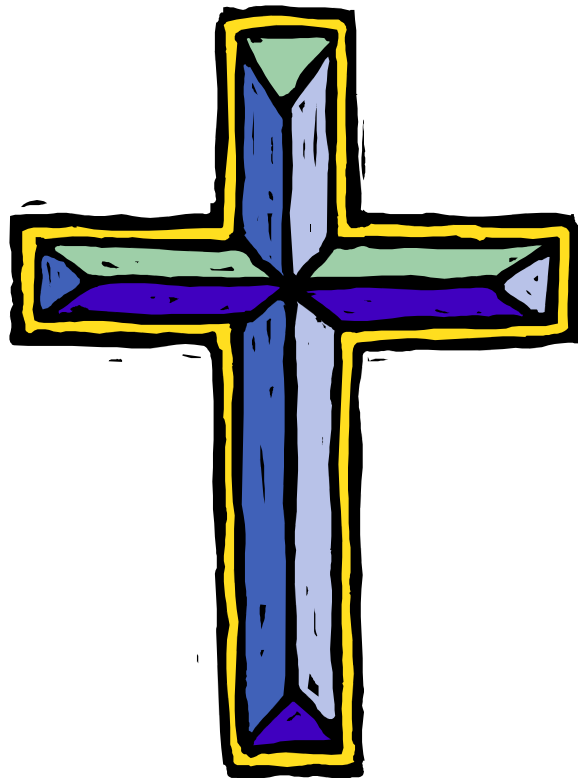


ST. JAMES SCHOOL

Parent - Student Handbook

After-School Care Handbook



St. James School
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Saint James Mission Statement

St. James Catholic School provides students of different cultures a quality education in a Catholic, Christ-centered environment, emphasizing faith, service and love.

Saint 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, strives to prepare its students to proclaim the Good News and to translate this proclamation into action.

Here, students are instructed in human knowledge and skills, valued for their own 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 students' experiences of learning and living achieve their deepest meaning.

The formation objectives at St. James School will be implemented by participating in an organized program of religious education, liturgies celebrating 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 Catholic School Vision Statement

In order to achieve the ideas of our philosophy, the following vision statement will be used as our guide to:

- help students learn to take charge of their own potential in the life-long learning process;
- provide learning experiences which are consistent with growth patterns for each student;
- nurture students in developing enough confidence in themselves and in others to think imaginatively and openly explore ideas, values, and relationships;
- promote student growth in self-discipline, peaceful conflict resolution, listening and speaking skills and the sharing of ideas;
- support the family, recognizing the importance of a strong Catholic faith with emphasis on the Eucharistic community and service

Saint 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.

Saint James Curriculum Philosophy Statement

The curriculum challenges our diverse population of students, whom we serve, to maximize their learning potential. Outcome based education addresses multiple learning and teaching styles, emphasizes application of knowledge and establishes a link to the Archdiocesan Curriculum Framework. 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 Outcomes-Centered Educational System of curriculum decision-making, organization, and delivery.

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 (30) children enrolled. Their ages ranged from five to thirteen. The first teachers at the school were five Ursuline Sisters from Mount Saint 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 (15) 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 Road. On Friday afternoon after school the building was converted to a church for 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 \$80,230.30 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 it has graduated over the past 103 years, 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 three and four year old children. Classes on the middle floor included rooms housing a kindergarten, a three-year-old room and three rooms used for the expanded and growing four-year-old 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 1996-1997 school year.

Spanish culture and language was begun in the fall of 1996 for students in grades 5/6/7/8. 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 experience for students age five through twelve 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 1995-1996 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 1996-1997, thus accommodating these youngsters with a separate three and four year old room. Growth and pre-registration demanded that this program expand further for the 1997-1998 term.

For the school year 2000-2001 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 5/6/7/8 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 \$1000 for professional development and \$3686 was secured for the 2002-03 school year. The latter grant was used to computerize the library during 2002-2003. Grants for professional development continue to be sought after and received.

In September, 2006, St. James School celebrated 100 years of educational excellence with an all-school reunion attended by students who graduated as long ago as the 1930's. It was a grand event with many memories being shared.

