



# STUDENT HANDBOOK

## **HISTORY OF ST. JAMES**

On September 16, 1984, a new chapter in the history of St. James opened as Archbishop Thomas Kelly blessed the beautifully renovated school building. This history had its beginning 78 years earlier. It was on September 17, 1906, just ten days after the celebration of the first Mass in the parish, that St. James School opened its doors for the first time. There were thirty children enrolled. Their ages ranged from five to thirteen. The first teachers at the school were five Ursuline Sisters from Mount St. Joseph, Maple Mount, Kentucky near Owensboro. St. James was the first mission accepted by the then new religious community. The first principal of the school was a truly remarkable woman, Sr. Ursula Jenkins, who served in that position for fifteen years. She was much beloved by students and parishioners alike and was always widely regarded as the principle foundress of the parish.

The original St. James School was housed in a small frame building, which also served as a parish Church, located at the corner of Edenside Avenue and Bardstown Rd. On Friday afternoon, after school, the building was converted to the purpose of celebrating Sunday Masses.

When the present Church was constructed in 1912-1913, the original Church/School building was moved to the current school parking lot. There it served to house the school program until the opening of the present school building in April of 1924. It was interesting, in view of the cost of the 1984 renovation, that the total bids for construction of the school amounted to \$80,230.33 in June of 1922. In the summer of 1995 Monsignor Horrigan Child Development Center for 3 and 4 year old children was established. We know that on the soundest of scriptural grounds that, "by their fruits you shall judge the worth both of individuals and institutions." The fruit of our school is the thousands of young people who have graduated over the past century, armed with the priceless gift of Catholic education. St. James

School has always been open to interested families and children of all religious beliefs.

## **ABSENCE**

If a student is to be absent from school for any reason, the parent or guardian (not the child) is to call the school office before 8:30 AM. The school office will call parents if a student is absent without notification after 8:30 AM. To report that your child will be absent, please call the school office at 454-0330. Please do not email teachers or staff regarding absentees, early dismissals or tardies.

Teachers will assist the student in obtaining make-up work. It is the student's responsibility to complete assigned work. Parents/Guardians may call ahead and request to pick up their student's school work if the child is absent due to illness or injury for 2 consecutive days. Work may be picked up at the school office after school from 2:45 – 3:00 p.m. Any test missed must be made up within a week of the student's return to school due to illness.

Absence due to trips, vacations, special activities or staying home with siblings is unexcused according to Kentucky law. **NO ASSIGNMENTS WILL BE GIVEN IN ANTICIPATION OF THE ABSENCE.** It is the responsibility of the student/parent, upon the student's return to school, to request the work from the teacher and to complete this work.

Parents are requested to schedule medical appointments outside of school hours. If a student must be excused for a medical appointment, he/she should present a note stating the reason for leave and return time. The note is presented to the homeroom before school begins and is then taken

to the office. Any test missed due to special trips, vacations, special activities must be made up on the day that the student returns to school. A tardy is anyone who comes in after 7:50 and before 9:00 am. It is considered a half day absent if the student arrives before 3 missed hours of school. Anyone who arrives more than 3 hours late will be marked absent for the day.

After a student is absent 10 days, a doctor's note MUST be presented upon the return of any future absences.

Students who are absent 20 days (or the equivalent of 20 days, including tardies) or more may be cause for a student to be retained in the current grade for another year.

**Truancy Kentucky Law KRS 159.50 defines a truant as any child who has been absent or tardy for more than three days without a valid excuse. All truants shall be reported by the principal to the Director of Pupil Personnel of the Jefferson County Public School District. The principal will notify the Superintendent at the Office of Lifelong Formation and Education.**

## **ACCESS TO THE BUILDING DURING SCHOOL HOURS**

All exterior doors will remain locked during school hours. All visitors must sign in at the school office. Visitors will be required to wear a "Visitor" sticker during their time in the school building.

Parents may not enter a classroom without permission from the office staff. Students will not be allowed to call home for forgotten items unless granted special permission from the office.

## **ACCREDITATION**

St. James Church operates a parish school as a part of its overall education/formation ministry. The school is governed by all policies and

procedures applicable to a certified non - public school in the state of Kentucky. The school is further guided by policies and procedures determined by the Archdiocese of Louisville and the Formation guidelines of the Church.

The Commissioner of Education has authorized the Kentucky Non-Public School Commission to formulate a certification process for any non-public school that wishes to be certified by the state. The Office of Lifelong Formation and Education of the Archdiocese of Louisville, believes that certification is essential for the ongoing improvement of our schools. All schools within the Archdiocese of Louisville will also be accredited through Advance-Ed and the Southern Association of Colleges and Schools.

## **ADMISSION POLICIES**

St. James Elementary School admits students of any race, color, creed, national, and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. St. James does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, athletic programs, or other school-administered programs. St. James School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded in from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Students are admitted on an annual basis and must be three (3) years old and potty trained to enter the preschool program. To be admitted to the kindergarten program, a student must be five (5) years old by August 1 of the given school year, and to enter grade one, a student must be six (6) years old by August 1 of the given school year.

## **ADMITTANCE PROCEDURE**

The following guidelines are the procedures of St. James School. The ultimate decision regarding admittance to St. James is reserved by the school principal. The procedure may take as long as ten school days to complete before a decision can be reported to the parents or guardians. Throughout this admittance process, the school principal may choose to modify these guidelines to meet the needs of an individual student and their family.

At the time of application, parents will be asked to complete a number of forms and to provide appropriate documentation, as needed. In addition to various health and medical forms (which are required to be completed in full and kept on file at school) there are requirements for the school in terms of dealings with custodial and non-custodial parents/guardians. All health and medical forms and divorce/custodial forms will be maintained in a confidential, locked file, but must be kept up to date by the student's parents. It is important to update these forms in cases where there is a change of status. Failure to keep the school administration informed of and all such issues (or changes in status) could carry severe consequences. Information relating to any previous or current assessments, diagnoses or treatments and therapies must be disclosed at the time of application. Failure to do so may result in the loss of a spot in school. The Principal will determine if St. James School can meet the needs of the child during the application process.

### **Academic/Behavior Requirements**

It is a requirement for parents to fully disclose all health needs, learning and behavior assessments concerning the child. The school will decide if its program will best meet an individual's learning needs. The school is equipped to serve students with mild or no physical or learning disabilities.

Behavior disabilities cannot be served by St. James School. The teacher/pupil ratio does not allow for the time needed to redirect behaviors.

### **Screening of Students for Pre-School and Kindergarten**

Students entering the three or four year old program or kindergarten coming from another program, no other formal structured schooling, a day care program, or from out-of-town, may be given, in the presence of a parent or guardian, a screening instrument to help to determine readiness for their particular level. The screening may be completed by the principal or a designated faculty member.

### **Screening of Students entering grades 1-8**

Meeting with the parents and student(s) at which time there will be discussions regarding any pertinent needs, differences, or unusual situation (special handicaps, hearing aids, etc.). The knowledge of these situations will help the educators at St. James to assist the child to have greater success. St. James will conduct follow up calls to former school principals/teachers. Once this process is complete a decision will be rendered.

### **Probationary Admission**

At the discretion of the administration, a student may be accepted for a probationary period not to exceed one trimester.

## **A.I.D.S. POLICY FOR CATHOLIC SCHOOLS**

Catholic elementary schools follow the policy adopted by the state and local Departments of Health in dealing with children identified as infected with the HIV virus. This policy respects the rights of children and parent to privacy and involves school personnel on a "need-to-know" basis. All school personnel are trained to follow the guidelines for handling body fluids in school as published by the Board of Health.

## **ALCOHOL/DRUG/TOBACCO POLICY**

The possession and or use of any alcohol, chemical, drug or drug derivative classified as a stimulant or depressant without the authorization of a physician is prohibited on the school grounds or at any school-sponsored function.

In the event of possession or use of tobacco, vape chemicals, vape devices, e-cigarettes or other smoking devices, alcohol, illegal or controlled substances, a student's parents will be notified and required to remove the student from school property. The student will not return to school until a conference has been held with the parent, student and principal. A violation of this policy is grounds for immediate dismissal.

## **ARRIVAL/DISMISAL PROCEDURES**

### **School Hours**

HOMEROOM BEGINS: 7:50 AM

### **Kindergarten – Eighth Grade**

When arriving at school in the morning by car, enter the driveway between the school and the playground. Circle the building and drop your child(ren) off at the side door (Blue Jay entrance) where a staff member and a safety patrol person will be on duty.

### **For safety reasons only walkers may enter through the front entrance.**

Children may not arrive at school before 7:00 AM. Morning duty faculty/staff members will begin supervising in the auditorium at 7:00 AM. Students in grades K-8 will wait in the auditorium.

At 7:45 a.m. the side Blue Jay entrance will be locked. Students will enter the main entrance (on Edenside Ave). Students who are not in their homeroom by 7:50 are tardy and must come to the school office to receive a tardy slip before going to class.

Afternoon dismissal is at 2:40. Dismissal will begin with the car riders. Car riders will be released from the doors in the back parking lot. Next, walkers and after school care students will be dismissed.

