him/her early and at what time.*

Extended Absences

When children will be absent for specific and valid reasons for an extended period of time, parents should inform the teacher and principal in writing prior to the absence. Please note that state law mandates a minimum of 178 days of instruction. Illness and bereavement are the only acceptable reasons for absence. **Vacation is not a valid reason.**

Doctor / Dental & Other Appointments

Parents are strongly urged to make medical and dental appointments outside of school time. Please consult the school calendar when making appointments. On the rare occasion that an appointment is necessary, parents are asked to report to the office to pick up their child. The child should check in at the office upon returning to

school. Please make appointments for piano, dance or other lessons after school hours. Picking up your child early for these types of activities are disruptive to classroom routine.

Make-Up Work

Make-up work will be sent home upon a student's return to school. Please do not call the school office to request student's work. If a student is absent for an extended period of time due to a medical condition, appropriate arrangements will be made. Incomplete school work and homework because of absence must be completed within a reasonable amount of time for credit; usually within the week it was due. Test and quiz make-ups must be scheduled with the teacher. Makeup tests and quizzes will generally be completed during school.

Books & Materials

Parents are responsible for all library books, textbooks and materials distributed to their child(ren) for use during the school year. Textbooks are numbered and assigned to each child. All textbooks must be covered by the end of the first week of school and remain covered throughout the year. Paper bags are a good covering material. Cloth covers are not recommended because they ruin the spine of the books. Sticky covers may not be used on books. Books that have been lost or damaged and cannot reasonably be repaired will be replaced at parent expense. School bags are to be used everyday and are required for all students.

Vandalism

Students and their parents shall be liable for all damage to equipment or school property. We all want to be proud of the appearance of our school, its furnishings, and grounds. If a student writes on desks, walls, or in any manner willfully damages school property, the student's parents will be charged for repair or replacement. In addition, the student may receive behavior infractions or detentions and/or other disciplinary actions as determined by the administration.

Lost & Found

All jackets, sweaters, shirts, blouses, pants, shorts, jumpers, PE clothes, as well as lunches and school materials, should be clearly marked with the student's name. Many articles are turned into the "lost and found" container and are never claimed. Items turned in will not be kept indefinitely, but will be disposed of or donated to a worthy cause at the end of each trimester.

Student Records

Primary information found in a student's Cumulative File include: transcripts, health records, baptism and first communion certificates, assessment results, student photos, registration information, and emergency information. Secondary information may include: individual education plans, screening reports, disciplinary reports, work samples, and various other school related documents.

Parents may request to inspect and review their child's educational records within a reasonable period of time following their request. The principal or her delegate must be present during the review. Parents may not remove any document from the records.

Upon request from any authorized school entity, student transcripts will be forwarded by mail within a timely manner. Transcripts intended for transfer to another school will not be released to the parent for transportation.

Promotion / Placement / Retention

Saint James Catholic School does not advocate automatic or social promotion. Students must meet the Diocesan requirements or the equivalent to advance to the next level. Retention of a student requires careful consideration. Parents will be notified by the end of the first trimester if retention would be a valuable consideration for the student.

Procedures for academic retention:

- A. Consultation between teachers and principal as early as possible;
- B. A conference with the parents as early as possible in the school year, to advise them of the possibility of retention and to discuss possible remedial action; recommended within the first trimester, or by February 15th;
- C. Follow-up conferences with the parents to evaluate the academic progress of the student;
- D. Evaluations and reports to parents indicating failure to achieve minimum objectives in at least two basic subjects.

Placement in the next grade is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon: previous retention/placements, physical size, chronological age, siblings in same/next grade, academic ability, learning challenges, attitude of student, and social considerations. Following consultation with teachers and parents, the final decision on promotion and retention rests with the principal.

V. COMMUNICATION

The Principle Of Subsidiarity

Diocesan policy requires that complaints or disagreements should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted. Generally, the protocol for subsidiarity is teacher, principal, pastor and then Office of Catholic Schools (OCS). Complaints addressed to the OCS that have not met the protocol structure will be referred back to the principal.

School Website

Go to the Saint James Catholic School web page www.stjamescs.com to get all the up-to-date information about the school. You may also e-mail teachers and the school administration with questions and comments. Although e-mail may not be answered the same day, all e-mail will be answered in a timely manner.

You may e-mail staff from the school webpage or from your own e-mail program. Please refer all questions pertaining to registration, tuition, and fees to the Office e-mail. No e-mail will be acted upon if the sender is unidentified.

The school web site will be updated on a regular basis to keep the information current.

Other Communication

Report Cards / Progress Reports

Formal Diocesan Report cards are given to parents three times a year. Progress reports are given in the middle of each trimester. Check monthly calendar for these dates.

School Newsletter

A school newsletter will be sent home monthly. The purpose of this bulletin is to keep parents constantly aware of events and any changes in schedules or policies. The newsletter will be sent home with the oldest child in each family. The newsletter may also be read or downloaded from the school web site.

Annual & Monthly Calendars

An Annual Calendar of Events is published each year at the end of August, and given to all families of the school. Monthly calendars are published with up-to-date information and with any changes there may be to the annual calendar. These are sent home each month. The school calendar is updated regularly and can be viewed on the school's web site.