In recent years, St. James enrollment has stayed steady while the preschool and pre-kindergarten programs have flourished. Steps have been taken to increase marketing for both the regular school and preschool.

During the 2009 school year, St. James School developed a brand and five core values. Our brand is "Soaring Above". Our five core values are modeling faith, embracing family, respecting diversity, differentiating instruction and celebrating tradition. In order to enhance students' success and follow our core values, the school staff currently includes a special needs coordinator and a resource teacher.

By the end of the 2009 school year, all classrooms had interactive white boards. Projectors for the white boards are extended from the ceiling allowing teachers and students movement with little

fear of damaging the white boards. The white boards were purchased with grants from the Catholic Education Foundation and funding from St. Brigid Church.

For the 2010 – 2011 school year, St. James students have been awarded over \$50,000 in financial aid. These awards come from the Catholic Education Foundation, School Choice and the St. James Financial Fund. As the cost of education rises, there are still opportunities for families to receive a Catholic education due to the dedication and support of many agencies and individuals.

Admission Policy

St. James School admits students of any race, color, creed, national, and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. St. James School 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 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 should be three (3) years old by October 1 of the given school year to enter the preschool program. To be admitted to the kindergarten program, a student should be five (5) years old by October 1 of the given school year, and to enter grade one a student should be six (6) years old by October 1 of the given school year.

Guidelines for school admission are as follows:

Students who have registered for Grades K-8 and qualify for acceptance will be accepted in the following order:

1. Children of school families registered in the parish with siblings enrolled.
2. Children of school families registered in the parish with a child/children enrolling in St. James for the first time.
3. Children of school families not registered in the parish with siblings enrolled. (Nonparishioners).
4. Children of school families not registered in the parish with a child/children enrolling in St. James for the first time. (Non-parishioners)

Students already accepted will not be bumped from placement by students registering after the pre-registration (January) or regular registration (July) deadlines, regardless of their position in order of acceptance. If two students on any waiting list are at the same level in order of acceptance, and readiness factors are equal, but only one may be enrolled, the date of completion of the application process will be used to make the determination.

Students new to St. James may be required to take part in an admission procedure at the beginning of the term. Students will be accepted on a trial basis.

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 (10) days, at the end of which the parent(s), teacher(s), principal, and counselor may meet to determine if St. James School can address the educational needs of the student. The final decision will rest with the principal.

Any students registered after September 1 will be required to shadow in the school and will be accepted on a trial basis. After the trial period, the parent(s), teacher(s), and principal will meet to determine if St. James School can address the educational needs of the student and/or decide if additional time is needed for the trial period.

Admission Procedures to St. James School

The following guidelines are the procedures for admittance to St. James School. The ultimate decision regarding admittance to St. James School is the judgment of the school principal. Consultation with a school committee admissions team may be included in a final decision. The procedures 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 his/her family. Throughout this admittance process the prospective parents or guardians are expected to abide by the policy of the St. James School Committee.

A. Screening of Students for Pre-School and Kindergarten:

1. Students entering the three or four-year-old program who are coming from another program, from out of town or have had no other formal, structured schooling, may be given, in the presence of a parent or guardian, a screening instrument to help determine readiness for the Monsignor Horrigan Child Development Center three or four-year-old program. 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. A member of the preschool faculty, or other qualified faculty member, may administer this assessment, should the principal not be available or able to complete this process before the close of the school year.
2. Students entering kindergarten, who are coming from another program, or with no other formal structured schooling, a day care program, or from out-of-town, may be given a screening assessment in the presence of a parent or guardian by the principal or qualified staff member to determine school readiness. 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.

B. Screening of Students Entering First Grade:

1. After pre-registration of a student coming from another program, no other formal structured schooling, a day care program, or from out-of-town in late January of any given school year,

the principal or available staff member may assess the pre-registering prospective first grader in the presence of a parent or guardian. This may be followed, immediately, by a meeting at which time the parents, evaluator, and administrator will determine, as a team, the readiness of the student for the first grade in the fall of any given school year.