## **ASBESTOS**

In 1988, EPA and the Commonwealth of Kentucky adopted a rule requiring inspections, assessments and management of asbestos-containing building materials (ACBM) in schools. This rule is called "AHERA." In an effort to maintain a safe environment for students, staff, and visitors and in order to comply with the rule, the Archdiocese of Louisville completed all of the necessary tasks and maintains a viable asbestos management program throughout the school system.

This notice is being provided with those most recent notification requirements. Although there are no (longer) asbestos containing building materials as defined by the AHERA rule present in our school, recent personnel changes within the state's department that oversees the asbestos-in-schools program has brought about some changes with respect to recordkeeping and annual notification requirements, even for schools that have no asbestos as defined in AHERA.

A copy of the school's asbestos inspection and management is available in the school office for inspection.

## **ATTENDANCE POLICY**

Consistent school attendance is one of the keys to academic progress. Parents can help their child succeed by insuring their attendance except when illness or family emergencies occur.

Kentucky School Law defines a truant as any child who has been absent, or tardy, for more than three days without valid excuse. All truants must be

reported to the Director of Pupil Personnel of the appropriate public school district.

## **BIRTHDAYS/CELEBRATIONS**

With permission of the homeroom teacher, treats for the celebration of birthdays may be given out at school. All treats coming to school must be store bought with ingredients listed

(Please check with the homeroom teacher concerning food allergies, etc.)

Party invitations may only be distributed in school if there is an invitation for every member of the class. Thank you notes and any other personal correspondence, gifts, etc., are not to be distributed in school

## **CHILD ABUSE LAWS**

As stated in KRS 620.030, “any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky state police, the cabinet, or its designated representative, or the Commonwealth’s attorney by telephone or otherwise.”

This reporting requirement includes all clergy, employees, and volunteers. When the accusation involves church personnel, such a report also must be forwarded to the Chancellor of the Archdiocese.

Persons making a report should provide the following information:

1. The names and addresses of the child and his or her parents or other persons who have custodial responsibility for the child
2. The child’s age

3. The nature and extent of the child's suspected dependency, neglect, or abuse, including any previous charges of dependency, neglect, or abuse, if known
4. The name and address of the person who is allegedly responsible for the abuse or neglect
5. Any other information that will be helpful to the child abuse investigator.

No internal investigation shall be initiated before this report is made to the authorities and to the Chancellor. Failure to report suspected child abuse to the civil authorities is a Class B misdemeanor punishable by law and is grounds for the termination of employment and/or the termination of a volunteer relationship with a diocesan entity. The only exceptions to this requirement involve information learned within the Sacrament of Reconciliation or within an attorney-client relationship. [KRS 620.050(3)]

Please refer to "Restoring Trust: The Sexual Abuse Policies of the Archdiocese of Louisville" for additional information.

## **CLASS SIZE**

The Archdiocese of Louisville has established class size limits as follows:

K-3 = 29 students

4-6 = 31 students

7-8 = 35 students

St. James School strives to set smaller class limits than the Archdiocese permits. Each year the class size limits are reviewed in light of parish census data.

## **COMMUNICATIONS**

Open communication between teacher and parent/guardian is essential to providing students with the best education possible. It is important that the teacher and parent/guardian work together to solve any problems, whether it relates to academics, social behavior or other school areas.

All teachers are expected to stay in regular contact with their students' parents. Communication should be made for positive reasons as well as potential concerns. It is an expectation that all teachers in grades K-8 prepare a syllabus to communicate academic and behavioral expectations; Wednesday folders, weekly newsletters, etc. are also recommended.

## **CONFERENCES**

The school year is divided into three trimesters. Three times throughout the school year, Parent-Teacher-Student (PTS) Conferences are held for each student. Attendance by parents and students is mandatory for the first two PTS Conferences; the third PTS conference, held at the end of the school year, is optional. At the end of each trimester, a formal progress report is available to parents. The grades are cumulative for the trimester.

## **CONDUCT**

The Administration and faculty govern all student disciplinary and guidance decisions.

St. James School strives to effect in its students a life style based upon Gospel precepts. It is expected that Catholic School students will conduct themselves with Christian behavior appropriate to each occasion. Parish and school authorities are rightfully concerned with behavior problems on school premises and in public places (e.g. on the bus, at athletic or recreational events, etc.) St. James School personnel feel a responsibility

for motivational or corrective measures whenever or wherever such incidents occur.

At St. James, each teacher has definite rules in his/her classroom, which will be explained to the students.

The following are specific requirements for growth in self-discipline:

- Order is expected at all times.
- Gum is not permitted on the school grounds or on field trips.
- Uniforms are to be clean and in good repair.
- Shirts are to be tucked in.
- Skirts and slacks are not to be rolled at waist or cuff.
- Pants worn by boys or under skirts of girls are not to drag the ground or be frayed on the ends.
- Students may not leave the school grounds without being signed out by and remaining in the company of an authorized adult.
- Students must have a written note from home if they are to remain indoors during recess, or to be excused from physical education class for health reasons.
- Repeatedly missing or late assignments is unacceptable. Students will be notified of the policy for their grade regarding missing and late assignments.
- Students must exit the school building when dismissed and not re-enter without permission from the school office.
- Students attending extracurricular activities sponsored by the school are expected to behave in an acceptable manner. Failure to do so will warrant disciplinary action by the school.
- Articles which are potentially hazardous are not permitted on school grounds.
- The use of personal items, such as cell phones, electronic games, radios, toys and other games are prohibited during school hours.

- **Cell phones must be turned off during school hours and kept in backpacks.** Faculty or staff will confiscate any inappropriate items. Only parents can retrieve the items from the school office.

Conduct which violates the rules of common sense and safety is not acceptable, even though it may not be specifically stated in the Handbook.

Students should always be mindful of the example they set and the effect it has on the reputation of St. James School. St. James students should maintain proper decorum and provide positive leadership both at school and away from school.

### **Conduct Expectations - General:**

All of St James School students have the responsibility to respect themselves, their peers, their parents, their teachers, and all staff members. St. James students have a right to expect to be treated with care and to expect that the Code of Student Conduct will be enforced uniformly, consistently, and fairly.

St. James expects its students to grow in their responsibility for their own attitudes and actions, to be honest in their academic and extracurricular assignments and activities regardless of the consequences.

Any student involved in an incident at school or away which may jeopardize or cause harm to the reputation of St. James School may be dismissed from school or face other disciplinary action.

### **Conduct Expectations - Specific:**

- Students avoid any use of alcohol
- Students avoid the use of e-cigarettes
- Students avoid any use of drugs unless prescribed by a physician
- Students abide by the school dress code
- Students abide by the school procedures and regulations for attendance

- Students abide by the school procedures and regulations for daily operation
- Students abide by the rules established by the individual classroom teachers and moderators

### **Conduct – Bus**

All school rules, as well as the rules listed below, must be observed on the bus:

- Students are to conduct themselves at all times according to the rules of behavior established by the bus driver as well as obey all bus regulations.
- No one is to change seats after boarding the bus

Any behavior deemed unacceptable by the driver will be reported to the Principal. St. James School Staff will administer discipline.

### **Disciplinary actions for inappropriate behavior on the bus:**

1. First incident: A formal written warning will be issued (referral).
2. Second incident: Student will be suspended from the bus for one week
3. Third incident: Conference with parent/guardian and possible suspension from the bus for the remainder of the school year

### **Conduct – Cafeteria**

In order to keep the cafeteria clean and attractive, and maintain a pleasant environment, certain behavior is expected of all students. All school rules, as well as the rules listed below, must be observed in the cafeteria:

- The kitchen area is off limits.
- All food is to be eaten in the lunchroom (unless permission is granted from principal) and all trash should be discarded in the proper receptacles.
- There should be no loud talking, cutting in line, pushing, etc when entering and leaving the Cafeteria.
- Students will be assigned lunch duties in grades 2-8.

- The cafeteria monitor has the responsibility of monitoring cafeteria behavior and consequently has the authority to expect and enforce proper behavior in the cafeteria.
- Students are to stay seated at their table until directed otherwise.

### **Conduct – Playground/Recess**

Students shall be supervised at all times by the teachers, teacher assistants and/or any school staff when at recess. They have the authority to limit the students' activities and to deny them the right to participate in play activities for as long as necessary as a result of inappropriate behavior and the discipline policy will be followed.

Proper behavior is expected of all students. All school rules, as well as the rules listed below, must be observed on the playground:

- Students are never to play or conduct themselves in a manner that endangers themselves or the safety of others
- Students must play in assigned area
- When teacher announces recess is over, students should line up promptly, meet the teacher at the assigned area and enter the building in silence
- Children may re-enter the school building only with permission
- Play equipment must be returned to the designated place
- Students will have outside recess on most days, except in extreme cold, rain, or snow. Appropriate attire should be worn.
- On days when weather prevents outside recess, recess will take place in the classroom or gym.

### **COUNSELING**

A student may see the Counselor by self-referral or by request of the parent, teacher or principal/assistant principal. After a student has seen the counselor, a permission slip for continued services will be sent home. Permission needs to be signed and returned before further counseling sessions can be arranged.

Students involved in conflict are often sent to the Counselor for mediation. If there is need for continued services, parental permission will be requested.