Gradelink

Saint James Catholic School has contracted with Gradelink to provide an online progress program provided to parents with online access. The program will allow parents to monitor their child's progress and view up to date grades and scores for completed work. Parents will be provided with a PIN code at the beginning of the school year allowing them access to their child's information. Parents who do not have online access may request progress reports from the school office. **The school calendar, class information pages and weekly school announcement pages are also available on Gradelink.**

Parent/Teacher Conferences

Teacher-Student Conferences are held frequently on an informal basis as teachers and students interact throughout the school day. More formal conferences may take place at least once between grading periods. Formal Parent-Teacher Conferences are generally held toward the end of the first marking period. These conferences are mandatory for all parents. Additional conferences may be scheduled as needed or requested. Any questions regarding your child should be directed to the classroom teacher. Any informal conferences requested by parent/guardian must be made by appointment.

VI. CONFIDENTIALITY

While the rumor mill may inform you of an incident, it will seldom inform you correctly of the specifics of the incident, the consequences applied, or the actions taken to deal with the problem. We ask our students and parents to maintain the respect and dignity of our School Community members.

VII. COUNSELING

Although formal counseling is not available on campus, counseling services are available through Caritas Counseling. In addition, appointments can be made with the Pastor upon request. If and when the need arises, the principal may contact the Pastor or Caritas for their services. In the event counseling becomes available on campus, counselors may see a student for up to three times, without parent consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever concerns arise.

VIII. EMERGENCY PROCEDURES

Crisis Plan

In the event of a natural disaster, the faculty of Saint James Catholic School is prepared to care for the students. During this disaster period, all children will remain at the school until their parents or approved guardian personally receives them.

Emergency dismissal may occur at any time and may be declared by the principal or principal designee when a serious condition warrants such action. Appropriate measures will be taken for student safety. Parents will be notified as soon as possible for student reception procedures and pick-up.

If an emergency occurs outside of school hours, please listen to local radio stations for instructions on school closure. As a rule, Saint James Catholic School will generally follow the same procedures as the public schools in the area.

IX. HEALTH AND SAFETY

Student Accident/Injury

St. James Catholic School keeps written documentation in the front office regarding out of the ordinary incidents that occur on campus, which led to student injury. In addition parents are notified based on the severity of the injury. This notification could come in the form of a note home, if less severe, to an immediate phone call, if medical attention is needed.

Student Maternity/Paternity

Pregnancy is not a reason for dismissal from school. In cases of special temporary health, physical, legal, or other circumstances, the school will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and local school district and community resources to determine the best course of action to support the student and family, as well as the entire school population.

Student Insurance

The Diocese of San Bernardino requires student insurance for all students. A fee for insurance is included in the school's registration fee. This insurance coverage assists parents with medical expenses incurred due to accidental bodily injury sustained by children while attending school, or while participating in a school sponsored and supervised activity. Insurance claim forms are available at the school office and should be requested within five days after the accident. Additional insurance coverage may be purchased through the Meyers Stevens Company. Applications are sent home at the beginning of each school year.

Visitor Policy

All persons entering the school shall immediately report to the school office to obtain proper authorization in the form of a Visitor's Pass. This badge must be visible at all times while on the Saint James campus. Visitors without a pass will be asked to report immediately to the school office, or leave the campus.

Student Lunch

Hot lunch is offered Monday through Thursday for \$3.50 per lunch per day if preordered at the beginning of each month and \$5.00 per lunch on the day of. These lunches should be preordered by the first of the month.

On full-day Fridays students may purchase sliced pizza for \$1.50/slice.

Students who do not purchase lunch are to bring a packed lunch to school each morning. **Parents, please do not bring lunch to the school office unless in the case of a rare emergency.** In addition, it is recommended that you also pack a snack for morning recess and/or Extended Care.

Should you decide to bring a lunch to your child, it must not be brought to school before 11:20 noon. Please instruct your child to come to the office at lunch to pick up his/her lunch. The office staff will not call your child to the office. We will always be supportive in an emergency situation but find that bringing lunch to the school office on a regular basis is very disruptive to the office personnel.

Medication

School personnel should not be asked to administer any medication to students unless it is absolutely necessary that the child have the medication at a certain time. No medication will be administered without appropriate written consent and directions from the doctor and parent /guardian. ***Students shall never have any medication of any kind in their possession.*** Any medications to be administered should be brought to the office by the parent. This includes (but is not limited to) over the counter medication, cough drops, and medicated creams. Exceptions to this rule are inhalers or epi-pens, which may be kept in the student's classroom. No over the counter medication will be furnished or dispensed by the school, including aspirin, Tylenol, cough syrup, etc., unless accompanied by a doctor's note.

Medical Records

Upon initial registration of a student, an immunization record showing the month, day, and year the child received each of the required immunizations must be presented. There must be a doctor's verification of the records. ***If the immunization records are not updated, by law, the child must be removed from school.*** Contact the school office for an up-to-date list of required immunizations.