2. Discussion will be held regarding any pertinent needs, differences, or unusual situations (i.e. English as second language, use of hearing aide or special handicap). The knowledge of these situations will help the educators at St. James to assist the child to have greater success.
- C. Screening of students entering second through eighth grade, from a private, public, or parochial school:
1. The parents or guardians of prospective students, seeking enrollment any time during the pre-registration process or during the school year, will give evidence of reporting tools and/or any student work and any test scores from the previous school or private evaluation sessions.
 2. The prospective student will meet with the principal and the possible homeroom teacher, if available, to have an informal interview. This will enable the St. James staff to note whether there could be an unusual circumstance that could prevent this student from having greater success should he/she be accepted and registered as a student at St. James.
 3. The parents or guardians of the prospective student(s) will meet with the principal, the homeroom teacher (if available), and possibly a member of the Admittance Committee of the School Committee sometime before the student will be officially registered as a student at St. James School.
 4. The prospective student may be required to complete a screening assessment administered by either the principal, the homeroom teacher or a certified staff member. There will be a \$100.00 non-refundable fee for this service.
 5. The principal may contact the previous parochial, private, or public school and the previous principal to gain information that might help determine whether St. James is the correct placement for the student(s). The principal will check financial records, parent-as-volunteer records, attendance records, educational records, and any needs or situations of the student(s).
 6. The prospective student will be encouraged to shadow at St. James for the benefit of both staff and student
 7. Written recommendations from previous educators may be required to be presented on behalf of the prospective student(s) for consideration in St. James School.

Asbestos Statement

In accordance with EPA regulations, St. James has been inspected for asbestos-containing materials by accredited inspectors using methodologies specified in the Asbestos-Containing Materials in Schools Rule: 40 CFR Part 763 (ASHERA). Upon close inspection, 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 by MicroAnalytics (964-8737).

Counseling Policy

St. James Catholic School does not have a school counselor. Anyone needing individual or family counseling is advised to contact the Archdiocesan family counseling at the Maloney Center (636-0296). St. James does employ a part-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 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 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 new students and those presently enrolled in grades Pre K through grade seven. A \$150.00 non-refundable fee is due at pre-registration. In August, just before school begins, final registration is held for all students so that fees can be paid, homeroom teachers can be met, packet materials can be completed and any questions and concerns can be clarified, especially for parents with students new to St. James School.

The dates and times of pre-registration will be announced several weeks in advance in the church bulletin, in pre-registration packets and in the "PONY" (the bi-weekly publication of the school). Birth certificates are to be presented at registration for all preschool, kindergarten, and new students. Students who are Catholic will need to present a baptismal certificate and evidence of any other sacrament completed. Provisions will be made for students whose parents wish them to be baptized during the school year.

Tuition Policy for St. James School

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 the 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 & Talent in church & 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 saving accounts.
 - B.) Automatic monthly payments using a credit card.

If tuition is not paid in full by July 1st, 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 5th or 20th 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 direct 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 an 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 payments can result in the suspension of your child from school. FACTS will only make two attempts to collect a payment. 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 20th 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 perform a minimum of 20 hours of service in various school activities. Further information and signups are available on the school website: 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 three and four-year-olds is separate from the kindergarten through grade eight school 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 Telephone Policy

The school office should be for business purposes only. Please arrange for transportation, children's after-school time, and weekend plans before 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 cell phone cannot be used during school hours. Any student not abiding by this rule will have the cell phone confiscated.

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

School Communication

St. James School maintains a website at www.stjamesbluejays.com. The website provides information including the newsletter, the lunch menu, e-mail addresses for faculty and staff, classroom news, and church information. Minutes from school committee and PTO meetings as well as the early and late dismissal schedules will be posted on the web site.

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. 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 subject 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.

Many of the teaching techniques emphasize the basic skills needed to function in life. Small group activities, independent study, and classroom projects are utilized where appropriate. Supplementary instructional materials are also put to maximum use.

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.

Individual classes may offer opportunities for students to work in groups. Throughout the experience of working in cooperative groups emphasis is put on students progressing at their own pace, building self-esteem, working together, and learning from each other. You will also find students in other grades working together on various units of study and subject matter. We believe students can learn from one another as well as their teachers.