## **DISCIPLINE**

We believe that true discipline flows from an inward self-esteem and self-control. The goal of Christian discipline is self-discipline. The student chooses one form of behavior over another. Students must learn to accept the consequences of their chosen behavior. The purpose of the Code of Student Conduct is to assist the students of St. James School in developing self-discipline so the student knows what is expected in terms of attitudes, behavior and performance. St. James School is committed to assisting its students in becoming self-disciplined in an atmosphere of prayer, patience, and understanding.

### **Disciplinary Action: Conduct Referral Form**

Students may receive a Conduct Referral Form (written notice) to be taken home for parents or legal guardian(s) signature(s) for inappropriate behavior. The parents or legal guardians are expected to discuss with their student the reason for the Conduct Referral, to sign the form and return it to school the following day. Failure to return the Conduct Referral Form promptly may result in an additional disciplinary action.

Inappropriate behaviors that will result in a Conduct Referral may include, but are not limited to the following:

- Chronic tardiness to class
- Inappropriate behavior in the classroom, hallways, bathrooms, church, cafeteria, on the playground, at assemblies or school sponsored events on or off school grounds, on the school bus, etc.
- Such behaviors may include running in the hallways, deliberate misuse or handling of food or trays in the cafeteria, excessive talking

in church, assemblies, classrooms when not pertinent, failure to follow bus rules, etc.

- Lack of respect for authority figures (administration, faculty, staff, volunteers, bus drivers etc.)

### **Students will receive a referral for misbehavior.**

- The 1st and 2<sup>nd</sup> referral will be a written warning.
- The 3<sup>rd</sup> and 4<sup>th</sup> referrals will result in a detention.
- If the administration feels the misbehavior is of a more serious nature, students will receive a suspension. The length of the suspension will be determined by the severity of the act.
- The 5th referral will result in a one-day suspension from school and school activities. Parents will be called to pick their child up from school at the time of the referral being given to the student.
- The 6th referral will result in a one-day suspension from school and school activities, and automatic removal from any planned field trips.
- Students, who receive more than 6 referrals or 2 suspensions, will start probation. A possible outcome of probation is expulsion.

### **Disciplinary Action: Grade Levels**

#### **Primary Level (K-2):**

Teachers will handle inappropriate behavior on an individual basis in their classrooms. The student's teacher will explain the policy.

Please note that these disciplinary procedures will complement the Code of Student Conduct.

#### **Intermediate Level (3-4)**

The teacher will correct general misbehavior immediately. After repeated warnings and/or corrections, the student may receive a Conduct Referral.

There are situations, in the discretion of the teachers and the

administration, which may lead to an Automatic Detention, Suspension, or Dismissal.

### **Junior High Level (5-8)**

The teacher will correct general misbehavior immediately. After repeated warnings and/or corrections, the student may receive a Conduct Referral. There are situations, in the discretion of the teachers and the administration, which may lead to an automatic detention, suspension, or dismissal.

### **Disciplinary Action: Detention**

Detention is a disciplinary censure for students who choose not to abide by or who violate the Code of Student Conduct.

### **There are two ways to receive a Detention:**

1. There are certain unacceptable behaviors that may result in a Conduct Referral with the consequence of an automatic Detention even if the student has not received previous warnings or Conduct Referrals.
2. A progression of Conduct Referrals may result in a Detention

Such actions or behaviors that will result in a Conduct Referral with an automatic Detention **may** include, but are not limited to, the following:

- Verbal or non-verbal harassment of another person, including, but not limited to name-calling
- Physical harassment of another person, including, but not limited to, shoving, bullying, pushing, or throwing an object at another person
- Cheating - includes copying and claiming as one's own another student's homework, class assignments, papers, lab reports, as well as, copying, receiving, or giving answers on homework, quizzes, tests, and exams. This includes plagiarism. Plagiarism and cheating will result in a detention. In cases of plagiarism and cheating, students are allowed to redo an alternative form of the test/work with the highest grade attainable being a 50%.

- Forging another's signature
- Stealing the property of another person or that of the school
- Crude or vulgar language
- Lying or misrepresenting the truth
- Chewing gum
- Eating or drinking in class without teacher permission
- Ongoing violations of the Uniform Code

### **Disciplinary Action: Suspension**

Suspension from school and school activities is a more serious degree of disciplinary censure by which a student is removed from the school for a specified period of time. Suspension will be served out of school. This decision is at the discretion of the principal.

If, in the Principal's judgment, suspension is necessary, he/she shall:

1. Hold a conference with student and teacher;
2. Inform the pastor;
3. Call the parents and any others, as circumstances demand;
4. Provide educational tasks for the student to complete.

During the period of out of school suspension, the student will not be allowed on the campus. Students must complete all classwork and tests from the day(s) of suspension, but failing grades will be recorded from their work. Teachers will use 69 as a perfect score and from there reduce points for any errors.

### **Disciplinary Action: Probation**

Probation is a contract between the student, the parents, and the school about expectations for continued enrollment at St. James School. Probation is used for students who either have repeated rule violations or a serious offense.

### **Disciplinary Action: Dismissal**

St. James reserves the right to dismiss, at any time, a student:

1. Whose attitude or behavior is harmful to him/herself and/or other students.
2. Who seriously or repeatedly violates the Code of Student Conduct.
3. Who brings a weapon to school.
4. Who distributes or sells illegal drugs or alcohol.
5. Whose attitude or behavior negatively affects the reputation of St. James School.

If, in the principal's judgment, dismissal is necessary, he/she shall:

1. Communicate the decision to parents
2. Inform the pastor;
3. Call a conference with the parents and any others, as circumstances demand
4. Allow parent to withdraw their child
5. Provide assistance for transfer to another school
6. Send a written statement of measures taken and the reasons for the action to the Superintendent of the Office of Lifelong Formation and Education and to the parents.

### **Disciplinary Action: Final Recourse**

The Principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion. Each family is expected to read and follow the St. James School Parent/Student Handbook. Signature of the Handbook Agreement Form at the beginning of the school year indicates compliance with the rules and policies.

## **CURRICULUM**

St. James School adheres to the directives and norms set up by the Office of Lifelong Formation and Education for the Archdiocese of Louisville. The textbooks are chosen from the texts approved by the Office of Lifelong Formation and Education and the Kentucky Department of Education.

The curriculum at St. James School shall include: Religion, Language Arts, Literature/Reading, Math, Science, Social Studies, Physical Education, Music, Art, Technology, Library Media Skills, and Spanish classes. Family Life and Good Touch/Bad Touch programs are integrated in the Religion curriculum at each grade level.

### **Art**

The art curriculum for all grades is a qualitative, sequential, and meaningful program in which each grade explores the full range of art media. These areas encompass drawing, painting, printmaking, sculpture, photography and crafts. At the end of the year, the Festival of Arts displays a comprehensive exhibit of artwork from all grades.

### **Foreign Language Program**

The students in grades Pre-K-8 will have classes on the Spanish language. These classes will expose our students to a different culture and will enhance the diversity in our school.

### **Language Arts**

The language arts program develops the basic competencies of communication. These skills are integrated in the teaching of language, spelling, reading, literature, public speaking, and handwriting and are taught as a total language arts program.

### **Mathematics**

The math program is designed to provide a proper balance among the three phases of development: concept development, skill development, and application of concepts and skills to everyday experiences of the student.

### **Physical Education, Health and Safety**

Physical Education and Safety are integral parts of the school's total education program. The goal of the P.E. program is the development of physically, mentally, and socially fit individuals. The development of the qualities of sportsmanship, cooperation, and loyalty will be stressed.

Safety awareness pertaining to home, school, and traffic situations will also be stressed. Both organized play and free play are recognized as valuable in the physical and social development of students.

During physical education classes, the students participate in organized games and activities planned to develop physical strength and stamina. The activities are also planned to provide opportunities for interaction in group situations. Both physical and mental health instruction are a part of the science, religion, and physical education program in all grades.

### **Music**

The Music program is varied and consists of choral music, theory, and instruments. Special emphasis is placed on Liturgical music in preparation for weekly Liturgies. Opportunities for performances are given both through seasonal programs throughout the year, and the weekly Liturgies.

### **Science**

The science program is designed to teach the art of inquiry along with basic scientific concepts. It is designed to give students an appreciation of science and its practical application.

### **Social Studies**

The basic purpose of social studies is to help students understand themselves, their values, the world around them, and to become responsible citizens with an emphasis placed on the dignity and sacredness of the human person.

### **Religion/Spiritual Growth**

Spiritual development is a primary concern of the Administration and Faculty of St. James School. Frequent communication with parents, dialogue and directives from the Pastor, collaborative efforts with the Faith Formation Minister, and daily prayer are considered basic to the success of the religious education program.

Liturgy is scheduled weekly for the entire student body. Sacraments are received according to Archdiocesan and Parish directives. Meetings are scheduled to involve parents in the preparation process for the students receiving sacraments. Participation at these gatherings is considered an integral and essential part of a family's overall experience of preparation. Liturgy is scheduled weekly for the entire student body. Sacraments are received according to Archdiocesan and Parish directives. Meetings are scheduled to involve parents in the preparation process for the students receiving sacraments. Participation at these gatherings is considered an integral and essential part of a family's overall experience of preparation.