Student Cell Phone Use

Students may not use cell phones or other personal electronic equipment on campus between the hours of 7:15AM and 6:00PM. The phone must be turned off and kept in the student's backpack. If an administrator, teacher, or staff member sees or hears any of these devices, consequences will include, but will not be limited to, the device being taken from the student and kept in the Principal's office. **Cell phones or electronic devices used or displayed at school will be confiscated and returned to the parents/guardian only, after a 30 day period.**

In order to bring a cellular phone to school, the phone must be registered by the parent and registration form signed by both parents and student. Failure to register a cell phone will result in denial of privileges for the entire school year if a student is found to have or use a cell phone. The registration form is valid for one school year. One form must be filled out for each child in a family carrying a cell phone.

Dismissal Procedures

Morning Drop-Off Points:

There is NO PARKING on the school side (yellow curb) in the morning. If you need to go into the school or remain in your car for more than the time it takes to drop your child off, please park your car in one of the legal places, not in the red or yellow zones. Students may be dropped off in front of the school or through the black gate used for dismissal. Students may not be dropped off in the alley. Do not double park or drop your children off in the crosswalk.

Afternoon Pick Up:

Enter the alley behind the school off 'B' Street, follow the alley to the end, turn right and stop at the large sliding gate by the library. Pick up children and exit onto 3rd Street. If you prefer, you can park and pick up your children on campus. The front gate will open at 3:00pm for dismissal. All children will be lined up by the lunch tables near the library. You must let the teacher know you are taking your children. This procedure provides that all children remain on campus under the supervision of all the teachers until they are received by their parents or guardians. Students will not be released on their own or from the classrooms. Parents must walk to the designated area by the lunch tables.

After-School Extra-Curricular Program and Daycare

Students on a sports team, cheerleading, choir, or any other after school activity, must be picked up by their parent or driver immediately after the scheduled practice, otherwise, they are sent to Extended Care and are charged accordingly. Under no circumstance may anyone remain on the school grounds without the direct supervision of a teacher, staff member or coach.

X. CUSTODY ISSUES

Saint James Catholic School recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the primary parent/legal guardian to provide copies of school notices and information to the other parent/guardian. It is also the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school.

Child visitation and exchange of custody should not take place during school hours or on school property. Saint James Catholic School will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

Child Abuse Reporting

In accord with diocesan policy and California law, school staff members are obligated, under penalty of fine and a jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse and/or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities, which would be the procedure followed in most legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion be made. School staff members are not to investigate. Once reasonable suspicion is established, staff members have no other legal alternative except to make the legal report to the proper authorities for further investigation and review. (*Section 11166 of the Penal Code*).

XI. DISCIPLINE CODE

Behavioral Expectations

Respect and Dignity for All: All members of the Saint James Catholic School Community have the right to be treated with respect in both word and deed. As Catholic Christians, we must treat all other human beings as having dignity and rights equal to our own. Saint James Catholic School expects all members to grow in respect for one another. This is demonstrated by: Consideration of each other's rights to a good name and reputation, awareness and care for each other's feelings, tolerance and acceptance of each other's opinions, respect for individual differences, and care for each other's safety. Bullying others is contrary to our philosophy and will not be permitted at any time, even in jest.

Courtesy and appropriate behavior is required of all students. All students are expected to respect school personnel, other students, and school property. Should problems arise, parents are expected to cooperate with school personnel. Appropriate disciplinary action will be taken by the teachers/principal for actions of misconduct. Students who engage in misconduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Saint James Catholic School has a no-tolerance policy with respect to possession of weapons, drugs, or gang paraphernalia. Violations are cause for expulsion. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. Students are expected to develop self-discipline and self-control. The development of these traits leads to a successful educational experience and life-long skills.

Expectations/School wide Rules

The main outline of all school and classroom rules is as follows:

- **Respect Yourself, Others, and Things**
- **Take Responsibility and Pride in Own Learning/ and the Learning Environment Of others**
- **Follow School and Classroom Procedures**

Expectation #1:- Respect yourself, others and things

RESPECT YOURSELF: Saint James Catholic School expects its students to demonstrate care for self as they grow in their discovery and developments of morals, values, effort, abilities, and talents to contribute to the school community, and society.

For example:

- Doing your own personal best
- Wearing the proper uniform/showing respect and pride in School Uniform and your appearance, considering what is appropriate attire for a Catholic Elementary School.
- Resisting peer pressure, or an impulse to do things that may be hurtful to your own welfare, or the welfare of others.
- Exhibiting proper manners and respect for others will gain respect for you.
- Remaining under teacher supervision at all times.
- Following the directions of teachers and adult supervisors.
- Showing good character: (honesty, integrity, trust).
- Getting proper rest, fulfilling responsibilities/obligations.

RESPECT OTHERS: All members of the Saint James Catholic School Community have the right to be treated with respect in both word and deed. As Catholic Christians, we must treat all other human beings as having dignity and rights equal to our own. Saint James Catholic School expects all members to grow in respect for one another. This is demonstrated by: Consideration of each other's rights to a good name and reputation, awareness and care for each other's feelings, tolerance and acceptance of each other's opinions, respect for individual differences, and care for each other's safety. Bulling others is contrary to our philosophy and will not be permitted at any time, even in jest.

