



# ST. JAMES SCHOOL

& MSGR HORRIGAN CHILD DEVELOPMENT CENTER

PARENT HANDBOOK 2016-2017



A CULTURE OF  
EXCELLENCE  
WHERE  
EACH CHILD  
THRIVES





# ST. JAMES SCHOOL

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## 2014-15 Parent Handbook

### **St. James Mission Statement**

We are committed to providing to students of different cultures and abilities a quality lifelong learning education within a Catholic, Christ-centered, inclusive environment. Diverse teaching strategies, awareness of prayer, service and global needs will be emphasized.

### **St. James School Philosophy**

St. James School seeks to provide for intellectual, moral, emotional, and physical growth in our young people within a Christ-centered atmosphere. Our school, with the support and cooperation of the parents, strive to prepare its student to proclaim the Good News and to translate this proclamation into action.

Here, students are instructed in human knowledge and skills, valued for their won worth, simultaneously deriving their most profound significance from God's plan for Creation. Instruction in religious truth and values is an integral part of the school program. Religious education is not "one more subject" alongside the rest, but it is perceived as the underlying reality in which the student's experiences of learning and living achieves their deepest meaning.

The formation objectives at St. James School will be implemented by participating in an organized program of Religious education, liturgies celebration the Eucharist and the reception of the sacraments.

The instructional objectives follow the various courses of study presented by the Office of Lifelong Formation and Education of the Archdiocese of Louisville. All school activities are integrated around the human relationship to God and the individual's relationship to others.

### **St. James Goals and Objectives**

In order to achieve the ideas of our philosophy, the following goals and objectives will be used as our guide:

- To help students learn to take charge of their own potential in the life long learning process;
- To provide learning experiences which are consistent with growth patterns for each student;

- To help each student develop enough confidence in him/herself and in others to be able to think imaginatively and openly explore ideas, values, and relationships;
- To help each student grow in self-discipline, to learn peaceful means to resolving conflicts, to learn listening/speaking skills and to share ideas;
- To support the family, recognizing the importance of a strong Catholic faith with emphasis on the Eucharistic Community and service.

### **St. James Curriculum Mission Statement**

St. James School's curriculum is designed to use a variety of strategies that will allow each student to become a self-directed, responsible learner. The curriculum is an outcome-based education, created to provide individual students with opportunities for success in achieving the standards set forth by the Archdiocese.

### **St. James Curriculum Philosophy Statement**

The curriculum challenges our diverse population of students, whom we serve, to maximize their learning potential. The curriculum provides a guide, which enables the teachers to expect high levels of success for the students. Opportunities for individual success target the development of intellectual, spiritual, physical and moral responsibility within the student. The learning process fosters a total community commitment in which parents act as primary educators.

### **Archdiocese of Louisville Curriculum Mission Statement**

The curriculum mission of the Archdiocese of Louisville requires schools to participate in the **Archdiocesan Outcome-Centered Educational System\*** of curriculum decision-making, organization, and delivery.

\*As defined in the Kentucky Non-Public School Certification Process.

### **Archdiocese of Louisville Curriculum Philosophy Statement**

With regard to the role of curriculum in the Archdiocese, curriculum at St. James:

- Is based upon the belief that the parent is the primary educator of the student;
- Is based upon gospel values and ensures the development of the whole child;
- Is designed to educate all students to develop a lifelong love for learning and to become responsible, self-sufficient members of the church and society;
- Is designed at the school level within the parameter of the district framework and should reflect content standards which are based on effective research;
- Is designed to offer a variety of strategies for instructional delivery, the effective use of learner time, and assessment based upon the developmental needs of the learner;
- Is continually assessed for effectiveness by internal reflection, dialogue and long term studies and modified as needed.

## **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 S. 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 principal 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.

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.

In the summer of 1995 the school once again received a "facelift" in preparation for the new Monsignor Horrigan Child Development Center for 3 and 4 year old children. Classes on the middle floor included rooms housing a kindergarten, a 3-year old room and three rooms used for the expanded and growing 4-year of program. The library was moved to a newly established Media Center on the lowest floor where the former art room and grades 4/5 classrooms were housed. These two rooms originally housed the cafeteria until the "Baby Boomers" became school age children. Then, St. James was forced to convert this space into two classrooms, and students began bringing lunch every day. A federal school lunch program was revised, after almost thirty years of being without a lunch program, during October of the 1996-97 school year.

Spanish culture and language was begun in the fall of 1996 for students in grades 5-8. In 1999, the plan extended this Romance Language program all the way to the Monsignor Horrigan Child Development students.

St. James began a summer camp exercise experience for students age 5-12 using the auditorium and other available space in the summer of 1995. This proved a successful venture and the parish realized over \$12,000 profit which helped to stabilize the budget in the 1995-96 school year. This service expanded to an all-day daycare on some school holidays, Christmas holidays and Spring Break for students ages three through and including, grade six. Because of the success of the preschool program, a second classroom opened in 1996-97, thus accommodation these youngsters with a separate three and four year old room. Growth and pre-registration demanded that this program expand further for the 1997-98 term. For the school year 2000-01 a second room for three-year olds was added thus having the middle floor classrooms devoted entirely to the early childhood program. The Kindergarten through Grade 8 classes are all held on the top-most floor of St. James School.

A tutorial program for students in kindergarten through grade eight was begun in the spring of 1997 and continues to provide individualized, one-on-one sessions with qualified teachers. St. James was granted \$18,000 in the spring of 1999 for continued enrichment of the music program, expansion of the Spanish program from just grades 5-8 to include the students in Pre-K through grade eight, and for Family Builders. In the spring of 2000, St. James Administration received notice from the Archdiocese of Louisville Campaign for Excellence that the St. James Technology program would be the recipient of a \$28,300 grant. A further grant of \$1,000 for professional development and \$3,686 was secured for the 2002-03 school year. The latter grant was used to computerize the library during 2002-03. Grants for professional development continue to be sought after and received.

### **Admission Policy**

St. James Elementary School admits students of any race, color, creed, national, and ethnic origin to all the right, 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 by October 1 of the given school and potty trained to enter the preschool program. To be admitted to the kindergarten program, a student must be five (5) years old by October 1 of the given school year, and to enter grade one, a student must be six (6) years old by October 1 of the given school year.



**Guidelines for school admission are as follows:**

1. Students presently enrolled in St. James, and children of St. James/St. Brigid parishes;
2. Children from parish families with siblings already enrolled or graduated from St. James;
3. All other school age children of active parishioners;
4. Children of new parishioners
5. Children of non-parish families with siblings already enrolled;
6. Other Catholic children may be admitted if the school principal judges the intent and motivation to be in accord with the purposes of Catholic education.

No application will be refused without due consideration of extenuating circumstances. All students who are new to St. James will be accepted on a trial basis for ten days, at the end of which the parents(s), teacher(s), principal, and counselor will meet to determine if St. James School can address the educational needs of the student.

**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. Consultation with a school committee admissions team may be included in a final decision. The procedure may take as long as five 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. Throughout this admittance process the prospective parents or guardians are expected to abide by the policy of the St. James School.

**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. There will be a \$100.00 non-refundable fee for this service, and this will be used as part of the instructional fee, should the child be finally registered and accepted.

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

Any student wishing to transfer to St. James after attending another school or program will be subject the following process:

- 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.
- Follow up call to former school principal/teachers

- Decision rendered

### **Asbestos Statement**

Upon close inspection by the Kentucky State Asbestos Inspector, St. James has been found to contain only a very minimum of asbestos. This asbestos is contained in small glue dots attaching ceiling tiles in a few rooms of the building. The asbestos management plan is available in the School Office. Our facilities will continue to be monitored as directed by the Archdiocese of Louisville.

### **Counseling Policy**

St. James Catholic School has a part-time school counselor available to students and families. Students may be referred to the counselor on an as needed basis. Parents desiring a conference with the counselor should contact the school for an appointment. St. James also has on staff a full-time special needs coordinator to meet with students and families who need individualized, educational programs.

### **Child Abuse Laws**

State Law (KRS620.030 {2}) requires school officials who “suspect” the physical, emotional, sexual abuse, or neglect of a child must report this to the Department of Family and Children Services. St. James is required to report any suspicions of abuse or neglect in the home to the proper agency for investigation.