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 or her learning 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 celebrations. Parents will be advised, in the newsletter referred to as the "PONY", of the day and time of the weekly liturgy.

Library

Students are scheduled weekly for the library. Students in Grades K-8 will check out books, use reference materials, and practice library usage skills. The library 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 the Monsignor Horrigan Child Development Center and K-8 are scheduled weekly for music classes. There will be a performance given by students at Christmas, during the spring,

and possibly at other times. Notice will be sent two weeks in advance and all students are expected to be present and take part.

Art

The art program is designed to help students, pre-S through grade eight develop an awareness and appreciation of art as a unique expression of individuality. Students K - 8 have one class period a week. During the course of the year, the students will be exposed to a variety of experiences, using a multi-media approach. The program is sequenced according to the developmental readiness of the children.

Physical Education

Each student, Pre-S through grade eight, 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 grade eight 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 eighth grade 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 service to their school community.

Co-curricular and Extra Curricular Activities

There are a variety of projects or clubs to join. Some of the projects will be conducted during school time while others may require hours outside of the school day.

Faculty and staff will serve as monitors of each activity. Students in Grades 5-8 will be required to choose three activities, one of which should be an academic activity. Students may choose from the following:

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 3-8, 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 the Halloween chili supper/party, breakfast with Santa, spaghetti dinner and talent show, and Derby festivities in the park.

Servers

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

Lectors

Students in Grades 1-8 will be trained to read at school liturgies.

Safety Patrol

Students in Grades 5-8 will provide assistance during morning arrival and afternoon dismissal.

True Blue

Students in grades 2 – 8 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 Grades 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 lunchroom director and her staff. Students are expected to participate in community service activities as the opportunities arise.

Athletics

The St. James Athletic program, in partnership with Holy Family Athletics, 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/Holy Family 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 children of parish families from St James and St Brigid who attend other schools.

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 will be striven for and supported by the Pastor, Principal, Faculty, Athletic Director, Athletic Committee, Coaches, Parents and Students. Through cooperation from all involved, athletics at Saint 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. (A copy of the permission form is in the registration packet.) Permission for field trips may not be accepted over the phone, as directed by the Archdiocese of Catholic Schools Consultants. 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 preschool students and K/1 students to determine readiness in late winter, spring, or early summer after pre-registration. A parent/guardian may be asked by the principal or qualified teacher to be 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 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 in 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 each homeroom teacher.

Parents play an important part 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.

Some assignments are long range in nature and require planned study for their completion.

Students in grades one through eight are given the opportunity to write daily assignments in an assignment calendar book (required at some grade levels), which will be given to them by their teachers.

Standards for assignments, signing papers, and the posting of homework is communicated to students and parents at the beginning of each school year by the homeroom teachers.

The following is the recommended home study time per day:

Kindergarten and Grade one.....	20 minutes
Grade two.....	20 to 30 minutes
Grades three and four.....	30 to 45 minutes
Grades five and six.....	30 to 60 minutes
Grades seven and eight.....	60 to 75 minutes

Progress Reports

Students' grades are reported on a trimester basis. The Summary Statement of Progress summarizes the student's progress for an entire trimester. Interim progress is reported to the parents during the PTS Conferences held in October and January.

Parent-Teacher-Student Conferences

The primary focus of the conference is the progress the child is making in school. It is absolutely necessary that the student is present at the conference or he/she will be counted absent one school day. The conference should include, but not be limited to, the following:

- Comments and suggestions by parents, teachers, and students;
- Discussion of the student's social development and study habits;
- Academic and behavioral goals for the student.

Assessment of the student's work on performance assessments, day-to-day quiz scores, test results, as well as the progress the student is making with regard to the archdiocesan outcomes will be discussed.

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 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 the information.

Health Policy and Services

St. James School will follow the Archdiocesan Policy #5300 through and including #5341.1 with regard to all health regulations. New forms will be included with the registration packet. These forms must be read, signed, and returned to school to the homeroom teacher on registration day 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 Records

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 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 for Human Resources. Additional immunizations may be required by the Cabinet for Human Resources through the promulgation of an administrative regulation pursuant to KRS Chapter 13A, if recommended by the United States Public Health Service or the American Academy of Pediatrics. All parents, guardians and other persons having care, custody or control of any child shall also have any child found to be infected with tuberculosis tested, examined and treated according to administrative regulations of the Cabinet for Human Resources promulgated under KRS Chapter 13A. The persons shall also have booster immunizations administered to the child in accordance with the regulations of the Cabinet for Human Resources.