For example:

- Exhibiting proper manners will gain respect of others.
- Treating others kindly, and being mindful of the feelings and needs of others.
- Taking positive action to help someone.
- Including others in activities.
- Greeting administrators, teachers, and staff politely.
- Being attentive during classes, Mass, and assemblies
- Prayerfully participating in Liturgies
- Following the directions of yard duty personnel.
- Speaking /answering with a positive respectful tone. (Remember...It is how you say it!
- Express opposing opinions in a calm, quiet manner.
- Be careful of the well-being of others.
- Asking politely for permission and accepting a no for an answer.
- Be responsible to show your work to your parents and take responsibility for your own choices.

RESPECTING THINGS: Everyone has the right to expect that their personal possessions remain safe and that the school property is cared for and treated respectfully.

For Example:

- Picking up items that you happen to drop or cleaning up your own messes.

- Asking, and receiving permission to borrow items.
- Returning borrowed items.
- Pitching in to help maintain the school environment.

Expectation #2 – Take Responsibility and Pride in my own Learning and the Learning Environments of Others

Take responsibility and pride in my own learning /environment: The students and teachers at Saint James Catholic School have the right to a positive, challenging learning environment where everyone is actively involved in the learning process, instructional time is used to its fullest, and everyone accepts responsibility for their part in the learning experience.

For Example: ·

- Arriving to school on time.
- Making every effort to be in school.
- Passing quietly in the hallways in an effort to not disturb the learning of others.
- Participating in class activities.
- Completing and turning in assignments on time.
- Completing missing work when absent.
- Taking pride in your work.
- Taking pride in your school.
- Exhibiting good listening skills.
- Following directions given by teachers or other adult leaders.
- Showing respect/tolerance for others ideas, feelings, or abilities.

Expectation # 3 – Follow School/Classroom

Following school and classroom procedures: There are many school and classroom procedures which have been established to ensure the safety of students and staff, promote efficiency of operations, and assist in promoting the optimal learning environment for all learners.

For Example:

- Reporting to the office when tardy.
- Following lunch and playground procedures/expectations.
- Following safety drill procedures.
- Following all classroom policies/code of conduct.
- Using the phone only if permission to do so.
- Returning permission slips and other items to be signed by parents promptly.
- Following arrival and dismissal procedures.
- Adhering to the School Dress Code.

Please take a special note of the additional following policies:

- Food, Drinks, or gum are not allowed in the classroom.
- Students may not chew gum, eat sunflower seeds, or nuts with shells on school campus.
- Students must walk quietly in the hallways between classes.
- Students must wait or walk quietly and orderly in their lines with proper behavior.
- Students must be accompanied by an adult to cross the parking lot.
- Students may not be in a classroom or other building unsupervised by an adult.
- Students are responsible for cleaning up their own messes, and taking care of their possessions. Items such as pagers, laser pointers, electronic games, iPods, cd players, etc. are not allowed. The school is not responsible for such items.
- Students must have permission to use phones, or personal electronic devices (I pads).

Students are encouraged not to bring cell phones on campus. If a parent feels that their child needs to carry one, then it is to be turned off and kept in the student's backpack. A cell phone being used or ringing during the academic day will be taken from the student and sent to the office. The parent may retrieve the phone from the vice principal or principal.

Harassment

It is the policy of the Diocese of San Bernardino, Education and Welfare Corporation, to maintain a school environment, free from all forms of harassment, including but not limited to BULLYING & HAZING, and to insist that all students are treated with dignity, respect and courtesy. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment of one student by another student, or the harassment of a student by an employee, on the basis of race, creed, color, national origin, gender, physical ability or life style choice is prohibited and will not be tolerated. Included in harassment is making reprisals, threats of reprisals, implied threats of reprisal, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward another student, or observed by another student, even if not directed at him/her.

Violence - Threatened Or Acted

All threats of violence will be taken seriously. If it is believed that the presence of a student in the school poses a safety threat for others, the student will be suspended from the school until an investigation is completed.

Disciplinary Action Levels

The following summarizes the levels of disciplinary action, which shall be enforced by school personnel with students who are in violation of behavioral expectations.

Due Process:

All students will receive ***Due Process***. The student will be told what he or she did wrong and will be given a chance to be heard. School personnel will keep appropriate documentation regarding the violation. The guiding principle in any discussion of discipline and due process should be the desire to act in a Christian manner characterized by fairness and compassion. Please note: Disciplinary issues will not affect

academic grades; if suspended, the student will complete the work missed and it will be graded. The only grade that will be affected is the CONDUCT grade.

Level 1 - Verbal Warning/Reprimand

Primary and Intermediate Grades – Student and teacher discussion, and teacher’s procedure of notification to parent through colored cards, clips, or other teacher designed management program.

Jr. High – Teacher discusses behavior with the student and student receives an infraction(s) based on their choices(s).

Level 2 - Intervention

Primary and Intermediate Grades – Student and teachers discussion, student may possibly receive a time out from an activity as well as teacher’s procedure of notification to parent through the class behavioral management program.

Jr. High – Once a student has lost 30 pts. from their conduct grade, they will serve a lunch detention to discuss how to make a positive change and make better choices with their teacher and/or responsibilities.