### **Technology Integration**

The goal of St. James School is to integrate technology into the curriculum. Word Processing, Database, Spreadsheets, Keyboarding, Internet Safety, etc. are some of the skills used in Computer Literacy classes. The students and teachers use the computer lab and wireless carts (chromebooks) as often as possible in conjunction with their regular classes. They also use the computer lab, media center, and wireless carts for research via the Internet.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities should enhance rather than interfere with the student's academic, social and spiritual growth. If extracurricular participation interferes seriously with a student's progress, and/or the student has disciplinary issues, a student is subject to probation or suspension from the activity until he or she improves.

This policy includes extracurricular activities, such as After School Enrichment Classes, Sports, Scouts, Quick Recall, Field Trips, etc. that may interfere with academic success.

We believe in educating the whole child's body, mind, and spirit. We encourage all students to be participants in extracurricular activities here at St. James as well as through outside programs.

We, like you, believe that academics will always be our focus. We will monitor the grades of our students weekly. We will contact you if we see an area of concern academically, behaviorally, or emotionally for your child. We will partner with you and your child to meet the individual needs of your child in the hopes that they may continue to participate in all chosen activities.

## **EMERGENCY DRILLS**

Kentucky State Law requires ten fire drills, four tornado drills, and two earthquake drills to be conducted each year. The Civil Defense Department regulations and safe areas updates are strictly followed.

## **ENTRANCE TO SCHOOL BUILDING**

Outside doors to the school will be kept locked during school hours. Students will be instructed not to open outside doors unless directed to by staff. Students will be able to exit safely from all entrances during the day.

## **FIREARMS**

In accordance with Kentucky State Law, St. James School will report any adult/student who is determined to have brought a weapon or firearm to school or to school grounds. A firearm is anything that will expel a projectile by the action of an explosive. A weapon is anything capable of producing injury/death. Examples include (but are not limited to): pocket knives, brass knuckles, karate sticks, etc. Students found with these items will be reported to juvenile authorities and subject to indefinite suspension.

## **GRADUATION**

In accordance with Archdiocesan School Policies "Closing exercises for students in grade eight should be simple, appropriate, and inexpensive." The graduation ceremony is planned and arranged by the school. Graduation attire is a commencement gown and cap for both boys and

girls. All accounts must be reconciled before student records are forwarded to the high school. Any student, who does not meet all the academic requirements for graduation, will receive a “Certificate of Participation” during the Graduation Ceremony. The graduate will receive his/her diploma when those requirements are fulfilled.

## **HOMEWORK**

Homework is assigned to help students to broaden experience, stimulate new interest, and develop initiative, independent thinking and perseverance. Parents are to be notified of continuing homework deficiencies. Written or study assignments will focus on skills and concepts already taught and understood. The student should be able to complete these assignments independently. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment.

**Students are to see their teachers for late or missing work policies.**

## **GRIEVANCE PROCEDURES**

It is preferred that all persons involved in a complaint situation will attempt to find the simplest, most effective way to resolve differences.

Communication is essential for good school relations. If a conflict or concern arises between parents and teachers because of an honest disagreement, parents should attempt to work directly with the teacher to resolve the issue. The concerned parties should attempt to resolve the problem by having a conference as soon as possible. If you, the parents, are unable to resolve the issue at that level, you should then follow the grievance procedure outlined below:

1. Principal
2. Pastor
3. OLFE/Superintendent
4. Due Process Board of Archdiocese of Louisville
5. Archbishop

It is assumed that all personnel involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. When either party involved chooses to appeal a decision to the next higher level, such appeal should be made in writing within a reasonable time frame (10 days to 2 weeks). If, at any level, a formal hearing process is sought, all persons involved must agree to full disclosure of all pertinent information to the board or committee that is conducting the hearing. The hearing body is bound to maintain confidentiality concerning all information received.

At the parish level, the pastor retains the right to intervene with authority at any stage of a complaint or grievance, provided such intervention seems more likely to bring a just and speedy resolution to the problem. At any point, the Office of Lifelong Formation and Education is willing to offer counsel and advice, and may act as facilitator, but will not authoritatively intervene unless a breach of policy or official procedure has occurred. When a matter is referred to the Office of Lifelong Formation and

Education, representative of the office will meet with both sides of the dispute to search for and propose a satisfactory resolution. The Archdiocesan Personnel Office may also be of assistance in employee-related matters. The Office of Lifelong Formation and Education may appoint an ad-hoc committee to conduct a hearing should that approach be considered helpful. Unresolved disputes may be referred to the Archdiocesan Due Process Board. Parents are free to utilize the grievance procedure whenever they believe it is appropriate to do so, and are assured that no adverse action will be taken against anyone who chooses to use this procedure.

## **HARASSMENT**

Verbal harassment, such as taunting, excessive teasing, and bullying will not be tolerated. As a Christian school, St. James School maintains that each child has the right to attend school without being humiliated and/or harassed by others. While children are encouraged to handle certain childhood disagreements themselves, children are asked to inform a caring adult when inappropriate and hurtful situations occur. Parents are asked to inform the school immediately if such a situation develops and/or continues after being addressed by the school. Threats of physical harm to another student, teacher, or any member of our school community will be taken seriously and dealt with accordingly. Students making such threats can be permanently removed from school.

Harassment is anything that makes teachers, staff, or students feel uncomfortable, and prevent students from learning and enjoying school. Harassment can take many forms. The following are only examples of harassment:

### **Physical**

- Bumping into another student or brushing up against him/her on purpose
- Assault
- Standing in someone's way, standing too close or deliberately impeding/blocking movements

- Patting, hugging, kissing without permission
- Grabbing, unwanted physical touching, pinching
- Standing in someone's way, standing too close or deliberately impeding/blocking movements

### **Verbal**

- Threatening or belligerent words
- Insults, derogatory comments re: race, gender, ethnicity, religion, etc.
- Comments about a person's body
- Sexual jokes, suggestions, slurs or remarks
- Sexual stories or rumors
- Notes, letters or graffiti
- Pressure to do something inappropriate
- Rude noises

### **Visual**

- Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties or gestures

### **Nonverbal**

- Mimicking or pantomiming in an insulting way
- Gestures or looks, or suggestive body movements
- Unauthorized use of another's property
- Tampering with/destruction of another's property

**Electronic** (Cyber-bullying) is a form of harassment. The school has the discretion to deal with cases/incidents of inappropriate behavior/speech which occur outside of the school, such as cyber-bullying or cyber threats.

### **Sexual**

Sexual harassment refers to unwelcome sexual behavior that makes a student or teacher feel uncomfortable or unsafe. It can destroy the advantages our school has to offer, and it undermines our goals. Federal and State laws make sexual harassment, whether it involves different-sex or same-sex situations, a punishable offense.

Harassment issues will be handled according to the charts in the appendix. As it is impossible to anticipate all forms of harassing behavior, the school administration reserves the right to impose disciplinary action, as it sees fit, on conduct not specifically covered in the policy. All disciplinary actions are recorded and considered a part of the student's file.

### **Harassment Disciplinary Action: Dismissal from St. James**

Dismissal from St. James School may occur if parents are not supportive of the school's guidance or personalized instruction plan. The school may dismiss at any time a student whose conduct is harmful to self or others and whose behavior is not manageable by the staff.

### **Harassment Disciplinary Action: Grounds for Immediate Dismissal**

St. James School is committed to a process of formation for its young people. It is rare that a student will be asked to leave the school community. However, the following may be grounds for immediate dismissal:

- Persistent disobedience or aggression.
- Blatant opposition to school faculty or staff.
- Possession of a weapon at school.
- Possession or use of cigarettes, alcoholic beverages or illegal drugs on school grounds at any time during their enrollment.
- Consistent violation of the rights of other students.
- Truancy
- Theft
- Vandalism of school or church property. (Particularly if fire is involved)
- Frequent, uncontrollable temper tantrums.
- Participation in a physical fight at any time on school grounds.
- School based evidence of gang related behavior.
- Harm to the reputation of the school by one's conduct on or off the school grounds.

**Faculty, Staff and Administration are not at liberty to discuss disciplinary situation with anyone beyond the scope of those**

**immediately involved. Parents and friends are encouraged to do the same.**

## **DISMISAL IN THE AFTERNOON**

Students will be dismissed in the following order:

1. Car riders
2. Walkers and bike riders
3. Afterschool care

### **Carpool**

(See diagram for parking procedures for pick up) All Families picking up students in the afternoon will follow the procedure as stated in the diagram.

Parents are asked **not** to park on the street and/or in the neighborhood for students to walk to the cars. This is dangerous and there is no adult supervision to oversee the safety of students. Parents may not walk up to the school and pick up students in order to walk to cars parked somewhere other than the parking lot.

Pets must remain in the car and younger children must be supervised. Students involved in after-school activities must report directly to that activity.

## **DRESS CODE**

Students are to be neatly dressed and well groomed. The homeroom teacher, school staff and/or Principal/are the decision makers regarding acceptability of dress and hair-style. Three uniform infractions in a trimester will result in a detention (grades 3-8). Uniform infractions for K-2 will result in a parent/guardian and teacher and or Principal conference.