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 case 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.
3. 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.

- a. **NO RISK:** If the child poses no risk, school attendance without restriction will be allowed and medical confidentiality will be maintained.
- b. **RISK:** If the child has a 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 illegal 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. A conference with the student, parent/guardian, and school officials will take place.
5. Law enforcement authorities will be informed.
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.

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

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 will meet with the student, discuss the situation and contact the parent/guardian. 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 and 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 Tom Robbins, Director of Counseling, the Archdiocese of Louisville, Maloney Center (636-0296) 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. 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.

Prescription medication should 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 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:

- Provides written authorization for self-administration to the school.
- 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.

- The statement shall be kept on file by the school.
- 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 employees against any claims relating to the self-administration of asthma medications.
- 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. Students injured on school property must use their own personal insurance .

Emergency Card

As part of registration, each family needs to complete an Emergency Card with current information. Each family is asked to list the names of persons who could be contacted if a parent is not available. *Please be sure that if any phone numbers, addresses, or persons change, the school is notified immediately.*

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 expecting your student(s) to follow the dress code.

General Information for Boys

- Shirts are to be solid white tailored shirts with long or short sleeves. Knit shirts with a collar are to be solid white without any emblems. If a tee shirt is worn under the shirt, the tee shirt must be solid white. Shirts must be tucked in the slacks during the school day.
- Slacks or shorts are to be navy blue for K-6 and khaki for 7-8. The uniform slacks or walking shorts should be purchased from the school uniform selection of a store. Stretch, knit, or cargo pants or shorts are not allowed. Shorts are to be uniform shorts. These should be no shorter than three inches above the knee. Shorts are usually worn during the months of

August, September, and May. However, parents may choose to send their child(ren) in shorts at other times depending on the weather.

- Earrings and necklaces are not part of the boys' uniforms at St. James.

General Information for Girls

- Shirts are to be white tailored blouses with long or short sleeves or knit shirts with a collar. If a tee shirt is worn under the blouse, the tee shirt must be solid white. Shirts must be kept tucked in the skirt or slacks during the school day. Shirts should be solid white without any emblems.
- Slacks or shorts are to be navy blue for K-6 and khaki for 7-8. The uniform slacks or walking shorts should be purchased from the school uniform section of a store. Stretch, knit, or cargo pants or shorts are not allowed. Shorts are to be uniform shorts. These should be no shorter than three inches above the knee.
- Jumpers or skorts may be worn by girls in kindergarten through grade four. Jumpers and skorts are to be solid navy blue.
- Make-up and colored fingernails are not acceptable at any time.
- Jewelry should be very simple; necklaces, if worn, should be small and the teacher of PE may request they be removed before the class begins. No loop earrings or other pieces of jewelry over the size of a dime will be allowed. If a student wears jewelry deemed inappropriate, he/she will be asked to remove the jewelry. The jewelry will be returned at the end of the school day. Earrings should be post sized. Dangling ones are not part of the school uniform. If a student persists in flaunting the uniform code, detention may be imposed.

General Information for All Students

- Buttons or pins, except for small religious symbols, may not be worn on the uniform. School Spirit buttons may only be worn on designated Spirit Days.
- Boy Scout and Girl Scout uniforms may be worn to school on meeting days.
- Uniforms should be clean, in good repair, and the proper size. The uniform is to be worn on the intended purchased side.
- All pants will be worn at the waist. Oversized pants are not acceptable. Faddish styles or looks are not part of the uniform at St. James.
- Students are expected to keep their hair neat and clean. We recognize that the style of one's hair in the elementary grades is a parental preference and may be an individual preference for the older child. However, hair should be of reasonable length and out of the eyes. Untraditional hair styles, including, but not limited to colors, rat tails, overly spiked hair, lines, stripes on the side(s), razor cuts, mohawks, and partially or completely shaven heads, are not acceptable. These are only examples and are not meant to be exclusive. It is the discretion of the principal regarding the acceptability of a particular hairstyle and length.
- Tennis shoes or dress shoes are to be worn with the uniform. Dress shoes with higher heels, clogs, cleats, flip-flops, or sandals without back straps should not be worn. OSHA has laws regarding the safety of these types of unconventional shoes.
- Hygiene: Students should develop healthy hygiene habits.