School officials must permit agents from Child Protective Services to interview a child at school if requested. A school official will remain with the child during the interview if the child requests they do so. School officials are not required to notify parents/guardians a child is being interviewed by social workers.

### **Registration**

Two dates are scheduled for registration. Pre-registration is held during the month of January for all students presently enrolled in grades Pre-S through grade seven. A \$150.00 non-refundable fee is due at pre-registration.

Open enrollment is then available to any new student wishing to enroll starting March 1<sup>st</sup>. We also have a Back to School Night in August just before school begins so students can pay any fees, meet homeroom teachers, and any questions and concerns can be clarified. The dates and times of these registrations will be announced several weeks in advance in the church bulletin, on-line, in the “PONY”, and through our school alert system. Birth certificates are to be

presented at registration for all Pre-S, kindergarten, and new students. Students who are Catholic will need to present a baptismal certificate and evidence of any other sacraments completed. Provisions will be made for students whose parents wish to have them baptized during the school year.

### **Tuition Policy**

To receive in-parish rates:

- Families must be active\* registered members at either St. James, St. Brigid, or a Catholic Church not having a parish or regional school;
- Families new to Jefferson county area and registering in either parish and maintaining an active status;
- Families relocating within Jefferson County and registering in either parish and maintaining an active status;
- Families with a child enrolled in the Monsignor Horrigan Child Development Program going into kindergarten.

\*ACTIVE STATUS- having a consistent pattern of regular church attendance and giving of Time and Talent in church and school ministries, i.e. lector, choir, usher, Eucharistic minister, server, youth group, fundraisers, committees, etc. Parent and child are current in their sacraments.

St. James has partnered with FACTS Management Company to help us manage our tuition/fees payment program. We have adopted the following tuition payment policy. Families must pay their tuition, registration/book bill and After School Care fees in one of two ways:

- 1) Full payment by July 1-this payment should be made directly to the school.
- 2) Eleven automatic monthly payments through the FACTS Payment Plan:
  - a) Automatic monthly withdrawal from checking or savings accounts.
  - b) Automatic monthly payments using a credit card.
- 3) If tuition is not paid in full by July 1<sup>st</sup>, you must use the FACTS program authorizing automatic bank payments directly from your checking or savings account or credit card (MasterCard, AMEX or Discover). Payments will start in July and may be processed on either the 5<sup>th</sup> or 20<sup>th</sup> of the month or both. There is a \$38.00 per year, per family charge for using the monthly payment plans. If choosing the credit card option, there is an additional \$2.50 charge for every \$100.00 charged. Please be assured that neither FACTS nor the school will have directed access to or any knowledge about the status of your bank account. It is simply a pre-authorized bank-to-bank transfer of funds. FACTS Management Company also offers, for additional charge, optional Peace of Mind coverage for the person paying tuition and his/her legal spouse.

The Financial Review Board and Parish Manager monitor all school tuition accounts. If at any time, circumstances arise that will not allow you to make a tuition payment on time, please call the parish office. NOTE: the parish office must be notified at least 4 business days prior to the tuition payment due date to avoid late fees assessed by FACTS.



Failure to make tuition payment can result in the suspension your child from school. FACTS will only make two attempts to collect. If FACTS cannot collect the payment after the second attempt, the parish office is notified. At that time a letter is sent from the parish office to the family requesting the payment be made no later than 10 days after the date of the letter. If, by that date, payment is still not made, your child will be suspended from St. James School until tuition is brought up to date.

All tuition for the year must be paid in full by the 20<sup>th</sup> of May. Failure to do so will result in the following:

- Students' records and/or transcripts will not be forwarded to a new school
- Admission to St. James School for the following year will be denied
- Privileges for students, such as class/field trips or graduation, will be withheld

If a student leaves St. James School prior to the end of the current school year, tuition must be up-to-date in order to have records and transcripts transferred.

**\*To keep tuition and fees down, while maintaining the services and programs, St. James requests all school and pre-school families to perform a minimum of 20 hours of service in various school activities. Further information and signups are available on the school website: [www.stjamesbluejays.com](http://www.stjamesbluejays.com) or by calling the school office.**

### **Instructional and Fee Structure**

A rental system has been established with regard to the textbooks used by the students of St. James. If a child enters St. James after November 1, two-thirds (2/3) of the fee must be paid and after March 1, one-third (1/3) of the fee must be paid. If a child voluntarily withdraws from St. James during the month of September, two-thirds (2/3) of the book fee will be refunded; during October, one-third (1/3) will be refunded; and after November 1, no refund of the book fee will be made. The students are responsible for the textbooks they use. Full payment for a book will be necessary if the book is damaged in any way.

The Monsignor Horrigan Child Development program for 3 and 4 year olds is separate from the K-8 program and there are separate fees. Information regarding this early childhood educational program may be obtained from the school office by calling 454-0330.

### **Office and Cell Phone Policy**

The school office should be for business purposes only. Please arrange for transportation, ASC, and weekend plans before the children come to school.

The office telephone may be used by or for the students in case of sickness, transportation difficulties, disciplinary consequences, or to notify parents of the need to stay after school. If there is a need for a student to have a cell phone on school property, the parent or guardian

must sign a permission slip and inform the school office. All cell phones need to be turned off upon entering the building and turned into the office before class starts. The student can pick up his/her phone at the end of the day at dismissal.

If the student is found with a cell phone during school hours, it will be confiscated and returned to the student at the end of the day. If a second violation occurs, the phone will be confiscated and returned at the end of the day. The student will also receive a detention. Any further violation will result in suspensions.

If a parent needs to bring an item for his/her student, it must be left in the school office. No parent and/or guardian will be allowed to visit the student(s) in the classroom unless accompanied by the principal.

### **School Communication**

St. James maintains a website at [www.stjamesbluejays.com](http://www.stjamesbluejays.com). The website provides information including the newsletter, the lunch menu, email addresses for faculty and staff, classroom news, and church information. We also use our website where our parents can gain access to our on-line grading system Gradlink. A periodic newsletter is sent from the school office to keep parents informed of activities, calendar changes, upcoming events and other important news involving St. James. The newsletter is sent in an envelope referred to as the "PONY" with a signature sheet attached. The signed PONY envelope is to be returned the following school day. This is considered a homework assignment for the students.

### **Curriculum**

The St. James School program is in compliance with the state regulations and the directives of the Office of Lifelong Formation and Education of the Archdiocese of Louisville. By definition, this includes Language Arts, Math, Science, Social Studies, and Religion. Religion is taught as a separate subject and Christian values are integrated into other areas. The Sacramental programs, Life Skills, and Family Life are taught as part of the Religion and Science programs. Instruction in social skills, health, and safety are integrated into the Social Studies curriculum.

Other curriculum areas emphasized are music, art, physical education, Spanish and special classes in library science and computer skills for all students pre K through grade eight.

To meet students' needs our faculty and staff are dedicated to use whatever remedial or enrichment resources are available within the school or outside the school. Our goal is for every student to progress to the best of his or her ability. The students will be encouraged to set realistic personal goals for achievement.

Several aspects of the curriculum include classroom extensions such as comprehensive projects, musicals, showcase fairs, or plays. These activities could occur during school hours, on school

evenings, or on weekends. Students are expected to participate in the curriculum extension activities.

Strategy plans and 504 plans are written to assure accommodations for those students with identified learning differences. We do facilitate the testing process through Jefferson County Public schools or the Archdiocesan counseling center for students not experiencing success in the classroom. Plans to meet individual student needs are a collaborative effort among the parent(s), child, teacher, and special needs coordinator. Our goal at St. James is for the student to experience success and reach his/her potential.

### **Co-Curricular Activities**

Students enrolled in St. James School have the opportunity to participate in a variety of extracurricular activities. Activities are included in the daily and weekly schedule, as well as being scheduled after regular school hours. Christian attitudes and cooperation should be displayed at all times as students act as representatives of St. James School.

### **Weekly Liturgy Service**

Liturgy is scheduled weekly for the students. Classes alternate planning of the liturgy celebration. Parents will be advised, in the "PONY", of the day and time of the weekly liturgy.

### **Library**

Students in grades K-6 are scheduled weekly for the library. All students will be able to check out books, use reference materials, and practice library usage skills. All books have been entered into a computer system, and all students will be accountable for books they check out. Students will also participate in the Accelerated Reader Program designed to motivate reading at or above class level.