Communication of interventions will be provided on Gradelink in the comment section under ‘Conduct.’ Emails will be sent and phone calls made as needed.

Level 3 - Conference

Primary and Intermediate Grades – Teacher/Staff members conduct a conference with the student’s parents to discuss positive solutions. Further intervention may result from conference.

Jr. High – Once a student has served 3 behavioral detentions in a Trimester a referral will be given and a parent conference will be set up with the Jr. High Team to discuss positive solutions. *Three (3) behavior detentions will result in a referral and loss of participation in activities/athletics.*

Level 4 - Administrative Conference

A Referral will be given for **severe instances** including but not limited to fighting, stealing damaging property, cheating, inappropriate foul language, blatant disobedience, blatant dishonesty, bullying, and hurting other students. As previously mentioned in **Level 3**, – three behavioral detentions within a trimester, also results in a referral.

Actions of Referrals for include:

- Parent meeting with administration
- Student serves lunch detention
- Conduct grade is lowered
- Loss of participation in student activities/athletics (determined by administrative team)

Level 5 - Suspension

Suspension will result if a student receives 3 referrals, or cases where a referral is given for a severe instance to be determined by the Administrative Team. Further disciplinary actions could result in expulsion.

In-School Suspensions are assigned to be served in the school building. The student is given work to complete, and is placed in an administrative office or with a classroom teacher. Parents are called to inform them of the suspension and a meeting is held prior to allowing the child to return to the class.

Level 6 - Expulsion

When little or no change is evident, and school personnel have exhausted all available means to affect change, and/or the welfare of the other students is endangered, the student will be expelled. This decision rests with the school administration. Immediate expulsion may result from student possession of weapons, drugs, or gang paraphernalia. Student expulsion may also result from Parent/Guardian behavior and lack of cooperation with the administration.

FINAL DISCIPLINARY DECISIONS REST WITH THE ADMINISTRATIVE TEAM.

ALL DISCIPLINARY ACTIONS ARE CONFIDENTIAL

Intermediate (3rd-5th)/Jr. High (6th-8th) School Discipline Point System

1. On the second warning for a behavior infraction. (-10)
2. If the weekly communication envelope is not returned the next day. (-5)
3. If students do not have the necessary parent signatures on tests, quizzes, progress reports, detention notices, absent notes, etc. (-5)
4. If students are not ready for class on time with the necessary supplies (must have all books, paper, pens, pencils, etc.) (-5)
5. Uncovered books (-5)
6. If homework is not completed neatly and turned in on time. Homework helps students internalize ideas and concepts, consequently, missing an assignment warrants an immediate action. (-5) (also see ZAP program)
7. Dress code violation. (-10)

XII. DRESS CODE

Overview

The appropriate uniform of the day must be worn at all times unless otherwise directed by the principal. The following is a general policy. For uniform specifics, consult the Uniform policy and Dress Code available in the school office.

Parents will be informed if a student is out of uniform. A dress code reminder will be sent home informing the parents of the dress code violation. Parents will be informed and the student will not be allowed to return to class until the problem is rectified. Students who are not in uniform for P.E. will receive a deduction in points for P.E. that day. Parents will be called for a second infraction. Multiple dress code violations can lead to other disciplinary action.

School uniforms must be purchased through the Dennis Uniform Company.

Because something in the Uniform Policy and Dress Code is not specifically prohibited, it does not mean it is acceptable. The Uniform Policy and Dress Code should be followed as written. Contact the school office if there is a question.

Daily Uniform Policy

Girls: (PreK-3) Plaid jumper or plaid skort with white, yellow or green school polo shirt or navy twill walking shorts or slacks with school polo shirt, white socks (white or navy tights permitted during cold weather). White t-shirts may be worn under polo shirts during cold weather.

- Shoes must have rubber soles (NO HEEL) and cover the top of the foot (No ballet style shoes) slip-on Vans, Toms, faux lace slip-ons are ok.
- Black, brown or navy belt with buckle the same width as belt must be worn with walking shorts or pants. (Kindergarten does not require belts. Pants with elastic waist bands do not require belts.)
- Regulation heavier forest green school jacket, school sweatshirt, school navy cardigan, sweater vest or school navy pullover V-neck sweater may be worn in cold weather.
- Skirts, Jumpers and Skorts may not be more than 3" above the knee. Shirts must be tucked in.
- Navy blue pants or shorts - Must be Dennis Co., Dockers, or other straight style pant (no corduroy or cargo style). Pants must fit properly around the waist; hemmed to a length so that pant legs hang straight.

Girls: (4-5) Plaid jumper, plaid skirt or plaid skort with white, yellow or green school polo shirt or navy twill walking shorts or slacks with school polo shirt, white socks (white or navy tights permitted during cold weather). White t-shirts may be worn under polo shirts during cold weather.

- Shoes must have rubber soles (NO HEEL) and cover the top of the foot (No ballet style shoes) slip-on Vans, Toms, faux lace slip-ons are ok.
- Black, brown or navy belt with buckle the same width as belt must be worn with walking shorts or pants. (Pants with elastic waist bands do not require belts.)
- Regulation heavier forest green school jacket, school sweatshirt, school navy cardigan, sweater vest or school navy pullover V-neck sweater may be worn in cold weather.
- Skirts, Jumpers and Skorts may not be more than 3" above the knee. Shirts must be tucked in.
- Navy blue pants or shorts - Must be Dennis Co., Dockers, or other straight style pant (no corduroy or cargo style). Pants must fit properly around the waist; hemmed to a length so that pant legs hang straight.