## **DRESS CODE ON PE DAYS (Uniform for Boys and Girls)**

There is a PE uniform available at Shaheen's or you may contact the school office to check availability. The uniform consists of a gray t-shirt and navy shorts with the St. James logo. Students may wear navy or gray sweatpants in the winter.

## **DRESS CODE FOR BOYS**

**Shirts:** Boys are to wear solid white, navy blue or sky (Carolina) blue tailored shirt or collared knitted shirts. The shirts can be short or long sleeves, with no advertising. SHIRTS MUST BE TUCKED IN AT ALL TIMES DURING THE SCHOOL DAY.

**Slacks/Shorts:** Navy blue (grades K-6) and or Khaki (grades 7-8). Pants should be uniform pants and purchased from the uniform section of a store. Jeans, stretch, knit or cargo pants are not allowed. Shorts should be no shorter than 3 inches above the knee. Shorts may be worn from August through November 1, and from March 1 through May. Pants must be worn above the waist--NO SAGGING.

**Belts:** Belts are to be plain navy blue, brown, black. Students in 7<sup>th</sup> or 8<sup>th</sup> grade may wear a khaki belt. Belts are to have no embellishments/decorations. Belts must be worn at all times if slacks/shorts have belt loops.

**Socks:** Socks are to be plain navy blue, black or white, with no embellishments/emblems. Socks must be worn at all times (This is directed by the County Health Department). They must be seen above the shoe.

**Shoes:** No sandals, clogs, boots, slip-ons, Crocs, flip-flops, light ups, cleats, gems, or shoes with wheels will be allowed. Shoes must be fully laced and tied. Any Velcro straps must be tightly secured. Shoes must be fastened/tied and fitted so they cannot slip off.

**Sweaters:** Navy blue, white, or gray in a pullover or sleeveless vest style are allowed with no logos or embellishments.

**Sweatshirts:** Boys may wear a St. James school sweatshirt. Boys may also wear a plain, solid navy blue, white or gray sweat shirt. These may be worn over a uniform shirt or blouse. These are to be worn instead of jackets or coats in the classroom. Fleece jackets, and zip-up sweatshirts are not acceptable. Uniform shirts are to be tucked in and belts worn if a sweatshirt is worn.

Sweatshirts may be hooded, however, if hooded models become a distraction for the individual student, he/she will be given a uniform violation. Continued violations will result in the individual not being allowed to wear a hooded model for the rest of the school year and will be allowed only to wear a crewneck style sweatshirt.

**Hair:** Hair should be above the eyes and collar. Hair will not be allowed to be pulled behind the ears. Distracting or non-traditional hairstyles are not allowed (i.e. designs shaved in scalp, mohawks). Color dyes are not acceptable. Hair fads are not permitted, decisions concerning fads are left to the discretion of the Principal. Students are to be clean shaven; no mustaches, sideburns, or stubble. No hats, scarves, or bandannas are to be worn.

**Jewelry:** Boys may wear one small religious necklace/charm with the charm no larger than one inch. This includes: saint medallions, scapulars,

crosses, crucifixes, and Eucharist cup. One small religious pin, no larger than a dime may also be acceptable. Watches are permitted if they are small, plain face/digital, with no music, lights, games or other items in them. No bracelets of any kind-this includes rubber ones worn for various organizations. Rings, of any type, are not allowed. Visible piercings or tattoos are not allowed. Jewelry will need to be removed if asked by staff for P.E.

**Personal Appearance:** Drawing and writing on hands and other body parts is not allowed. No fingernail polish or makeup is allowed.

## **DRESS CODE FOR GIRLS**

**Shirts:** Girls are to wear solid white, navy blue or sky (Carolina) blue tailored shirt or collared knitted shirts. The shirts can be short or long sleeves, with no advertising. SHIRTS MUST BE TUCKED IN AT ALL TIMES DURING THE SCHOOL DAY.

**Slacks/Shorts/Skirts/Jumpers:** Girls wear navy blue (K-6) and or Khaki (7-8) slacks, shorts, skirts and/or jumpers. Pants should be uniform pants and purchased from the uniform section of a store. Jeans, stretch, knit or cargo pants are not allowed. Shorts should be no shorter than 3 inches above the knee. Shorts may be worn from August through November 1, and from March 1 through May. Pants must be worn above the waist-NO SAGGING.

**Belts:** Girls wear plain navy blue, brown, black or khaki (7-8). Belts are to have no embellishments/decorations. Belts must be worn at all times if slacks/shorts have belt loops.

**Socks/Tights/Leggings:** Girls may wear plain navy blue, black or white socks/tights or leggings (with no embellishments/emblems) under their uniform skirts. Socks must be worn at all times (This is directed by the County Health Department). They must be seen above the shoe.

**Shoes:** No sandals, clogs, boots, slip-ons, Crocs, flip-flops, cleats, or shoes with wheels will be allowed. Shoes must be fully laced and tied. Any Velcro straps must be tightly secured. Shoes must be fastened/tied and fitted so they cannot slip off.

**Sweaters:** Girls may wear a navy blue, white, or gray pullover or sleeveless vest sweater. No logos are allowed on the sweaters.

**Sweat Shirts:** Girls may wear a St. James school sweatshirt, or a plain, solid navy blue, white or gray sweatshirt. These may be worn over a uniform shirt or blouse. Sweatshirts are to be worn instead of jackets or coats in the classroom. Fleece jackets, and zip-up sweatshirts are not acceptable. Uniform shirts are to be tucked in and belts worn if a sweatshirt is worn.

**Jewelry:** Girls may wear one small religious necklace/charm with the charm no larger than one inch. This includes: saint medallions, scapulars, crosses, crucifixes, and Eucharist cup. One small religious pin, no larger than a dime may also be acceptable. Watches are permitted if they are small, plain face/digital, with no music, lights, games or other items in them. No bracelets of any kind-this includes rubber ones worn for various organizations. Rings, of any type, are not allowed. No visible body piercings or tattoos are allowed. Girls with pierced ears may wear earrings no bigger than the size of a nickel. All jewelry may be asked to be removed by staff for P.E.

**Personal Appearance:** Drawing and writing on hands and other body parts is not allowed. No fingernail polish or makeup is allowed.

## **DRESS CODE FOR OUT OF UNIFORM DAYS**

Out of uniform days, spirit wear days or special occasions, students may be given the opportunity to dress out of uniform, however a child can lose this privilege for a trimester if the guidelines are not followed. The following guidelines are in effect for:

### **Jeans Days/Casual Dress:**

- Shirts may not convey images which are in variance with the principles of Catholic Education. (i.e. violence, alcohol, tobacco, rock bands).
- Jeans (colored denim is acceptable) and corduroys may be worn (in good repair).
- Skirt lengths must be uniform length.
- Capri style pants may be worn.
- No tank tops or halters.
- Socks must be worn.
- No sundresses or sandals.
- No short shorts, sweatpants material or cut-off jeans.
- No pajama style bottoms.
- Boots are acceptable only for these days.

### **Dress Code for Field Trip Days/Field Day:**

Students going on field trips and/or participating in Field Day should consult their homeroom teacher regarding appropriate dress.

Caps are not to be worn in the building except on special “hat days”.

## **ELECTRONICS**

The use of any personal electronic devices is not allowed. Students should not bring digital cameras, Nintendo DS games, ipods, iPads, etc to school. Cell phones are to be turned off and left in the backpack. Violations of this policy would result in a referral and possible conference with parent/guardian.

## **EMERGENCY DRILLS**

In compliance with state laws, regular drills are held to practice procedures that would be followed in the event of fire, tornado, earthquake, or other safety emergency.

## **EMERGENCY SCHOOL CLOSING/DELAYED SCHEDULE**

When weather conditions cause school opening to be questionable, one of the following announcements will be made on local television and radio.

1. All Catholic Elementary and High Schools will be OPEN
2. Catholic Elementary and High Schools will be OPEN but on a Delayed Schedule. St. James will begin providing supervision at 9:00 a.m. with instruction beginning at 9:50 a.m. Dismissal will remain at 2:40PM
3. All Catholic Elementary and High Schools are closed.

Closings due to extreme heat conditions do not affect St. James School. All classrooms are air-conditioned.

If weather should become inclement during the course of the school day, St. James will remain in session unless directed by the Archdiocese of Louisville.

## **FIELD TRIPS**

Field trips provide excellent opportunities for extension of classroom learning. Participating in a field trip is a privilege, however, and not a right. A student must daily demonstrate the responsibility and good behavior as a pre-requisite of this privilege. All school rules are in effect on a field trip. The student must present to the teacher, at the specified time, the approved standard field trip permission slip signed by the parent/guardian. A student will not be permitted to take a field trip without this signed form. Verbal permission is not acceptable. If a student does not participate in the field trip for any reason, the student will be expected to remain at school unless other arrangements are worked out between the parent and principal.

## **GRADING**

Grades will be determined with the following percentages in mind, but may vary depending on grade level: Core Content Classes (gr. 3 – 8). Parents are encouraged to routinely check the online grading system.