### **Music**

All students in grades K-8 are scheduled weekly for music classes. There will be performances throughout the year (i.e. Thanksgiving, Christmas), and notices will be sent two weeks in advance to notify parents of times/date/etc. All students are expected to be present and take part.

### **Art**

The art program is designed to help students, K-8, develop an awareness and appreciation of art as a unique expression of individuality. Students K-8 will have a wide range of experiences and will be asked to create projects that will be part of various school/parish fundraisers.

## **Physical Education**

Each student, K-8, is scheduled weekly for age-appropriate physical education activities as outlined by the Archdiocesan curriculum standards.

## **Spanish**

Spanish is offered to students in Pre-S through eighth grade as an enrichment class. The Spanish class gives students the opportunity to gain an awareness of another prominent world culture as well as an invitation to begin learning the early introduction to another language.

## **Algebra I**

Qualifying students are given the opportunity to participate in the Algebra I program.

## **Stewardship Opportunities**

St. James School students are expected to participate in stewardship programs in which students in Grades 1-8 will provide to their school community. There are several opportunities during the school year for students to get involved.

## **Book Bee**

(Academic) Book Bee is a competition for students in grades four through eight to promote reading of quality children's literature. Students are asked to answer questions about books they have read and compete as a team against teams from other Archdiocesan schools. Discussion and preparation may take place during and after school hours.

## **Quick Recall**

(Academic) Quick Recall is a competition for students in grades four through eight to promote factual recall and skill application. The students of St. James School have the opportunity to participate with a St. James School team in this competition. Students compete over a period of several weeks, usually in the fall, against teams from other Archdiocesan schools. Teams may consist of any number of members, but only four members at a time participate during the competitions. Parents usually assist the students competing and help the teacher moderators prepare the group for this competition.

## **Student Government**

Students in grades K-8, as elected officers and representatives, meet during and after school to discuss and promote plans to serve the school community. Among other things, they organize and work several events during the school year raising funds for school projects.

## **Servers/Lectors**

Students in grades K-8 will be trained to read at school liturgies and grades 4-8 will be trained to serve at school and parish liturgies.

## **Safety Patrol**

Students in grades 5-8 have the opportunity to provide assistance during morning arrival and afternoon dismissal.

## **True Blue**

Students in grades 2-8 can volunteer to clean specific areas of the school at the end of the school day.

In addition to these activities, students are expected to help maintain the cleanliness of the areas they use; i.e. classrooms, restrooms, and hallways. All students in K-8 will bus their own trays and be expected to maintain their lunchroom space daily, leaving it in an acceptable condition for the next group. Students will be directed to stack chairs, carry trays and any other items deemed necessary by the lunch room director and her staff.

## **Athletics**

The St. James Athletic program, under the guidance of an Athletic Director, serves to provide opportunities for students to participate in well-organized, supervised, competitive sports in accordance with the Catholic School Athletic Association (CSAA). All students are encouraged to participate on the athletic teams. St. James provides coaches to supervise the individual teams and exclusively make decisions regarding the best interests of each team, such as playing and practice times. The athletic program exists under Christian principles and provides healthy activity for the students. A program of this nature needs the cooperation of all involved. Athletic participation is open to students of St. James School, as well as the children of parish families from St. James and St. Brigid.

The Athletic Program is committed to the following ideals:

- Promoting good sportsmanship and respect for teammates, coaches, officials, and competitors.
- Enabling each participant to play at his/her ability level.

- Being a source of fun and pride for students, parents, and faculty
- Keeping academic achievement as a first priority
- Encouraging a variety of athletic activities
- Promoting fitness and teamwork
- Enjoying the challenges of competition and appreciating the lessons for life that sports provide
- Providing instruction that enables each participant to develop his/her athletic potential
- Ensuring significant playing time for participants based upon effort and commitment rather than athletic ability
- Providing coaches who regard themselves first and foremost as teachers
- Developing a sound body which enhances the development of a sound mind

The above stated ideals and commitments are models for Christian behavior and supported by the Pastor, Principal, Faculty, Athletic Director, Coaches, Parents and Students. Through cooperation from all involved, athletics at St. James will provide a positive learning experience for our young students while distinguish itself as a leader in inclusive athletics.

### **Field Trips**

Education-related field trips will be provided for children throughout the school year. Since field trips are a privilege, students are expected to meet certain behavioral standards to participate. In order to attend a field trip, the student must have conduct in good standing and a signed permission slip from his/her parent or guardian. The Field Trip Permission Form must be the official one developed by the school office. Faxed permission forms are acceptable. Continued participation at field trips will be determined by a student's behavior on previous field trips.

### **Assessment**

Assessments measure the growth and progress of students. Assessments help to identify the needs of all students and provide direction in relation to curriculum and to instruction. A variety of assessments may be used by a teacher to determine skills, growth and performance.

The choice and schedule for an approved national standardized assessment, used for students in grades 3, 5, and 7, are determined by the Superintendent's Office of Lifelong Formation and Education. This testing is usually administered for two weeks in early spring and the results are received prior to the end of the school year. Grade 8 students are given the opportunity to take the high school placement test for Catholic high schools.

A private one-on-one assessment may be given to any student to determine readiness for school and/or appropriate grade level assignment. A parent/guardian may be asked by the principal or qualified teacher present during this assessment.

## **Shadowing for Grade Eight**

Students in grade eight are encouraged to shadow at a high school on days that St. James School is not in session. Should a parent choose to have their eighth grader shadow on a designated St. James School day, the student will be counted absent (excused) for that day.

## **Home Study**

We believe that parents are a child's first teachers. It is our goal at St. James, as we supplement the educational process for your child, to provide intellectual, moral, emotional, and physical growth within a Christ-centered atmosphere. The following suggestions and guidelines may assist you reinforcing the skills and experiences shared during our school day.

Formal home study is assigned to help individual students become self-reliant and self-directed. Assignments are given to strengthen and reinforce skills learned in class, broaden experiences, introduce new questions, stimulate new interests, and extend knowledge. Home assignments are intended, therefore, to develop initiative, independent thinking, and perseverance. Homework may be given out at the discretion of the teacher.

Parents play an important role in their children's home study. Please:

- Cooperate with the school in making home study effective by providing suitable conditions (work space, light, supplies, etc.)
  - Encourage your child, but avoid undue pressure
- Students are expected to complete all assignments in an appropriate manner. Parents are expected to make sure homework is completed and the assignment notebook signed if required by the teacher. This is a positive way to keep abreast of what is being taught.

## **Progress Reports**

Student grades are reported on a trimester basis. Grades can be accessed using our on-line grade system Gradlink. Interim progress is reported to the parents during our PTS conferences held in October and January.

## **Promotion-Retention Policy**

It is the policy of the school that each student should complete one grade level per year. However, the teacher and principal, in consultation with the parents and student, will make decisions regarding retention. Such decisions will be based on the total evaluation of a student's growth in all areas of his/her development, including emotional, psychological, and academic.



## **Access to Student's Records and Information**

For your child's protection, if you are divorced or separated, the school must be provided a copy of the custodial rights of your child. The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parents' rights include access to student records and mailings. It is the responsibility of the non-custodial parent to inform the school office of his/her name, address and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list. If you are divorced or separated, it is the responsibility of both parents to make arrangements to share news and other information found in the child's "Pony" (See Section, School communication). If a parent prefers to have duplicates of the information in the child's "Pony", it is the responsibility of the non-custodial parent to inform St. James School and to provide the cost of copying and mailing information.

## **Health Policy and Services**

St. James School will follow the Arch diocesan Policy #5300 through including #5341.1 with regard to all health regulations (Complete information can be found on the Archdiocesan web site, [www.archlou.org](http://www.archlou.org)). New forms are provided when you register on-line and must be read and signed before back to school/registration night in August. A possible exception to the administration of medication is the following: members of St. James staff will assist the young students, ages 3 years old through the student in Grade 2, when written permission is submitted, signed and dated to the adult in authority at St. James School.

St. James abides by the Health Insurance Portability and Accountability Act (HIPAA) which addresses the use and disclosure of individual health information. All medical information will be kept confidential and in a secure place. Information will not be released without parent written consent.

### **Health Regulations**

The health regulations as established by the Kentucky Department of Education shall be followed in all applicable areas.