- Socks must be worn at all times (This is directed by the County Health Department). Socks should be solid white or navy blue. Socks should measure 3-5” above the top of the shoe. Short ankle sports socks are not acceptable. Girls may wear white or navy blue non-lace tights.
- Belts must be black, brown, or solid blue and must be worn if slacks/shorts have belt loops
- Sweatshirts may be worn with the uniform and should be solid navy blue, solid white, or St. James sweatshirts. Sweatshirts must be worn over a uniform shirt or a uniform blouse. These are to be worn instead of sweaters, jackets, and coats, and these latter items, if worn to school, will not be allowed to be worn in the classroom.
- P.E. Uniform – The following apparel has been adopted as a P.E. Uniform:
Solid navy blue sweat pants or uniform pants/walking shorts
Class, club or St. James team t-shirts or uniform shirt
P.E. Uniform is to be worn only on assigned P.E. class days. Students who are not in uniform will have to call home to be picked up or the parent will need to bring in appropriate clothing

Out-of-Uniform Days

- Out-of-uniform days are viewed as a privilege, and as such, must be earned by the student.
- Out-of-uniform days are subject to change at the discretion of the Principal.
- Out-of-uniform privileges during field trips will be the decision of the teacher(s) sponsoring the trip.
- The administration and all staff members have the right to request the student come to the office and call home for appropriate attire.
- Shorts, skirts, and skorts need to be an appropriate length. Sleeveless blouses with t-straps are not allowed and shirts must be long enough to cover the midriff.

School Day

The school doors open at 7:15 a.m. each morning. The school day begins at 7:45 a.m. and all visitors are encouraged to leave the building at this time. Our day 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 a.m. for three and four year olds needing this service. See the web site for further information.

Delayed Schedule Due to Weather

On delayed schedule, school begins at 9:00 a.m. and ends at 2:45 p.m. Listen to the radio for specific instructions. This is subject to inclement weather reports, such as the possibility of heavy snow, a tornado, or unusual rainy conditions.

Once students arrive at St. James, because of the number of working parents' needs, all means will be used to keep school in session until the usual dismissal time of 2:45 p.m. After school care will

be available for any students requiring this service until 6:00 p.m. regardless of weather conditions.

Snow Days and Emergency Closing

When weather conditions cause school openings to be questionable, one of the following announcements will be made, via all major radio and television stations, for Catholic Elementary Schools in Jefferson County:

1. All Catholic Schools in Jefferson County are open, St. James is open and on regular schedules.
2. All Catholic elementary schools in Jefferson County are closed. St. James is closed. (Our Pre-School and Pre-K programs will be closed.) After School Care may be open depending on staff attendance. Please call school (454-0330, ext. 11) for opening information.
3. If Catholic Schools are on a delayed schedule, K – 8 students will begin school at 9:00 a.m. (Pre-school and Pre- Kindergarten will begin at regular time. Parents with children in early daycare must call St. James [454-0330, ext.11] to check if staff has arrived before dropping off children.)

Extreme Heat Conditions and Emergency Closing

The Office of Lifelong Formation and Education has issued the following policy regarding extreme heat conditions. One of the following announcements will be made if warranted:

1. "All Catholic Elementary and High Schools will be operating on the regular schedule." St. James will operate on the regular schedule.
2. "Designated NAC (non-air-conditioned) schools will be operating on early dismissal schedule. All other schools will be operating on a regular schedule." St. James will operate on the regular schedule and will open at 7:30 a.m. and close at the regular time.
3. "Designated NAC schools will be closed; all others will be operating on their regular schedule." St. James will be open and will operate on the regular schedule, since we are an air-conditioned school.