### **Kindergarten**

E = Exceeds expectations

P = Progressing at grade level

H = Improving with help

N = Needs improvement

### **Grades 1 and 2**

O = Outstanding progress

S = Satisfactory progress

I = Improvement shown

N = Needs Improvement

### **Grades 3 – 8**

A = 93 – 100

B = 83 – 92

C = 75 – 82

D = 70 – 74

U = 69 and below

## **HEALTH AND MEDICAL REQUIREMENTS**

### **Health Related- Communicable Disease**

In the event that a child is ill with a communicable disease, the school should be notified so that teachers can be alerted for signs of illness in other children.

### **Health Required- Eye Exam for School Entry**

A vision screen is required by an optometrist or ophthalmologist (not family physician or pediatrician) by January of the year of the student's first year of admission.

## **Illness**

Parents are asked to keep children home who are running a fever, have chills, diarrhea, a skin rash or nausea. Children who have conjunctivitis (Pinkeye) or strep infection must remain at home 24 hours after treatment begins. Parents will be asked to pick up their child if conjunctivitis is suspected.

## **Head Lice**

School officials must be notified when a child or other members of the family contract head lice. St. James School follows a **no nit, no lice policy**, meaning that students are not allowed in the school building if they are discovered to have nits or live lice on their scalp.

All members in the particular grade or class may be checked once one person is discovered to have lice. Carpool riders and siblings will also be checked to help eliminate the spread of lice. If any of these people (carpool riders or siblings) are found to have lice, their classes or grades may be checked. Students will be checked by a trained staff member before being allowed back into the classroom. A parent/guardian must be present during the recheck. The child may only be checked once every 24 hours. Students will be checked 5 – 7 days later to make sure lice/nits have not returned. Students who have lice more than once must have a Health Department statement clearing them of lice/nits.

Please be respectful of each family and child who is identified as having lice. Please remind your children not to gossip or make fun of any child that has lice. It is important for children to understand that if they or a classmate is identified as having lice, they haven't done anything wrong and they aren't unclean or dirty. If a child is detected with lice, the parent/guardian will receive an information packet containing a checklist for treating the child and home. If parents have further questions regarding the school's finding and/or decision, they can contact the Health Department (574-6558).

## **IMMUNIZATION REQUIREMENTS**

**Original updated immunization certificates and medical examinations are required of all children entering St James School for the first time (must be on Kentucky forms). These certificates must be presented at registration in August, or at the time of admission. The school must keep the original documents on file at the school.**

All parents, guardians and other persons having care, custody, or control of any child shall have the child immunized against diphtheria, tetanus, poliomyelitis, pertussis, rubella, mumps, hepatitis B, and hemophilus influenza disease in accordance with testing and immunization schedules established by regulations of the Cabinet for Human Resources. Additional immunizations may be required by the Cabinet for Human Resources through the promulgation of an administrative regulation pursuant to KRS Chapter 13A, if recommended by the United States Public Health Service or the American Academy of Pediatrics. All parents, guardians and other persons having care, custody or control of any child shall also have any child found to be infected with tuberculosis tested, examined and treated according to administrative regulations of the Cabinet for Human Resources promulgated under KRS Chapter 13A. The persons shall also have booster immunizations administered to the child in accordance with the regulations of the Cabinet for Human Resources. Students must maintain a current immunization record. Should their immunizations expire a notice will be sent to the parents.

## **HIGH SCHOOL SHADOWING**

Students in grades 7 and 8 are invited to shadow high schools. These shadowing days should occur on days when St.James is not in session. Grade 8 should shadow in the Fall and grade 7 should shadow in the Spring. Please contact Principal for addition procedures.

## **LOCKERS**

Students in grades 4-8 are assigned a locker in which to store clothing and textbooks. Food may not be stored overnight in the lockers. Care must be taken to keep lockers in good condition. Graffiti, stickers, decorations may not be used any place outside of the lockers and nothing is to be stored on the top of the lockers. In order to maintain a quiet atmosphere for class, the students are allowed to go to their lockers only at specified times. The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice. Student must consult with Principal before placing a lock on their locker.

## **LOST AND FOUND**

Parents and students are asked to check the Lost and Found area regularly for missing items. Unclaimed items left at Christmas and at the end of the school year will be given to charity.

## **LUNCH PROGRAM**

St. James operates its own lunch program and includes many food options for students. Milk, water or juice may be purchased separately for those bringing their lunch. A student must either bring a lunch from home or purchase the school lunch. Students may not bring carbonated drinks or glass containers of any kind for lunch. Money may be put on a student's lunch account by dropping it off in the school office or by using MySchoolBucks website or app.

Parents are asked to keep sufficient money in a child's account. At no time will a child's account be permitted to exceed a negative balance of \$19.00. Should a child reach this limit, he/she will never be turned away from lunch, but the choices will be limited.

## **MEDICAL EXAM (6<sup>th</sup> GRADE)**

A medical examination shall be required of each student prior to entering the sixth grade. The medical examination shall include: a medical history, record of immunization, assessment of growth and development and general appearance, physical assessment, including hearing and vision screening, and recommendations to St. James School regarding health problems that may require special attention in the classroom or physical education activities.

## **MEDICATION**

Non-prescription medication will not be given to students, by any member of the staff, unless accompanied by written authorization from the doctor.

Please schedule prescribed medication before or after school hours whenever possible. When this is not possible, the following procedure must be followed.

Medication prescribed by a physician must be accompanied by a request form signed by the parent/guardian. Prescription medication **MUST** be in the original prescription container with the student's name on it. All medication will be kept in a secure location in the school office and will be administered by office staff. Students are not allowed to carry any type of medication with them during the day, over the counter or prescription. All medication must be kept in the office.

## **PERSONAL ELECTRONIC DEVICE USE**

Students must turn off all devices and store in their backpacks. If devices are found outside of a student's backpack will result in disciplinary action. School issued chromebooks or other personal electronic devices provided by the school may be used when specified by a staff member.

## **POSSESSION OF DANGEROUS ITEMS**

Articles which are potentially hazardous to children's safety (i.e. matches, lighters, pocket knives, fireworks, guns or other weapons) are not permitted on school grounds at any time. Possession of contraband articles may be grounds for immediate dismissal.

## **PROLONG EVACUATION**

Should it be necessary to evacuate the school for a prolonged period, the faculty and students will be housed in the church or other parish property as available. Students will be released to parents as soon as possible. If it should be necessary to evacuate the immediate area, faculty and students will be housed in the Goetz Center at St. Brigid. Students will not be released without parent/guardian or other authorized adults presenting identification.

## **PROMOTION POLICY**

If a student has completed his/her grade level work satisfactorily, he/she is promoted. If the required performance for that grade has not been achieved, the student may be required to attend summer school or summer tutoring as a condition of promotion.

## **RECESS**

Every child who is well enough to be in school is well enough to play outdoors at recess time. Recess is part of the whole school program. It is essential to the physical, social, and mental well being of each child to be out in the fresh air with classmates. During inclement weather, or on very cold days, all students remain indoors. To insure the safety of the children on the premises, teachers and instructional assistants will be present to supervise.

## **REGISTRATION PROCEDURE/RE-ENROLLMENT**

Pre-registration is ongoing. A non-refundable pre-registration fee will hold a student's place for the upcoming school year.

## **RELEASING STUDENTS DURING SCHOOL HOURS**

If a student is to be excused early, the parent must notify the school office in writing. Students departing prior to regular dismissal must be signed out by an authorized adult. The sign out log is located in the school office. Only adults who have been previously designated as "authorized" may pick up students prior to dismissal.

## **RELEASING STUDENTS TO POLICE CUSTODY**

School officials are required by law to release student(s) to the custody of a police officer. In the event that a police officer shows school officials a warrant for the arrest or detention of a minor child, school officials will ask permission to call the parent/guardian (or spouse). Police officials are not required to wait for the parent/guardian before escorting the child out of school. If a parent/guardian cannot be reached, a school official will accompany the student to the police station.

## **RIGHTS OF NON-CUSTODIAL PARENTS**

St. James School officials are required to follow the law regarding the rights of non-custodial parents. A non-custodial parent whose child is enrolled at St. James School has the right to see academic records and to talk to school officials regarding his/her child's progress. Non-custodial parents, by law, have the right to this information. St. James School officials are not required to contact the custodial parent if such information is requested by the non-custodial parent. St. James School voluntarily complies with the Buckley Amendment. In special cases where a court order states that the non-custodial parent has no right to information about his/her child, the custodial parent must present a copy of the document to school officials to be kept of file.

School officials will not permit non-custodial parents to visit with the child at school or pick him/her up after school unless the custodial parent gives written permission. This includes a non-custodial parent eating lunch at St. James with his or her son or daughter. School officials have the right to ask non-custodial parents to confirm this arrangement with the custodial parent and school.

It is the responsibility of parents to keep the school informed of special family arrangements in regards to the custody of the child. Parents should not assume that school officials are aware of court orders regarding custody.

All custodial parents must submit a notarized copy of the custody section of the divorce decree to school officials within one month of the opening of school. These documents are needed to protect the legal rights of the custodial parent and child.

## **SCHOOL JURISDICTION**

When there is reasonable suspicion that a student is in possession of drugs, alcohol, e-cigarette or other harmful substances or some object that is harmful to self or others, or has violated a school rule or the law, the School Administration reserves the right to search the student's clothing and/or book bag, backpack, gym bag, purse, desk, or locker in the presence of a third party which may be the police.