### **Contagious Conditions**

Contagious conditions such as strep throat, conjunctivitis, scabies, lice and ringworm must be treated according to the Department of Health regulations.

## **Medical Examinations**

### **Initial Enrollment**

A medical examination shall be required of each child within six months prior to, or one month following his /her initial enrollment in school. An initial enrollee is one who enters the school at the lowest level from another state, private school, county or local public school district.

### **Sixth Grade Medical Examination**

A medical examination shall be required of each student prior to entering sixth grade. The medical examination shall be reported on forms prescribed by the Department of Education and will 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 the school regarding health problems that may require special attention in classroom or physical education activities.

### **Eye Examination for Elementary School Entry**

Effective with the 2004-05 school year, Archdiocese of Louisville Catholic elementary schools require proof of a vision examination by an optometrist or optometrist or ophthalmologist be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5), or six (6) year old child is enrolled. Vision examination information may be reported on the Kentucky/Archdiocese of Louisville Eye Examination Form for School Entry.

### **Immunizations**

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 of 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.

Local school boards shall require all vaccinations and immunizations as required by law or regulations. All public or private primary or secondary schools and preschool programs shall require a current immunization certificate for any child enrolled as a regular attendee, as provided by administrative regulation of the Cabinet for Human Resources, promulgated under KRS Chapter 13A, to be on file within two (2) weeks of the child's attendance.

### **Religious Exemption to Immunization Requirements**

The Archdiocese of Louisville has no religious prohibition against immunization, and in fact, the Archdiocese of Louisville encourages immunizations and requires, through its archdiocesan and school policies, compliance with all applicable immunization and health requirements.

Effective January 1, 2003, “bona fide” providers such as physicians, local health department, and medical facilities will issue religious exemptions for immunization requirements rather than school officials. The specific Kentucky Administration Regulation (KAR) reads as follows: “A physician, local health department, or medical facility administering immunizations shall, upon receipt of a written sworn statement from the parent or guardian of a child, issue a “Certificate of Religious Exemption” from the requirements of Section 2 of this administrative regulation, in compliance with KRS 214.036.” (902KAR2:060)

Parents/ guardians seeking a religious exemption are to go to a “bona fide” provider of immunizations. If the parent/guardian meets the established criteria, the provider will issue a religious exemption certificate.

If a parent/guardian presents a religious exemption certificate, the parent/guardian is required to have notarized the “Waiver and Release for Certificate of Religious Exemption.” Once the religious exemption from the “bona fide” provider and Waiver and Release have been properly completed and returned to the school, the student may be admitted if they have met all of the school’s admission requirements.

### **Tuberculin Screening**

Effective July 15, 1998, a PPD (tuberculin) skin test is no longer required for students entering into Kentucky schools.

### **Vision, Hearing, and Scoliosis Screening**

All school boards shall adopt a program of continuous health supervision for all school enrollees. Such supervision shall include scheduled screening tests for vision, hearing, scoliosis, height and weight.

An effective mechanism for referral and appropriate follow-up of any apparent abnormality noted by screening assessment or teacher observation shall be recorded on school health records.

### **Cumulative Health Record**

Each elementary and secondary school shall initiate a cumulative health record for each pupil entering school. The record shall be maintained throughout the pupil’s attendance and shall be on forms prescribed by the Department of Education. The record shall include screening tests related to weight and height, vision and hearing, scoliosis, and findings and recommendations of physicians and dentists, including an immunization record. A follow-up by the proper health or school authorities shall be made if necessary.

## **Communicable Disease**

Local school authorities shall report all known or suspected cases of communicable disease immediately to the local health department and the Superintendent at the Office of Lifelong Formation and Education, and follow all requirements of the health department.

## **HIV/AIDS**

The Catholic Church, as a community of faith, shares in the experience and challenge of HIV/AIDS: "When one member suffers, all members suffer" (1 Cor. 12:36). The Catholic Church in the Archdiocese of Louisville, along with the Church in other dioceses, continues to suffer with persons who have endured the pain, debilitation, isolation and death resulting from HIV/AIDS. At the same time, it also shares the trauma of family members, friends and associates who have been devastated by the suffering and death of loved ones. It is from this community of faith that young people, as indeed the whole civic community, can learn a compassionate response for all suffering members including those who suffer from the effects of HIV/AIDS.

## **Students infected with HIV/AIDS**

A student infected with HIV/AIDS shall be allowed to attend school and other classes as long as the student poses no reasonable risk to himself/herself or to other persons in the school.

## **Right to privacy of person with HIV/AIDS**

The right to privacy of the infected individual, student or employee, shall at all times be respected.

## **HIV antibody negative**

No special procedures will be required for an individual who is HIV antibody negative, regardless of the HIV status of any of his/her family members.

## **HIV antibody positive**

When a child attending school in the Archdiocese is determined to be HIV antibody positive or when a child known to be HIV antibody positive is considered for school admission, the fact will be reported to the Communicable Disease Branch of the Kentucky Department for Health Services. The commissioner for Health Services or his/her designee will assemble a panel and designate the chairperson.

1. The panel, consisting of the child's parent/guardian; the child's physician; the physician from the local board of health; and the school superintendent or designee (with consent of parent/guardian) will be called together.
2. Unless the child's parent/legal guardian wishes otherwise, the panel meeting will be conducted anonymously-that is, the parent/legal guardian, child and proposed school will not be named during the meeting.
  - a. The child's clinical history to date will be reviewed by the panel and a determination will be made as to whether he/she is well enough to carry on classroom responsibilities and whether he/she poses any risk to other persons at the school.
  - b. NO RISK: If the child poses not risk, school attendance without restriction will be allowed and medical confidentiality will be maintained.

- c. RISK: If the child has possible risk factor for transmission (such as scratching, biting, or lack of control of bodily secretions, etc.), an alternative educational setting/activity restriction will be considered and the most appropriate option consistent with public protection will be selected. In such a case, the superintendent will oversee arrangements for a student's education.

#### **Panel for HIV positive individuals**

1. The panel should meet to review its earlier decision at the beginning of each school year.
2. The child's physician should also notify the Communicable Disease Branch when any significant change in the child's condition is noted.
3. The panel will reconsider the suitability of the child's continuing or resuming the responsibilities of the classroom.

#### **Confidentiality of HIV positive individual**

The school will respect the right to privacy of the AIDS or HIV-infected individual.

1. The panel will decide if any person in the school has a direct need to know that the child is infected.
2. If any individuals are deemed to have such a need, the superintendent or designee will be informed of the child's identity, and WITH THE CONSENT OF THE PARENT/LEGAL GUARDIAN, the superintendent or designee will inform those persons.
3. Confidentiality requirement will be made clear to such persons.

#### **Illegal Drugs**

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

#### **Possession/Use of drugs or alcohol**

When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event, the following measures will be taken:

1. The substance will be taken away from the student
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted.
4. Law enforcement authorities will be informed.
5. A conference with the student, parent/guardian, and school officials will take place.
6. A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
7. **Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in**

**accordance with the school's code of conduct, suspension/reinstatement with stipulations, and /or dismissal from school.**

**Distribution/Selling illegal drugs or alcohol**

If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, or before, during or after a school-sponsored event:

1. Law enforcement authorities will be notified.
2. Parent/guardian will be called to take the student home.
3. The superintendent and/or Safe & Drug Free Schools Coordinator is notified and consulted.

**4. The student will be dismissed from school immediately.**

**Suspected possession/use/distributing/selling of illegal drugs or alcohol**

When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator may meet with the student, discuss the situation and contact the parent/guardian and/or conduct an unannounced search using trained K-9 dogs. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

**Professional Assessment and Treatment**

When a professional assessment is required, the Safe & Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

**Counseling Referral for Alcohol/Drug Abuse**

Contact the Director of Counseling for the Archdiocese of Louisville, Maloney Center (636-1044) for alcohol/drug use assessment and counseling information.

**SPECIFIC HEALTH CONCERNS**

**Medication**

The following is policy from the Archdiocese of Louisville and will be used by the staff at St. James. Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate preparation for the administration of medication and recording of medication. They should also receive appropriate supervision.

The person supervising the administration of medication must keep a written record. All medication given must be documented on a medication log. Records must contain the legal signature of person(s) administering medication and be kept on file in the student's cumulative health record. Documentation should be complete and reflect beginning and ending dates and rotations of missed doses and absences. Medication recording sheets should be filed in a student's cumulative health folder when completed, or when medication is changed or discontinued.