Arrival and Dismissal

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

instructions advising which streets and driveways to use for approach and departure, as well as which school entrances and exits to use, is described in the next section.

A traffic guard will be on duty at Bardstown Road and Edenside Avenue from 7:25 a.m. until 7:50 a.m., and from 2:45 p.m. until 3:15 p.m. On early dismissal days the guard will be on duty.

Fifth, sixth, seventh, and eighth grade students have the privilege of serving as Safety Patrol members. This privilege is not taken lightly. Members are placed at strategic points for the safety of your children. Encourage your children to respect and obey the Safety Patrol. When coming to school by car, enter the driveway between the school grounds at the rectory and the school building, circle the building, and drop off your child(ren) at the side door, where a patrol person will be on duty. 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. Students will be dismissed from the gymnasium. Safety Patrol members will be stationed at the rectory driveway and in front of the building to aid walkers. Those students who are in the After-School-Care Program (ASC) should immediately report to the auditorium when dismissed from homeroom.

Late Pick-Up at Dismissal Policy

If a child who is a car rider is not picked up by 3:00 p.m., he/she will be sent to the After-School-Care Program (ASC) where they can be supervised. The parent will then pick up the child from ASC, located in the auditorium. There will be a \$5.00 fee charged per student for this service until 3:30 p.m. After this time, the parent will be charged \$5.00, the same as the drop-in fee for an afternoon. Please refer to the ASC Handbook in the back of this handbook for the fee schedule and information for ASC.

Absence, Tardiness, and Special Requests

All students are expected to arrive no later than 7:40 a.m. Any child arriving after that time will receive a tardy slip. Any absence, tardiness, or request to leave school early must be explained in a written note from the parent or guardian and presented to the teacher and the office. 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 absence, the school may call the parents. Excessive tardiness works a hardship on both the student and the teacher. We note how serious a matter this is by reading the Kentucky Common School Law, which defines TRUANT as "a child who has been absent, or tardy, for more than three (3) days without valid excuse." Parents or guardians of a tardy student are required to accompany the student to the school office to secure an Admittance Slip. The Principal may request a meeting with the parents/guardians if the number of tardy arrivals becomes excessive.

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. Please call the principal to arrange a mutually acceptable time.

Lunch Program and Policies

St. James has a strong daily government sponsored lunch program. Students are not allowed to bring into the cafeteria (housed in the auditorium) canned soft drinks or lunches from fast food restaurants during any day the lunch program is being served at St. James. (Thanks to parents for honoring this policy.) Should a child forget his/her lunch, he/she will be given a peanut butter and jelly sandwich and water. This will provide enough protein and carbohydrates to carry the student through the day until he/she arrives home.

The Archdiocese of Louisville has implemented a computerized payment system in the school cafeteria. The system allows payment in advance for meals and/or ala carte foods (juice drinks, ice cream, cookies, etc.). The following options are available for payment:

1. **CASH FOR ACCOUNT – UNLIMITED** – Cash/check is sent to the school, please mark envelopes “lunchroom” or “cafeteria”, and deposited into your child’s account. There is no limit on the amount of money to be deposited into your account. These funds are available to your child when purchasing meals and/or ala carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. Under this system, the account balance simply decreases as purchases take place. However, a meal must be purchased before ala carte items can be purchased.
2. **PREPAID MEALS ONLY** – Cash/check is sent to the school and deposited into your child’s account but is designated for student meals only. No Snack or ala carte food items can be purchased.
3. **CASH ON THE LINE** – Cash/check is accepted as the child purchases meals and/or ala carte items in the cafeteria.

Under this system, your child will enter a three digit personal identification number (PIN) into a 12 key pin pad (similar to an ATM) to access your account. If you have placed cash on account under options 1 or 2, monies/meals will be deducted from your account for purchased meals based on the eligibility of your child (full pay, free or reduced). Please note that this system is very confidential. All students will be required to enter their PIN numbers regardless of meal status or payment method, thus insuring each child’s privacy.

Lunchroom Behavior, Rules, and Expectations

The following is a list of the very important behavior rules and expectations which apply to the lunchroom:

1. The students will follow the directions of the lunchroom supervisor and the lunchroom monitor.
2. The students will stand quietly in a single-file line to buy milk, juice, or lunch.