Should St. James become aware of behaviors that endanger a student's own physical or emotional health, safety or reputation, or those of another person when the student is not directly under the jurisdiction of the school, St. James reserves the right to inform the student and his/her parent(s) or legal guardian(s) of what it has heard. Should knowledge of such behavior, even though it occurs outside the jurisdiction of the school, negatively affect the operation and/or reputation of the school, St. James reserves the right to take appropriate action.

## **SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any furniture, equipment, building, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must be properly covered. No writing in rented textbooks is permitted. The student will pay a fine for replacement of damaged or lost texts or other curricular material.

## **SCHOOL SAFETY PATROL**

Students have been given the responsibility and privilege of serving as safety patrols. Their function is to help maintain a smooth, orderly flow of traffic as students enter and leave the school grounds and building. Because this is considered a position of honor, patrols must serve as role models for the rest of the student body when fulfilling their duties. Any patrol person failing to exhibit satisfactory behavior will be removed from duty.

## **SEARCH AND SEIZURE**

Although students have the right to freedom from unreasonable search and seizure, school officials have the right, under the law, to search students or their property whenever there is a reasonable suspicion that they have something that violates school rules or endangers others. Students may be searched to maintain the ongoing educational process, maintain order, and/or protect people and property. Searches may include the student and his/her locker, desk, or personal belongings. A school official who has reasonable suspicion that the student is in possession of a weapon may use a hand-held metal detector.

## **SUPERVISION OF STUDENTS ON SCHOOL GROUNDS**

During the hours of 7:00 AM until 3:00 PM. St. James students are under the supervision of school personnel. Students who have not been picked up by 3:00 PM will be sent to After School Care. Repeated offenses will result in additional charges per late minute.

Students are not allowed in the school building, the gym or the school grounds without the supervision of a parent, teacher, coach or sponsor.

If a club meeting or sports practice is scheduled to occur immediately after school, a parent or club representative must provide for adequate supervision of children waiting to begin the activity. When the event is over, the presiding adult is to remain in supervision until the last child is picked up.

## **TECHNOLOGY**

All students and their parents will be required to sign a Technology Use Agreement. Violations of this policy will result in disciplinary action that may include the loss of computer privileges.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Access to the Internet and Electronic Mail enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to the students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville and St. James School have set the following standards for using online information sources:

- Students are responsible for appropriate behavior on school computer networks, just as they are in the classroom. Communications on the Internet are often public in nature. The Internet is provided for students to conduct research and communicate with others for educational purposes and should be limited to teacher directed use. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
- Network administrators may review files and communication to maintain system integrity and ensure users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers are always private.
- Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.
- The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or threatening others
  - Damaging computer systems or computer networks
  - Violating copyright laws
  - Submitting documents from the Internet as your own work
  - Using someone else's password
  - Trespassing in someone else's folder, work, or files
  - Intentionally wasting limited resources
  - Using the network for commercial purposes

Any communication originating from home and sent to school personnel must be appropriate in content and language. Violations may result in loss of access to technology or other consequences as outlined in the school handbook as to disciplinary action.

## **TELEPHONE/CELL PHONE**

The office telephone is a business phone and therefore restricted to emergencies for students. Since most student requests to use the phone are for transportation arrangements, parents are asked to be sure that these are made before the students come to school.

Students' cell phones may not be used for any purpose during the school day (unless otherwise authorized by a teacher, staff or Principal. They are to be kept in the "Off" position and left in the student's backpack while in the school building. If these policies are not followed, the phone will be confiscated for the remainder of the day. If it occurs more than once, the student will not be permitted to bring a phone on school property.

## **THREATENING BEHAVIOR**

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, development stage of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.
3. Student is suspended from school and may not attend a school activity or be present on the school grounds.
4. School officials apprise pastor and Superintendent of Schools.

5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee or any other person reasonably expected to be on school property, or concern that use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
6. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling Office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal who then makes a final decision as whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.

## **VIDEOS**

Teachers may show G-rated movies to students in K – 8 and PG movies to students in grades 5 – 8 with the permission of the Principal. All movies shown to students will have an educational purpose.

## **VISITORS**

We welcome all parents and any other visitors who have a sincere interest in our school. All parents and visitors are required to sign in at the office when entering the building and to pick up a visitor ID tag. EVERY visitor (non-staff member) will be issued an ID tag to wear while in the school building. Parents and Visitors are asked not to interrupt class and must make an appointment to observe the class or meet with the teacher.

## **VOLUNTEERS**

All volunteers are welcome! All volunteers must go through the Safe Environment Training. Volunteers (this includes parents) must enter the school from the main doors, sign in at the school office upon arrival, and receive a visitor ID badge. This is a safety precaution for our students. Anyone who would like to donate his/her time and/or talent for the benefit of St. James is encouraged to do so. (A Criminal Records Check must be done prior to volunteering.) It is up to the teacher's discretion as to the appropriateness of volunteers in the classroom during class time. Because this is a special time for students enrolled in our school, siblings may NOT accompany their parent(s) when they volunteer their time and talent. This includes parents who are Room Parents or who come to school to help out during parties, crafts, centers, etc.

## **WITHDRAWAL**

Parents or guardians who wish to withdraw children from the school shall notify the teacher and Principal in ample time for records and accounts to be settled. All records will be sent, by mail, after parents sign a release form. No transcripts will be sent until financial obligations are paid in full.

## **CONCLUDING THOUGHTS**

By reason of the fact that you have enrolled your child/children in St. James School you have agreed to adhere to all policies and rules stated in this Parent/Student Handbook. Your cooperation and support are essential.

Since situations can arise that were not foreseen at the time of the writing of this handbook, the Principal reserves the right to amend this handbook. Parents and students will be promptly notified in writing of any amendments. With parents as partners in education, St. James School will maintain its standards of excellence

## K – 2 HARASSMENT CHART

**Teasing:** name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves spoken, written or drawn; starting rumors, telling others not to be friends with someone; exclusion of others. (Verbal, non-verbal or electronic)

<b><u>MINOR</u></b>	<b><u>MODERATE</u></b>	<b><u>MAJOR</u></b>
<p>Minimum occurrences</p> <ul style="list-style-type: none"><li>• Conference with teacher and student.</li><li>• Letter of apology to be reviewed by teacher.</li></ul>	<p>Repeated behavior</p> <ul style="list-style-type: none"><li>• Conference with teacher and student.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Completion of Student conduct Report Form to be signed by parent.</li></ul>	<p>Habitual/frequent</p> <ul style="list-style-type: none"><li>• Conference with teacher and student.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Parent notification by student in presence of teacher/administrator to set conference to develop a plan of correction.</li><li>• Completion of Student Discipline Report Form to be signed by parent.</li><li>• Counselor referral.</li></ul>

**Rough play/hitting:** pushing, slapping, grabbing, etc.

<p><b><u>MINOR</u></b></p> <ul style="list-style-type: none"><li>• Teacher conference with student.</li><li>• Letter of apology to be reviewed by teacher.</li></ul>	<p><b><u>MODERATE</u></b> – after 2<sup>nd</sup> infraction</p> <ul style="list-style-type: none"><li>• Teacher conference with student.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Parent notification by student in presence of teacher/administration.</li></ul>	<p><b><u>MAJOR</u></b> – as determined by teacher/administration</p> <ul style="list-style-type: none"><li>• Teacher conference with student.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Conference with teacher, student, parent and administration to develop a plan of correction.</li><li>• Completion of Student Discipline Report Form to be signed by parent.</li><li>• Extended isolation (suspension) from the classroom as determined by administration.</li><li>• Counselor referral.</li></ul>
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**Severe hitting/fighting/striking another:** punching, kicking, and similar behavior that may injure others, etc. (including, but not limited to, throwing objects at another with the intention of harm or retaliation).

**The nature of this behavior is never considered minor.**

<p><b><u>MODERATE</u></b> – first time</p> <ul style="list-style-type: none"><li>• Conference with teacher and student.</li><li>• Parent notification by student in presence of teacher/administrator</li><li>• Isolated lunch and removal from the classroom for the rest of the day.</li><li>• Completion of Student Discipline form to be signed by parent.</li><li>• Letter of apology to be reviewed by teacher.</li></ul>	<p><b><u>MAJOR</u></b></p> <p>Repeated infractions may result in dismissal from school</p> <ul style="list-style-type: none"><li>• Conference with teacher and student.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Parent notification by student in presence of teacher/administrator to set up conference to develop a plan of correction.</li><li>• Student removed from the classroom for the rest of the day/student sent home immediately.</li><li>• Completion of Student Discipline Form to be signed by parent.</li><li>• Probation or indefinite suspension.</li><li>• Counselor referral/assessment</li></ul>
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## GRADES 3 – 4 HARASSMENT CHART

**Teasing:** name calling, insulting, or other behavior that would hurt others’ feelings or make them feel bad about themselves spoken, written or drawn; starting rumors, telling others not to be friends with someone; exclusion of others. (Verbal, non- verbal or electronic)