All medication must be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel.

All medication should be sent to school in its original container or cabinet accessible only to the responsible authorized school personnel.

All medication should be sent to school in its original container with the prescription label attached which includes the physician's directions for dispensing the medication. KRS 218a.210 states, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

A signed "authorization to give medication" form from the parent is required for school personnel to give medication to a student. This medicine should be accepted on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The information on the form should include: Name of student; (2) name, address, and phone number of physician; (3) type of medicine; (4) dosage; (5) time of day for dosage; (6) reason medication is to be given; (7) possible reactions or side effects of medicine; (8) release from liability and (9) parent's telephone at home, work and an emergency number.

Non-prescription (over the counter) medication may be accepted on an individual basis as provided by the parent or legal guardian, provided a completed authorization to give medication form is on file. Prolonged use of non-prescription medication should be discouraged. Physician or health care provided approval is required for use of non-prescription medication. The medication should be in the original container.

Emergency medication must be administered as per written protocol approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medications.

### **Asthma Medications**

In 2002, the General Assembly passed KRS 158 that permits the self-administration of medications by a student with asthma if the student's parent or guardian:

1. Provides written authorization for self-administration to the school.
2. Provides a written statement from the student's health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement shall also contain the following information: name and purpose of medications, prescribed dosage, time(s) when the medications are to be regularly administered and under what additional special circumstances the medications are to be administered, and the length of time for which the medications are prescribed.



3. The statement shall be kept on file by the school.
4. The parent/guardian of the student shall be informed that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications. The parent/guardian shall sign a statement and hold harmless the school and its employee against any claims relating to the self-administration of asthma medications.
5. The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following school year.

### **First Aid and Accidents**

First Aid will be given for minor injuries only. The parent or guardian will be called in case of serious or questionable injuries. If the accident requires the attention of a doctor or emergency personnel, the teacher presiding at the time of the accident will fill out an accident form, and a copy is sent to the Office of Lifelong Education and Formation for their files. The principal will always be notified immediately of any serious accident or questionable accident that occurs on the school premises. Student injured on school property must use their own personal insurance.

If a student is sick and running a fever over 100 degrees, parents will need to pick up their child immediately. The child must be fever-free for 24 hours before returning to school.

As part of registration, each family needs to be sure the page containing emergency contact information is up to date and accurate. *If any numbers/names change at any time during the school year, the school must be notified immediately so we can make the necessary changes.*

### **Head Lice/Nit Policy**

We reserve the right to perform lice/nit checks on all students. Students will be checked when there is a suspicion of having lice, or the child has been exposed to someone that has an active case of lice. Students will also be checked if a sibling or classmate has been found to have lice. We have a “no nit, no lice” policy. If any student has active lice or nits, the parent/guardians will be notified, and they will be sent home immediately. Students may not return to school until they have been successfully treated, and are nit/lice free. If your son/daughter is returning to school after being sent home for lice/nits, they should be checked by one of our designated school personnel upon drop off in the presence of the parent. All students that are sent home will continue to have head checks until they have been lice/nit free for at least 10 days.

### **Dress and Uniform Code**

The following is the dress code for all St. James students in kindergarten through grade eight. Parents, we thank you for helping your student(s) follow the dress code.

## Information for Boys

Shirts: Solid white, navy blue or sky (Carolina) blue tailored shirt or collared knitted shirts. Short or long sleeves, with no advertising. SHIRTS MUST BE TUCKED IN AT ALL TIMES DURING THE SCHOOL DAY.

Slacks/Shorts: Navy blue (K-6) and or Khaki (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 Fall Break, and from April through May. Pants must be worn above the waist-NO SAGGING.

Belts: 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: 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 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.

Sweat Shirts: St. James school sweat shirt, or plain, solid navy blue, white or gray. 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. On Fridays, 8<sup>th</sup> graders may wear a sweatshirt of the high school where they have been accepted, after they have taken the entrance exam. Class sweatshirts may be worn on a daily basis during cold months. **Sweatshirts may be hooded, however, if hooded models become a distraction for the individual student, the individual student will not be 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 eyebrows, the collar and the ear. 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. 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. Piercings and tattoos are not part of the boy's uniform code. All jewelry may be asked to be removed by staff for P.E.

### **Information for Girls**

Shirts: Same as boys only blouses are permitted for girls.

Slacks/shorts: Same as boys.

Skirts: Jumpers or skorts may be worn by girls K-4<sup>th</sup> grade. Skirts may be worn by girls in grades 5-8. Skirts should be to the top of the knee. Jumpers, skirts, skorts are to be solid navy blue. Spandex/biker shorts are to be worn with all skirts at all times.

Belts: Same as boys.

Socks: Same as boys.

Shoes: Same as boys. **Emphasis on NO slip on shoes of any type.** All shoes must have some type of lace or strap.

Sweaters: Same as boys.

Sweatshirts: Same as boys

Hair: Should be neat and clean. Simple head bands may be worn. No accessories, flowers, jewels, or decorations other than a small bow are acceptable. Distracting or non-traditional hairstyles are not allowed. Color dyes and hair extensions are not acceptable. No hats, scarves or bandannas are allowed.

Jewelry: Same as boy's only girls may wear earrings. These must be post sized and no more than one per ear and only on the lobe. There will be no exceptions. Dangling, hoop, fish wire or other styles are not acceptable.

Make-up: No make-up, fingernail polish, fake nails, fake eyelashes etc. will be acceptable at any time. This includes on uniform break days.

### **General information for all students**

- Boy/Girl scout uniforms may be worn to school on the meeting days.
- Uniforms should be clean and in good repair and fit properly. Uniforms, including shoes, may not be cut, have holes or handwriting on them. Uniforms should not be defaced in any way.

- Students should have healthy hygiene. This includes, but not limited to: taking a shower/bath and washing hair on a regular basis. Teeth should be brushed, fingernails clean and trimmed.
- P.E. uniform is to be solid blue navy blue sweat pants or uniform pants with a uniform shirt or a plain white, gray or blue t-shirt. Spirit wear shirts and shorts are acceptable for P.E.
- Uniforms must be worn on Mass days unless otherwise specified.

### **Uniform Violations**

Students who are not in proper uniform will need to call their parent and have a parent drop off the proper clothing to school. The student will not be allowed in class until clothes are brought to school.

1<sup>st</sup> Uniform infraction- A uniform violation slip will be issued. This is to be signed by the student and parent and returned to school. This is considered a warning.

2<sup>nd</sup> infraction- Violation slip issued, signed by student and parent and returned to school. The student will lose the next uniform break.

3<sup>rd</sup> infraction- Violation slip issued, signed by student and parent and returned to school. Student will lose uniform break for the rest of the trimester.

4<sup>th</sup> infraction- Violation slip issued, signed by student and parent and returned to school. The student will be given detention.

5 or more violations will result in the student losing uniform breaks for the rest of the year.

### **Uniform Break Days**

- Uniform break days are a privilege, and must be earned by the students.
- Uniform break privileges during field trips will be the decision of the teacher(s) sponsoring the trip.
- Clothing worn on these days should be properly fitted and neat. No torn/cut clothing. No sleeveless shirts may be worn. Tank tops, shirts that are revealing, depict rock groups, liquor/tobacco, or inappropriate wording/pictures, or grunge are not allowed. Shorts, skirts and skorts need to be an appropriate length. Sleeveless blouses with t-straps or spaghetti straps are not allowed.
- Grooming standards, including jewelry, make-up, shoes, etc. remain the same on uniform break days.

## School Day

The school doors open at 7:15 a.m. each morning. The school day begins at 7:45 a.m. and ends at 2:45 p.m. An after-school-care (ASC) program is available for those families who might need such a service. This after-school-care program will begin at 11:30 for three and four year olds needing this service. See the web site for further information.

## Delayed/Snow day Schedule Due to Weather

On a delayed schedule, school will begin at 9:45 a.m. and end at 2:45 p.m. Tune in to the t.v., website and your school alert system for details should weather reports indicate potential inclement weather. The ASC portion will open on time (7:30 a.m.) unless indicated. St. James follows the direction of Jefferson County Catholic Schools in regards to delays and closings.