Girls: (6-8) Plaid skirt or plaid skort with white, yellow or green school polo shirt or navy twill walking shorts or slacks with school polo shirt, white socks (white or navy tights permitted during cold weather). White t-shirts may be worn under polo shirts during cold weather.

- Shoes must have rubber soles (NO HEEL) and cover the top of the foot (No ballet style shoes) slip-on Vans, Toms, faux lace slip-ons are ok.
- Black, brown or navy belt with buckle the same width as belt must be worn with walking shorts or pants. (Pants with elastic waist bands do not require belts.)
- Regulation heavier forest green school jacket, school sweatshirt, school navy cardigan, sweater vest or school navy pullover V-neck sweater may be worn in cold weather.
- Skirts and Skorts may not be more than 3" above the knee. Shirts must be tucked in.
- Navy blue pants or shorts - Must be Dennis Co., Dockers, or other straight style pant (no corduroy or cargo style). Pants must fit properly around the waist; hemmed to a length so that pant legs hang straight.

Boys: Navy twill slacks or walking shorts, belt (not required for Kindergarten), white, yellow or green school polo shirt, white socks, tennis shoes (no slip-on shoes). White t-shirts may be worn under polo shirts during cold weather.

- Shoes must have rubber soles (NO HEEL) and cover the top of the foot (No ballet style shoes) slip-on Vans, Toms, faux lace slip-ons are ok.
- Black, brown or navy belt with buckle the same width as belt must be worn with walking shorts or pants (Kindergarten does not require belts. Pants with elastic waist bands do not require belts.)
- Regulation heavier forest green school jacket, school sweatshirt, school navy cardigan, sweater vest or school navy pullover V-neck sweater may be worn in cold weather.
- Navy blue pants or shorts - Must be Dennis Co., Dockers, or other straight style pant (no corduroy or cargo style). Pants must fit properly around the waist; hemmed to a length so that pant legs hang straight.
- Boys may not wear earrings to school.

Mass Day Uniform

Girls: (PreK-3) Plaid jumper with white short sleeve Liturgy camp shirt from Dennis Uniform, navy cardigan with logo or navy V-neck sweater with logo purchased through Dennis Uniform Co.

Girls: (4-5) Plaid jumper **or** skirt with white short sleeve Liturgy camp shirt from Dennis Uniform, navy cardigan with logo or navy V-neck sweater with logo purchased through Dennis Uniform Co.

Girls: (6-8) Plaid skirt with white short sleeve Liturgy camp shirt from Dennis Uniform, navy cardigan with logo or navy V-neck sweater with logo purchased through Dennis Uniform Co.

Boys: Navy twill slacks with white oxford short sleeve Liturgy shirt **and Navy blue tie**. Navy cardigan with logo or navy V-neck sweater with logo purchased through Dennis Uniform Co.

PE Day Uniform

On PE days students will wear their PE uniform to school. This will alleviate the potential for lost uniforms due to changing for PE. The PE Uniform is the gray "T" shirt with the Saint James logo and the forest green nylon shorts. On cold days, children may wear plain navy blue sweat pants and the Saint James sweatshirt over the PE uniform. No other school T-shirt may be worn on PE days. (No track shirt, student council shirt, spirit shirt, builders club shirt, etc.)

Free Dress Options

Each 1st Friday of the month is "Jeans 4 Jesus". Students will be allowed to wear jeans with a St. James School t-shirt (student council shirt, spirit shirt, builders club shirt, etc.) if they bring a canned food item for the church pantry.

Free dress refers to dress that is appropriate and in keeping with the philosophy and standards of Saint James Catholic School. General dress code policies apply.

Since proper dress is conducive to proper behavior, dress must always be appropriate, modest, and in good taste. "Sagging" or baggy pants, "Skinny jeans" or tight legging pants, biker shorts, casual "T"

shirts with offensive/inappropriate writing or slogans, halter tops or any type of sloppy dress is **not permitted**. Sun dresses, spaghetti straps and tank tops are not allowed. It is expected that all dress be appropriate for school. All students are expected to be clean and neat and take pride in their appearance. Students are not to change into street clothes after school while on school campus.

A good rule of thumb...if you question it, don't wear it!

General Appearance

Girls may not wear make-up, false nails, acrylic overlay or colored fingernail polish. Clear nail polish is acceptable. Girls may wear one set of stud type earrings (not dangling), a small necklace, and/or wristwatch. No bracelets of any kind may be worn unless it is an ID Bracelet. Hair must be natural color; no tints, no dyes, no hair extensions, no feathers etc.

Boys' hair may not be lower than the top of the ears. It must be off the collar and not covering the eyes. No unusual hairstyles are allowed, e.g.: no "fohawks", no "Mohawks", no tints, no dyes and no shaved heads shorter than 1/4", spiky hair can be no longer than 1". Boys' face must be clean shaven. Boys may wear a small necklace, and/or wristwatch. Earrings are prohibited. No bracelets of any kind may be worn unless it is an ID Bracelet.