<p><b><u>MINOR</u></b> - minimal occurrence</p>	<p><b><u>MODERATE</u></b> – repeated behavior</p>	<p><b><u>MAJOR</u></b> – habitual or frequent behavior</p>
<ul style="list-style-type: none"> <li>• Conference with teacher and student.</li> <li>• Letter of apology to be reviewed by teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with teacher and student.</li> <li>• Completion of Conduct Referral Form to be signed by parent.</li> <li>• Letter of apology to be reviewed by teacher.</li> <li>• (possible) Detention.</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with teacher and student.</li> <li>• Completion of Conduct Referral form to be signed by parent.</li> <li>• Letter of apology to be reviewed by teacher.</li> <li>• Parent notification by student in presence of teacher/administrator to set conference to develop a plan of correction.</li> <li>• Detention</li> <li>• Counselor referral.</li> </ul>

**Rough play/hitting:** pushing, slapping, grabbing, etc.

MINOR	<u>MODERATE</u> after 2 <sup>nd</sup> infraction	<u>MAJOR</u> as determined by teacher/administration
<ul style="list-style-type: none"><li>• Teacher conference with student.</li><li>• Letter of apology to be reviewed by teacher.</li></ul>	<ul style="list-style-type: none"><li>• Teacher conference with student.</li><li>• Completion of Conduct Referral Form to be signed by parent.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Parent notification by student in presence of teacher/administrator.</li></ul>	<ul style="list-style-type: none"><li>• Teacher conference with student.</li><li>• Completion of Conduct Referral Report to be signed by parent.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Conference with teacher, student, parent and administration to develop a plan of correction.</li><li>• Detention or suspension (in or out – TBD).</li></ul>

**Severe hitting/fighting/striking another:** punching, kicking, and similar behavior that may injure others, etc. (including, but not limited to, throwing objects at another with the intention of harm or retaliation).

**The nature of this behavior is never considered minor.**

<u>MODERATE</u>	<u>MAJOR</u>
<ul style="list-style-type: none"><li>• Student calls parents for teacher/administrative conference.</li><li>• Completion of Conduct Referral Report to be signed by parent.</li><li>• Suspension (in or out TBD)</li><li>• Student remains out of the classroom for the remainder of the day.</li><li>• Letter of apology to be reviewed by teacher.</li></ul>	<ul style="list-style-type: none"><li>• Conference with student and parent.</li><li>• Completion of Conduct Referral Report to be signed by parent.</li><li>• Student immediately removed and sent home.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Counselor referral/assessment.</li><li>• Suspension (in or out TBD).</li><li>• Probation or indefinite suspension.</li></ul>

## GRADES 5 – 8 HARASSMENT POLICY

**Teasing:** name calling, insulting, or other behavior that would hurt others’ feelings or make them feel bad about themselves spoken, written or drawn; starting rumors, telling others not to be friends with someone; exclusion of others. (Verbal, non-verbal, or electronic)

<b>MINOR</b>	<b>MODERATE</b>	<b>MAJOR</b>
<p>minimal occurrence</p> <ul style="list-style-type: none"> <li>• Conference with teacher and student.</li> <li>• Completion Conduct Referral Report to be signed by parent.</li> <li>• Letter of apology to be reviewed by teacher.</li> </ul>	<p>repeated behavior</p> <ul style="list-style-type: none"> <li>• Conference with teacher and student.</li> <li>• Completion of Conduct Referral Report to be signed by parent.</li> <li>• Parent notification by student in presence of teacher/administrator.</li> <li>• Letter of apology to be reviewed by teacher.</li> <li>• Detention</li> </ul>	<p>frequent behavior</p> <ul style="list-style-type: none"> <li>• Conference with teacher and student.</li> <li>• Completion of Conduct Referral Report to be signed by parent.</li> <li>• Parent notification by student in presence of teacher/administrator.</li> <li>• Letter of apology to be reviewed by teacher.</li> <li>• Counselor referral.</li> <li>• In-school suspension and/or other administrative consequence (i.e. probation, indefinite suspension)</li> </ul>

**Rough play/hitting:** pushing, slapping, grabbing, etc.

<b>MINOR</b>	<b>MODERATE</b>	<b>MAJOR</b>
<ul style="list-style-type: none"><li>• Teacher conference with student.</li><li>• Completion of Conduct Referral Report to be signed by parent.</li><li>• Letter of apology to be reviewed by teacher.</li></ul>	<p>After 2<sup>nd</sup> infraction</p> <ul style="list-style-type: none"><li>• Teacher conference with student.</li><li>• Completion of Conduct Referral Report to be signed by parent.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Parent notification by student in presence of teacher/administration to develop a plan (may include probation)</li><li>• Detention</li></ul>	<p>As determined by teacher/administration</p> <ul style="list-style-type: none"><li>• Teacher conference with student.</li><li>• Completion of Conduct Referral Report to be signed by parent.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Parent notification by student in presence of teacher/administration to develop a plan (may include probation).</li><li>• Out of school suspension.</li><li>• Probation or other administrative consequence.</li><li>• Counselor referral.</li></ul>

**Severe hitting/fighting/striking another:** punching, kicking, and similar behavior that may injure others, etc. (including, but not limited to, throwing objects at another with the intention of harm or retaliation).

**The nature of this behavior is never considered minor.**

<b>MODERATE</b>	<b>MAJOR</b>
<ul style="list-style-type: none"><li>• Student calls parents for teacher/administrative conference.</li><li>• Completion of Conduct Referral Report to be signed by parent.</li><li>• Suspension (in or out TBD)</li><li>• Student remains out of the classroom for the remainder of the day.</li><li>• Letter of apology to be reviewed by teacher.</li></ul>	<ul style="list-style-type: none"><li>• Conference with student and parent.</li><li>• Completion of Conduct Referral Report to be signed by parent.</li><li>• Student immediately removed and sent home.</li><li>• Letter of apology to be reviewed by teacher.</li><li>• Counselor referral/assessment.</li><li>• Suspension (in or out TBD).</li><li>• Probation or indefinite suspension.</li></ul>

# Code of Conduct

## Minor Infractions

Minor infractions include but are not limited to:

- Unauthorized gum chewing or eating on school property
- Hallway misbehavior (loud talking, running)
- Tardiness to class
- Classroom grade level rule violations (that do not include major infractions)
- Disrupting class
- Inappropriate dismissal behavior (not including major infractions)
- Littering school and/or parish grounds
- Talking during prayers, announcement or safety drills
- Inappropriate language

Consequences for minor infractions for minor infractions:

1. The student will receive a verbal reprimand by the witnessing staff member and/or a Referral. Administration are notified.
2. A student who continues to misbehave after correction will receive a consequence determined by staff. This could take the form of, but not limited to, a loss of a privilege, written assignment or Referral.
3. Parents will receive notification of the behavior and consequence
4. Repeated infractions may lead to other consequences such as loss of field trips or in-school suspension

## Major Infractions

Major infractions include, but are not limited to:

- Using a cell phone or electric device to take and post pictures or video, or any other purpose without permission on school property.
- Using a cell phone to call, text, or receive calls and texts during a school day without permission from the school staff.

- Accessing social media or any inappropriate internet sites on school property
- Theft
- Plagiarism
- Cheating (includes copying/allowing another to copy your work, having another do your assignment, or copying answers on tests/quizzes)
- Disrespectful verbal nonverbal or written behavior toward any student or staff
- Disrespectful behavior in church
- Physical aggression/fighting, threatening physical harm
- Sexual harassment or misconduct
- Destruction/vandalism of property (school or someone else's)
- Lying to a faculty/staff member
- Forging or falsifying a signature
- Cutting class
- Throwing food/food fight
- Failure to respond to correction
- Inappropriate language/racial comments
- Inappropriate behavior during field trips and assemblies

## **Consequences for major infractions**

Major infractions are at the discretion of the teacher/administration

1. The student will receive an appropriate consequence as determined by the administration or teacher. This could take the form of a detention, payment for property, loss of a privilege, written assignment. In cases of cheating and plagiarism, a zero will be given on the assignment as well.
2. The second major infraction may result in out of school suspension
3. Repeated infractions will require a mandatory conference with the parents to prepare a plan of action that will help the student succeed and determine whether or not St. James is appropriate fit for the students.

## **Administrator's Disciplinary Actions**

The principal may utilize appropriate and various measures to ensure and maintain safety and discipline in the school. When a student misbehaves or shows continued poor progress in academics or behavior, the administrator will contact the parent to discuss the situation or set a conference. The purpose will be to discuss the nature of the problem(s), share possible solutions, and choose actions that help the child become successful. A probationary period may be put into effect utilizing a behavior or academic contract. The other following options may be discussed:

- Temporary removal of school privileges
- Separate student from peers
- Refer for counseling or evaluation
- Modified school program
- Suspension from school
- New school environment

As it is impossible to anticipate all forms of inappropriate behavior, the school administration reserves the right to impose disciplinary action, as it sees fit, on conduct not specifically covered in the discipline policy. Parents are expected to support the teachers, administrators, and school policies.

# St. James Handbook Agreement

2018 – 2019

St. James Parent/Teacher Handbook is located on the school website at [www.stjamesbluejays.com](http://www.stjamesbluejays.com). It is the responsibility of all parents to read the handbook and to complete the form below.

We have read the Parent/Student Handbook and have discussed the importance of obeying all rules and regulations of St. James School. We agree to be governed by this school handbook. We recognize the right and responsibility of the school to make rules and enforce them.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