**Should school be closed, please watch for t.v. listings, website, and the school alert system to inform you of the status of ASC for that day. St. James will have a separate alert indicating if ASC will be open on days that regular school is closed.**

If we need to close school due to an emergency, please check t.v., website and school alert system for instructions for dismissal.

## Arrival and Dismissal

Since St. James is a neighborhood and parish-centered school, many children may walk to and from school. Carpooling is recommended as a way to ease the traffic burden, before and after school.

Fifth, sixth, seventh, and eighth grader students have the privilege of serving as Safety Patrol members. This privilege is not to be taken lightly. Members are placed as strategic points for the safety of your children. Encourage your children to respect and obey the safety patrol. 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 where the patrol personnel will be on duty. You may also park in front of the building and walk your child in, but we encourage as many families as possible to simply use the side door entrance.

At 2:45 p.m., when the school day is over, you will again enter the parking lot the same way, waiting in the carpool lineup directly behind the school building in rows of two. Students will be dismissed from the auditorium out the back steps to the cars. Safety Patrol members will escort the children to their cars and then someone from the school (usually the principal) will indicate when cars can leave and proceed forward. Any walkers will be dismissed once vehicular traffic is gone from the back of the building. Any student who is to report to ASC will do so immediately when dismissed from homeroom.

\*\*\*If a child who is normally a car rider is not picked up by 3:05 p.m., he/she will be sent to ASC where they can be supervised. The parent will then pick up the child from ASC located in the

auditorium. There will be a \$1.00 fee charged per student for this service until 3:30 p.m. After this time, the parent will be charged \$7.00, the same as the drop-in fee for an afternoon.

### **Absence, Tardiness, and Special Requests**

All students are expected to arrive no later than 7:45 a.m. Any child arriving after that time will receive a tardy slip. If a child will be absent from school the parent or guardian should call the school office at 454-0330. If parents do not call in an absent student before 9:00 a.m. on the day of the absences, the school may call the parent. If we do not talk to a parent/guardian to get an explanation why the student is absent, it will be counted as an unexcused absence.

Excessive tardiness and absences causes a hardship on both the teacher and student. It is very important that you child(ren) get to school on time and on a regular basis. If either one becomes a problem there will be a defined set of consequences listed below:

0-3 tardies in a trimester: tardy slip

4-9 tardies in a trimester: Detention for the student either before or after school for each tardy.

10+ tardies in a trimester: Meeting with principal and possible intervention from CPS (Child Protective Services)

0-9 Excused absences: Homework sent home upon request

10+ excused absences: Doctor's note for each absence

0-3 Unexcused absences: No make-up work allowed

3+ Unexcused absences: Meeting with principal and possible intervention from CPS (Child Protective Services)

Medical appointments should be scheduled after school hours when possible. When a student needs to leave school for an appointment, a note should be sent to the teacher the same day indicating the time the student will be picked up. The parent/guardian must sign the student out in the school office.

Visitors to our school are most welcome, and we simply ask that you call the school to arrange a mutually acceptable time to visit. Sometimes former students will come by and want to visit a specific teacher; we have no problem with that, but we ask that they arrange a time to do so to keep classroom interruptions to a minimum.

### **Lunch Program and Policies**

St. James offers a daily lunch program for all students and is part of strong daily government sponsored program. Those students who choose not to eat at school may bring their lunch. The

only thing we ask is that students not bring in canned soft drinks or food from fast food restaurants. Should a student forget to bring in his/her lunch, he/she will be given a peanut butter and jelly sandwich and milk.

We have an automated payment system so that you may deposit money into your child's account. Cash on the line is acceptable as a student purchases a meal, but we encourage you to deposit money ahead of time so the lunch line procedure is not slowed down.

### **Lunchroom Behavior, Rules, and Expectations**

1. Students will follow the directions of the lunchroom supervisor.
2. Students will stand quietly in a single-file line to buy their lunch.
3. Inside voices are to be used while conversing at the tables.
4. Students are not to be up and moving from table to table.
5. Students will empty their trash when leaving and not before (1 trip to the trash)
6. Students will be excused by their teacher or monitor to empty trash and leave the lunchroom.
7. Students are to bus (and possibly stack chairs) their own tables before leaving.
8. Each day designated students will be assigned K.P. (Kitchen Patrol) and will help carry trays to the kitchen and wash off tables.

### **Recess and Social Time**

Classes normally will go from lunch to recess weather permitting. It is important to know that we will go outside even when it is cold. We monitor the weather conditions daily and will not go outside if the weather is too severe, but please make sure you child dresses appropriately each day as if he/she would be going outside that day. Teachers may restrict recess as part of a detention if need be.

### **Parent-Teacher Organization**

Each family is asked to take an active part in this group. It is hoped that through the meetings and on-going committee work the organization will bring school and home into closer relationship and cooperation. Committees of the PTO are organized as needed and your help is needed. Please volunteer or respond when asked. Officers of the PTO will be announced in the PONY newsletter and meetings will also be announced.

### **School Volunteers**

The volunteer coordinator of the parish is responsible for finding volunteers for various jobs within the school. The teacher or school office may also request your help. Please consider



sharing your time and talents with our children, as this greatly enriches our school program. Volunteers who have regular contact with students are required to attend the archdiocesan sponsored "Safe Environment" training. St. James retains the right to conduct background checks on any volunteer or employee who has direct contact with students.

### **School Committee**

The School Committee plays an important advisory role in working with the school, principal, pastor, and parish council. Their objective is to help formulate policy and choose directions compatible with a quality, Christian education experience for St. James students.

The committee meets monthly and welcomes anyone who would like to be a part of this committee. According to committee by-laws, it may consist of up to fifteen (15) voting members and at least four (4) members who are parents with children enrolled at St. James. The Pastor, Principal, Faculty Rep, PTO Rep, and Parish council liaison shall be ex-officio members.

### **Grievance Procedure**

A Grievance Committee, created by the school committee, is formed on an as-needed basis for the purpose of handling grievances that arise out of relationships among the principal, teachers, and/or parents.

The overall goal of the Grievance Committee is to secure a reasonable solution and agreement that is fair and amenable to everyone concerned. This is an informal procedure to seek solutions to grievances filed. This is not a legal process and no legal representatives will be utilized.

The necessary steps are as follows:

- If a conflict or concern arises between parents and teachers because of honest disagreement, the concerned parties should attempt to resolve the problem by having a conference as soon as possible.
- Parents should call the teacher first to set up a conference time, and then call the principal if you feel further discussion is needed.
- If the grievant is at an impasse with the teacher and then the principal, the grievance must be submitted in writing and given to the School Committee chairperson within five (5) school days.
- The chairperson gives the written grievance to the School Committee Grievance Committee.
- The Grievance Committee meets with the two parties separately and listens to each side of the grievance within ten (10) school days.
- The committee meets privately and arrives at a suggested solution.
- The committee presents their suggestion to both parties present together.
- If the suggestions are not acceptable to the grievant, a Grievance Committee member takes the written grievance to the pastor.
- The pastor makes an appointment with the grievant and suggests his solution. If this is not acceptable the grievant sends the written grievance to the superintendent at the Office of

Lifelong Formation and Education. The pastor will call and advise the superintendent of the pending grievance and the steps taken thus far.

### **Parish and school level contacts**

- Parents and students
- Faculty
- Principal
- Grievance Committee
- Parish Council and Pastor

### **Archdiocesan Level Contacts**

- Office of Lifelong Formation and Education
- Administrative Policies Commission
- Archdiocesan School Board
- Due Process Committee
- Archbishop

## **Discipline**

We at St. James use positive, preventive, discipline by planning, arranging the environment, and providing equipment appropriate to the age group. We have high standards of behavior. The goal of Christian discipline is self-discipline, and the positive will be emphasized when guiding the student's growth in Christian attitude, values, and behavior.

We ask that each student show appropriate behavior by following all school and classroom rules and conducting him/herself in a Christian manner at all times. Students will be asked to sign a pledge at the beginning of each year for that particular teacher which outlines the responsibilities of the student in that class.

## **Disciplinary Procedures**

Problems should always be handled at the lowest level possible. The levels are teacher and student; teacher, student, and parent; teacher, student and principal; and teacher, student, parent, and principal.