Shirts must be tucked in pants, shorts or skirts (except girl's Mass camp shirt). Uniforms must be clean, of the proper size, and in good condition. Belts must be worn daily with shorts and slacks unless waist is an elastic band. Kindergarten is not required to wear belts.

XIII. STUDENT ACTIVITIES

Student Council

Saint James Catholic School has a system of student government whereby student commissioners are elected by the student body to perform a variety of responsible functions. This enables students to experience leadership and citizenship opportunities. A staff member acts as coordinator for the program. A student's continued participation on the Student Council is at the discretion of the administration.

Those running for office are required to have:

- Faculty and administrative approval.
- Maintain a 2.0 GPA or better in course work.
- Maintain a grade "B" average or better in conduct.
- No conduct/behavior referrals.
- May not have a grade 'F' in any subject

Athletic Program

Saint James Catholic School participates in the Inland Catholic Schools League [ICSL]. Students in 5th-8th grades may become members of the following sports teams: Fall: Boy's Flag Football, Girls' Volleyball; Winter: Boy's and Girls' Basketball. Students in 1st-8th grades may participate in the ICSL track meet held in the spring.

Requirements to participate are as follows:

- Maintain a 2.0 GPA or better in course work.
- Maintain a grade “B” average or better in conduct.
- No conduct/behavior referrals.
- May not have a grade ‘F’ in any subject
- Attend all after school practices/ games (poor attendance may result in removal from team.)
- Pay designated sport fee prior to first game

All students are welcome to participate. However, if more students come out than the team roster can sustain a formal try-out will take place and ‘cuts’ will be made. Students participating in the athletics program must attend homework club from 3:00-3:30 prior to attending practice.

Student Retreats

Retreats sponsored by Saint James Catholic School are planned and coordinated by the classroom teacher in conjunction with the Pastor and Principal. Parents will be informed of the contents of the retreat and be required to complete a permission form in order for their child to participate. Students who do not participate in a retreat are required to attend school. An alternative assignment will be given reflecting the educational value gained from the retreat.

Student Birthdays

If you would like to share a **small** treat, you may send it with your child in the morning or drop it off in the school office for your child’s teacher to distribute at recess or lunch.

XIV. PARENT INVOLVEMENT/GROUPS

School Advisory Council

Saint James Catholic School is proud to have an active School Advisory Council in place. The purpose of this board is to advise the school administration on matters of policy, finance and planning. School Advisory Council members serve as committee heads and are appointed by the pastor and school administration, and meet monthly. The pastor of Saint James Parish, the school principal and the Parent Teacher Group (PTG.) president are ex-officio members. The committees established by the council include Ways and Means, Finance, Publicity, Planning, and Plant and Facilities. Parents are encouraged to volunteer to serve under each committee head.

Parent Activity Committees (Pac)

The purpose of the parent activity committees is to provide organization for specific school activities/events. These parents will coordinate and organize the event in its entirety. They will report directly to the school principal for approval of budget, timelines, and volunteers. These events include:

- ✓ Family Fun Night – October
- ✓ Walk-a-Thon – November

- ✓ Thanksgiving Student Luncheon – November
- ✓ Scholastic Book Fair – Catholic Schools Week
- ✓ Grandparents Luncheon – Catholic Schools Week
- ✓ Casino Night – April
- ✓ Room-parents – Yearly
- ✓ Bingo – Yearly
- ✓

XV. FIELD TRIP POLICIES

Field trips are a PRIVILEGE and not a right. They are designed to augment the curriculum of the school and are to be of educational value. No student will be allowed to attend a field trip without a properly completed Diocesan Permission Form releasing the school from liability. Verbal permission or hand written notes are not acceptable. **NO EXCEPTIONS.** All students must attend field trips with the class via transportation provided for the activity. Parents may not take their own children separate from the group.

Since field trips are designed as class activities and are a part of the curriculum, if parents do not wish their child to participate, he/she must still attend school. An alternative assignment will be given reflecting the educational value gained from the field trip.

Chaperones

The primary responsibility of Chaperones is the care of the students assigned to them. Chaperones may not bring siblings as it takes their focus away from their main responsibility. Additionally, siblings are not covered by our Diocesan insurance policy. Chaperones may not make unauthorized stops, such as stopping for ice cream, Starbucks, etc. These unauthorized stops are not covered by our Diocesan insurance policy. Chaperones that are unable to follow the school rules and procedures will not be allowed to volunteer.

XVI. VOLUNTEERING

Saint James Catholic School encourages active involvement by the parents in the educational process of their child(ren). Parents are urged to volunteer for an array of small jobs on campus. Some jobs include: room moms and dads, playground supervision, drivers for sports and field trips, and hot lunch helpers. Parents are not permitted to aide in their child’s classroom except as directed or approved by the principal. The need for teacher aides and appropriate assignments is at the discretion of the principal.

The primary responsibility of volunteer is the care of the students assigned to them. Volunteers may not bring siblings as it takes their focus away from their main responsibility. Additionally siblings are not covered by our Diocesan insurance policy.