A written and signed contract agreement between affected parties outlining changes needed on the part of the student may be required at any of the levels. If all methods fail to bring about the desired behavior, suspension or even expulsion will be considered.

*In cases of suspected thievery or suspicion of possession of drugs, alcohol, weapons, or obscene materials, a student's desk, locker and/or personal belongings may be searched by the principal in the presence of another adult.*

## **Consequences for Infractions**

While the following is the ordinary procedure for disciplinary action, the school authorities (administration and any adults designated to be in charge) reserve the right to take other appropriate measures judged necessary by them.

- A classroom discipline plan will be enforced which may include verbal correction by the teacher; placement away from the group when instructions are ignored; or time after school with the teacher or designated adult. Continued disruption may result in lunchtime privileges being revoked or detention required, before or after school.
- Students may be placed on "in-school" or "out-of-school" suspension depending on the inappropriate action. This will be the principal's choice. Parents/guardians will be notified during a meeting or by telephone with the principal or teacher.
- There may be a group meeting (parents, principal, teacher, and counselor) depending on the seriousness of the infraction. Strategies, which enable the student to modify his/her behavior, will be discussed in this meeting. In some cases, regular counseling sessions resulting in improved conduct may be required. In order for the student to remain at St. James School, this group meeting will be held after any type of suspension has proven inadequate.
- The student may be placed on probation, where the student is evaluated weekly by teachers and the principal in regard to attitude and behavior.
- If all of the above measures are taken and the behavior has not improved, the parent may be asked to seek an alternative school placement.

## **Suspension**

Suspension is the consequence of being removed from the class or the school because of serious infractions. The following is a list of guidelines for initiation the suspension process of a student:

1. If in-school suspension is necessary, the student will be removed from the regular classroom and supervised by an adult inside another classroom, or in the principal's office. In-school suspension will continue until work assigned by the teacher(s) is completed, or at the discretion of the principal in consultation with the teacher(s), adult(s), and parent/guardian.
2. Out-of-school suspension will result in the student remaining at home for the designated school days. The classroom teacher will send his/her work home. While the student is serving the detention, it is the responsibility of the parent/guardian to provide adult supervision. Upon returning to school the student's assigned work will be appraised by the teacher. If the work is not satisfactory, the suspension will continue in school in another classroom.

3. All extra-curricular activities are curtailed during the time of suspension, including, but not limited to, all athletic events and practices, and all school sponsored activities.
4. Three suspensions in one grading period will result in the student being placed on probation.

### **Probation**

Probation is the consequence initiated for serious offenses or repeated infractions against appropriate behavioral expectations. The following is a list of guidelines for initiation the probation process of a student:

1. The student may attend a weekly meeting with the principal, teacher, and possibly the counselor, to not improvements in attitude and behavior.
2. Minutes of the weekly meeting may be sent to the parent or guardian.
3. After three (3) weeks, there will be a meeting with the parent/guardian to discuss the status of the student's behavior.
4. Extra-curricular activities will be curtailed during the time of probation, including, but not limited to, all athletic events and practices, and school sponsored activities.

If the student earns a suspension while on probation, a meeting will be scheduled immediately with the parent, principal and teacher to discuss an alternate educational setting for the student to make better progress.

### **Alternate School Request**

If all of the above steps have been taken and the student's behavior continues to disrupt the learning process for him/her, or other students, an alternate school placement will be recommended. The parent will be given the opportunity to choose this rather than the administration request that the student be removed from the learning environment of St. James.

### **Firearms and Dangerous Weapons**

KRS Chapter 527 reads: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses or carries, whether openly or concealed for purposes other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreational area, athletic field or any property owned, used or operated by any Council of education, school, Council of trustees, regents, or directors for the administration of any public or private educational instructions."

The Kentucky Penal Code, Section 500.080, states that "deadly weapon" means:

- Any weapon from which a shot readily capable of producing death or other serious physical injury may be discharged
- Any knife

- Billy club, nightstick, or club
- Blackjack or slapjack
- Nunchaku karate sticks
- Shurken or death star
- Artificial knuckles made from metal, plastic or other similar material

\*\*\*Should a student be in violation of the above policy, the following steps will be taken:

- Weapon is confiscated
- Parent is contacted
- Police are called
- Superintendent is notified
- Student is disciplined (possible expulsion)
- The reason for expulsion is noted on the student's permanent record

### **Possible Reasons for Expulsion**

1. Selling, using or possession of drugs, alcohol, or illegal goods.
2. Carrying a deadly weapon or facsimile.
3. Physical aggression toward staff.
4. Active participation in a gang.
5. Conviction of an illegal act committed in or out of school.
6. Repeated suspensions
7. Any action that occurs at any time (in or out of school) that would be detrimental to the reputation of the school.

### **Harassment Policy**

St. James School does not condone any form of harassment, whether serious or in jest. This can take the form of student to staff, staff to student, or student to student. All persons are to be treated with dignity and respect.

Harassment is any behavior that makes someone else feel uncomfortable or unsafe. Harassment in any form is unacceptable and illegal. It doesn't matter what the harasser intended. Harassment can take the form of letter/notes, e-mails or other electronic messaging.

Students who are involved in harassment are liable for probation, temporary suspension, or indefinite suspension. Depending on the seriousness of the harassment, a detention might be sufficient.

Harassment at school can take many forms. The following are only examples of harassment. This list may not be all inclusive.

Sexual harassment: unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment.

Verbal harassment: derogatory comments, jokes, suggestive comments, insults, threats, sexual jokes, stories or rumors, ethnic slurs, belligerent, threatening words spoken to another student or personnel or “cyber” bullying.

Physical harassment: Any intimidating interference with normal work, play or movement, such as unwanted physical touching, standing in someone’s way or too close, purposefully bumping into another.

Visual harassment: Staring at another’s body, making obscene gestures and/or displaying sexually suggestive writings, objects, or pictures (i.e. notes, letter, graffiti).

Parents are expected to be the primary educators in avoiding such behavior. St. James School’s curriculum will reinforce the awareness of the necessity of appropriate interaction.

Procedures for dealing with harassment of and by the students:

- Any student(s) believing they are being harassed should express their displeasure to person(s) harassing.
- If the harassment continues, the student should immediately report the incident(s) to the appropriate school official (teacher, principal, or school counselor).
- Upon receipt of the complaint, the principal and/or school counselor will initiate an investigation of the complaint, including a meeting with both the person alleged to have been harassing and the offended student. Parents will be notified immediately.
- The principal with the consultation of the counselor/teacher decides what, if any, disciplinary action is warranted.

Disciplinary action for students would include one or more of the following:

1. Detention
2. Possible isolation of the student from other students in situation when harassing occurs.
3. Meeting with parents and students to discuss the incident and set up a behavior modification program contract, counseling, or similar recommendations.
4. Students who are involved in harassment are subject to probation, temporary suspension, or indefinite suspension.

### **No Bullying Policy**

The St. James No-Bully Policy coincides with our Harassment Policy, but takes in these additional behaviors as inadmissible, whether serious or in jest.

1. VERBAL- Name calling, taunting, insulting remarks, gossiping, teasing, spreading rumors, insulting gestures or looks.
2. PHYSICAL- Fighting, hitting punching, kicking, pinching, shoving, tripping, scratching, biting, or any physical threat to another person. Defacing property falsifying schoolwork, damaging property or threats to do so.
3. SOCIAL- Undermining other relationships, ostracizing, excluding from the group, making jokes about or making someone look foolish, playing mean tricks, harassing.

These behaviors are subject to school disciplinary procedures.

### **Threatening Behavior**

This policy is adopted per the Archdiocese of Louisville. Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to 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, developmental stage of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate 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 any school activity or be present on 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 the 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 makes a final decision as to 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.

**False Threats**

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

**Consultation**

The Superintendent and Director of Family Counseling are available to consult with schools dealing with threatening behavior.

**CLOSING STATEMENT**

No handbook can, or is expected to list all possible situations or measures in dealing with situations. Situations occurring in school, not specifically covered in this handbook, will be dealt with on an individual basis, keeping in mind the age of the student(s) involved, the seriousness of the offense and the recommendations of teacher, principal and the Pastor.

The Principal of St. James has the right to amend or waive provisions in this handbook for just cause. Notice of any amendment will be sent home to parents/guardians.

## **ST. JAMES AFTER SCHOOL CARE HANDBOOK**

Director: Mrs. Becky Hoskins  
Assistant Director: Ms. Karen Johnson  
454-0330 ext. 11 (before 3:30)

WELCOME TO ALL!

### **STATEMENT OF PURPOSE**

St. James After School Care (ASC) begins the first day of school as an extended day for school age students (Pre-kindergarten through 6<sup>th</sup> grade) whose parents work or must be out of the home or a period of time. This service provides a safe environment for students with structure, care, and fun.

### **ADMISSION POLICY**

St. James ASC admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities made available to students at ASC. It does not discriminate on the basis of race, color, national or ethnic origin.

### **LOCATION**

Our main location will be in the school auditorium with access to the other rooms in the building. The gym will be used for active play and, when weather permits, Tyler Park and the school playground will be utilized.

### **ENROLLMENT**

A Registration Form/Medical Release, Designated Pick-up Form, Tyler Park Permission Slip, and Handbook Agreement MUST be completed and signed prior to the entry of a student in the ASC program. A non-refundable registration fee (per family), plus first week payment, must be made at the time of registration for the ASC.

### **DAYS AND HOURS OF SERVICE**

Monday-Friday: 7:30 a.m.-8:30 a.m. for Pre-School and Pre-K  
11:30 a.m.-2:45 p.m. for Pre-School and Pre-K  
2:45 p.m.- 6:00 p.m. for Pre-School through Grade 6

When the school day is over, students in grades K-6 who are in the After School Care Program will immediately report to the auditorium. ASC for students in PS and PK will be held in a separate room on the first floor.

We will follow the Archdiocesan Calendar for professional and in-service days when care will be provided on an all-day basis (7:30 a.m.-6:00 p.m.). Please check your school calendar for these dates. Care will be offered during Christmas vacation and Spring break **providing the number of children necessitates being open.** A notice will be sent to you to sign up for these dates.

**Payments will be required in advance** in order to provide adequate staff for the children. Children will be required to bring a bag lunch and a drink clearly marked with his/her name on these days.

## **SUMMER CAMP**

The Summer Camp program will begin on the first day that school is out for the school year and will continue throughout the summer for students ages PreS through 6<sup>th</sup> grade. The exact dates and registration will be available in May.

## **AFTER SCHOOL CARE PAYMENT**

Payments are to be made through the FACTS Management Company. There is NO reduction for missed days, but in the event of a prolonged illness extending beyond three days an adjustment can be made for the fourth and fifth days only. A late fee of \$20.00 will be charged after designated pick-up time, 4:00 p.m. or 6:00 p.m. This late fee should be paid to the caregiver before leaving. In fairness to all parents and respect for our caregivers' time, this policy will be enforced.

Fees are based on your child's/children's enrollment not on attendance. Charges are incurred according to the predetermined number of days your child(ren) is committed to attend as well as the time of their departure each day. There are no deductions or fluctuations in fees due to school holidays, professional days, in-service days, conference days, sick days, vacations or personal absences. A 25% deduction in fees will be given for inclement weather days that are not made up during or at the end of the school year. Once you have registered your child for the number of days he/she will attend each program, your monthly payments will always be the same amount.

Christmas, spring break, holidays and days when school is not in session are not included in the monthly fees and must be paid directly to the school office. Please contact the school office or check the school web site for a detailed listing of opened and closed dates.

## **ILLNESS-MEDICATION-EMERGENCY CARE**

A student who becomes ill cannot be allowed to stay in ASC. The parent of guardian will be notified and required to pick up the student as soon as possible. Prescription medication will be accepted on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription or refill must be provided by the parent and

include the student's name, date, medication, dosage, strength and directions for use, which include frequency, duration and route of administration, prescribing physician and pharmacy name and address.

Non-prescription (over-the-counter) medication may be accepted on an individual basis as provided by the parent or legal guardian, provided a completed authorization to give medication from is on file. Prolonged use of non-prescription medication should be discouraged. Physician or health care provider approval is required for use of non-prescription medication. The medication should be in the original container.

Emergency medication must be administered as per written protocol approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medications.

The Administration reserves the right to make/take rare exception to the above three paragraphs especially in a situation where a peanut allergy and/or asthma attack occurs.

A signed emergency medical care form must be on file before any emergency treatment can be administered. Should the need arise, the following emergency treatment procedures will be followed:

1. A trained and certified member of the staff will take whatever immediate steps are necessary to stabilize the student's condition.
2. If further care is needed, appropriate medical personnel will be contacted (i.e. EMS, 911).
3. The parent or guardian will be contacted as quickly as possible to notify them of the situation.

\*Students will NOT be permitted to use the ASC telephone unless there is an emergency situation and he/she has received permission from a staff member.

## **CODE OF CONDUCT**

To ensure an appropriate Christian child care environment and to reinforce the Christian values in the home, this code of conduct has been established for all students.

1. Students will be respectful to teachers and each other at all times.
2. Students are to exhibit respect for all school property.
3. Safety will be adhered to at all times. Pushing, hitting, or other rough conduct will not be tolerated.
4. Children will pick up work/play areas and assist in the clean-up of their snack area in an orderly fashion.

5. There will be quiet time set aside for homework, reading, rest, etc. Each child is expected to work quietly and individually.
6. Children are to stay in designated ASC areas only and must be given permission to move from one area to another.

If it is determined that a problem exists in any of the above areas, the Director may request a conference with the parent or guardian.

## **DISCIPLINE**

In keeping with the Christian attitude at St. James School and parish community, students will be corrected with a positive reinforcement in order to instill a sense of responsibility for his/her own actions. This will be carried out in the following manner:

1. Caregiver will confer with the student to seek an understanding of the inappropriate behavior.
2. Appropriate consequences, such as loss of privileges, or time-out, will be applied.
3. Continued inappropriate behavior will be addressed at a conference between student, parent, and caregiver. Further measures will be decided upon at this time.
4. Removal from the ASC will be the final option.
5. No corporal punishment will ever be used.

## **CHILD ABUSE LAWS**

State Law (KRS620.0303 {2}) requires school officials who “suspect” the physical, emotional, sexual abuse, or neglect of a child must report this to Child Protective Services. St. James is required to report any suspicions of abuse or neglect in the home to the proper agency for investigation.

School officials must permit agents from the Department of Children and Families (formerly CPS) to interview a child at school if requested. A school official will remain with the child during the interview if the child requests they do so. School officials are not required to notify parents/guardians a child is being interviewed by social workers.

## **SNACKS**

A nutritious snack is provided each afternoon. Two snacks are provided (morning and afternoon) when all day child care is being provided. Children receive 6-8 ounces of juice or milk with snacks containing sugar. Other drinks may be served with low sugar or non-sugar snacks

## **PERSONAL ITEMS AND DRESS**

Individual baskets will be provided for students to store personal belongings while attending the ASC program. Please check your child’s basket to ensure that all belongings are taken home

daily. Please do not bring items from home for use in ASC. We are not responsible for the loss of damage of toys, games, cards, etc. brought from home.

Students will be provided with ample time to change into play clothes. This is encouraged in order to keep student's school uniforms in good condition. Please label all personal items.

### **CHANGE IN ATTENDANCE**

Notice of a change in the student's attendance must be given one week in advance. Absences must be reported to the school office no later than 2:00 p.m. Notification must be provided if student will be tardy due to meetings, practices, etc. If the student is not in attendance, and we have not been notified, we will contact the numbers listed on the registration form.

### **DAILY SCHEDULE**

2:45-3:15	Attendance and restroom
3:15-3:45	Snack
3:45-4:45	Active play (outside/gym)
4:45-5:45	Quiet time (homework, reading, rest)
5:45-6:00	Clean up and prepare for closing

### **CHECK-IN AND SIGN-OUT**

Daily attendance will be taken. A sign-out sheet will be provided for mandatory, daily signature and departure time. Students will be released ONLY to those persons designated on the registration form. If there is a change in this list, ASC Director must be notified in writing. If the situation occurs when the person to pick up the student is not listed, a note or phone call from the parent/guardian is needed to allow the student to leave. If notification is not received or staff cannot reach parent/guardian by phone for verification, the student will stay in ASC until someone is authorized to pick up the student.

\*The ASC program asks that all parents enter through the main entrance on Edenside when picking up your child and sign them out at that time.