BACKGROUND CLEARANCE/SAFE ENVIRONMENT/MANDATED REPORTER

All parents or guardians who wish to volunteer at the school must be attend training in person or online for Mandated Reporting/Safe Environment/Code of Pastoral Conduct and be background

checked and cleared by Screening One at their own cost before participating in any projects. The current cost is \$30.00. Volunteers must also sign-in in the school office. NO EXCEPTIONS!

Every person on campus during school hours must meet the above requirements.

INSURANCE

Drivers (21 years of age and older) are always needed to provide transportation to field trips. **ALL DRIVERS INCLUDING THOSE THAT DRIVE THEIR OWN CHILDREN, MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

- 1) A current Driver Information Sheet must be completed and turned into the school office along with
- 2) A current copy of the driver's insurance policy indicating the appropriate coverage of \$100,000/\$300,000 and the policy's expiration date.
- 3) Copies of current Driver's License and Vehicle Registration
- 4) In addition, all drivers are required to take an online defensive driving course at www.cmgdrivesafe.com
- 5) Pay \$5 for a current DMV report.

XVII. STUDENT SERVICE PROGRAMS

Saint James Catholic School does not provide counseling services at this time to students on campus. However, we can direct parents and students to a formal counseling service through Caritas Counseling (Catholic Charities, San Bernardino.) In addition, the school will readily work with outside professional resources to facilitate optimum result of consistency in mature student behavior both at school and in the home. Students may be referred by the teacher, parent, or school for assessment in academic performance and/or social behavior. Parents are required to give their permission in writing for an on-going counseling process. For more information regarding this program, please call the school office during regular school hours and ask to speak to the principal

XVIII. TECHNOLOGY & THE INTERNET

Student use of the Internet in school is limited to areas directly related to academics and the approved curricular focus of the principal. Students are prohibited from using the school network for non-educational activities without consent; for advertising; to access inappropriate materials, including obscene materials; sending or receiving messages which are inconsistent with appropriate school behavior; and invading the privacy of others.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Saint James Catholic School has taken precautions concerning access to inappropriate materials. However, it is impossible to control all materials, and an industrious user may discover inappropriate internet usage.

If a student user violates any of the provisions of the “School Internet Use Agreement”, the student’s parents will be notified and the student’s access to the internet on school computers will be suspended. Further disciplinary measures may be taken based on the infraction.

XIX. USE OF SCHOOL GROUNDS

Students may not be on campus prior to 7:15 am. Students arriving between 7:15 – 7:45 am must go to Morning Care. Students who are not picked up by 3:15 pm will be taken to Extended Care. The specific activity moderator will supervise students participating in any after school activity and those students not picked up by the end of the activity will be taken to Extended Care. The charge for Extended Care is \$3.50/hour per student. All students must be off campus by 6:00 pm. Students are not to bring skateboards, scooters, roller blades, skates or other toys to school at any time, and they are not to be used on school property. Shoes with wheels may not be worn or used on the school campus. The school will not assume responsibility for any student owned play equipment when on the school grounds without permission of the administration.

XX. USE OF STUDENT INFORMATION/PICTURES

St. James Catholic School reserves the right to use student photos/images for the purposes of advertisement on promotional materials and the school website. If you do not want your student’s picture used, the school must be notified in writing by September 15th of the current school year.

Policy Acknowledgment

Student Last Name (Print)

Student First Name (Print)

Grade

Please review and acknowledge the following Parent/Student Handbook and Policies outlined within. This acknowledgement will be kept on file and valid while student is in attendance.

I Parent/Student Handbook

The Parent/Student Handbook may be downloaded at www.stjamescs.com Click on the “Forms and Documents” tab on the left side of the home page which will take you to the “Handbook” tab. Parents are encouraged to thoroughly review the policies set forth in the Parent/Student Handbook, including financial policies, disciplinary procedures, academic progress and dress code. By entering to a Tuition Agreement with St. James Catholic School you are agreeing to abide by the policies set forth in the Parent/Student Handbook

II Image Release

I/We give St. James Catholic School permission to publish photos, new information, and videos concerning school activities of my/our student(s) in the school’s yearbook, St. James Catholic School internet web site, video productions and announcements for the purpose of general interest for the school. I/We further authorize release of information and images to outside media sources such as newspapers, BYTE magazines and television. This image release permission will stay in effect for the current school year. **To revoke permission, the parent/guardian must notify St. James Catholic School in writing on the back of this acknowledgement.**

III Internet Use

St. James Catholic School provides computer resources and internet access to students and staff for instruction, to conduct research, and for school related communication. Supervised whole class and independent access to computer educational resources is provided to students who agree to act in a considerate and responsible manner. Access is a privilege that will be revoked if abused. Please refer to the complete policy in the Parent/Student handbook.

IV Cellular Phone/Electronic Devices

Students may not use cell phones or other personal electronic equipment on campus between the hours of 6:00 a.m. and 6:00 p.m. If an administrator, teacher, or staff member sees or hears any of these devices, consequences will include, but will not be limited to the device being taken from the student and it will be kept in the Principal’s office and returned to the parent/guardian only, after a 30 day period.

I acknowledge and agree to the above,

Signature of Parent/Guardian

Signature of Student