3. The students will speak softly to the other children seated at the same table.
4. The students will be excused before leaving their tables.
5. The students will bus all their own food, wrappers, cartons, and other trash when excused and when directed to do so by the lunchroom monitor.
6. Students will not be allowed to run, shout, engage in rowdy behavior, or act in any unacceptable manner.

Recreation and Social Time

The students engage in social skills during their lunch period. Most classes may go outside after the lunch period if weather permits. Adult monitors will always supervise the students. The students are expected to follow all school rules during this recreation time and will also follow the directions of the adult monitors.

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, e.g., PTO, Health and Safety, Ways and Means, and Homeroom Parents. Your help is needed. Please volunteer or respond when asked.

Officers of the PTO will be announced in the PONY newsletter in September. Meetings take place monthly and minutes from the meetings are posted on the web site.

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 "Honor Thy Children" training. St. James retains the right to conduct background checks on any volunteer or employee who has direct contact with students.

School Committee and Parish Inter-Relationship

The School Committee ([Sch.Comm.ByLaws.doc](#)) 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.

Serving as a liaison between the home and parish school, the Committee encourages suggestions. The Committee meets periodically, and these meetings are open to all parishioners and school

families. Any suggestions or problems can be presented to the Committee by contacting a Committee member one week prior to the monthly meeting and requesting the time on the scheduled agenda. Minutes from meetings will be posted on the web site.

The St. James School Committee may consist of fifteen (15) voting members including one chairperson and at least four (4) members who are parents with children enrolled in St. James School. The Pastor, School Principal, Faculty Representative, PTO Representative, and Parish Council liaison shall be ex-officio members.

School Committee members will be announced in the PONY newsletter in September.

The following is a list of possible sub-committees of the School Committee:

Financial Review Committee
Grievance Committee
Student Recruitment and Retention Committee
Nominating Committee
Handbook Revision Committee

Committees will be organized as needed.

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 Grievance Procedure 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, 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 Grievance Committee meets privately and arrives at a suggested solution.
- The Grievance Committee presents their suggestions 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

1. Parents and Students
2. Faculty
3. Principal
4. Grievance Committee
5. Parish Council and Pastor

Archdiocesan Level Contacts

1. Office of Lifelong Formation and Education
2. Administrative Policies Commission
3. Archdiocesan School Board
4. Due Process Committee
5. Archbishop

Discipline

We at St. James use positive, preventive, discipline by planning, arranging the environment, and providing equipment appropriate to the age group. We at St. James have high standards of behavior. The goal of Christian discipline is self-discipline. In guiding the student's growth in Christian attitude, values, and behavior, the positive will be emphasized whenever possible. Positive reinforcement techniques are always preferred and teachers are encouraged to use such techniques to motivate students to choose appropriate behavior.

Appropriate behavior means each student will:

- Come to school on time;

- Be prepared to learn;
- Contribute to an atmosphere of community and stewardship by showing respect for others and the property of others;
- Cooperate in following the school uniform code;
- Complete all assignments;
- Be responsible by upholding commitments in and out of the classroom;
- Conduct him/herself in a Christian manner on all occasions throughout the school day and in all school related activities (field trips, service projects, etc.). Some examples of school expectations and school related activities include:
 - Honesty in speech and in academic assignments;
 - Respect during liturgical celebrations and prayer services;
 - Courtesy and respect in word and action to all of those in authority;
 - Consideration of others particularly adult visitors, volunteers, and especially in halls or stairwells;
 - Silence at all times during fire, tornado, and earthquake drills;
 - Respect to the school property and school building;
 - Respect in speech, refraining from using profane, insulting, or vulgar language to anyone;
 - Respect of teachers, teacher assistants, and all adults and fellow students during the school day, in church, during lunch and playground periods, while on field trips and during sports events and competitions where the student is representing St. James School.

Articles brought to school from home that could interfere with instruction may become the property of the administration. For example these are articles that are potentially hazardous or harmful to children's safety (pocket knives, lighters, matches, and drugs) and personal entertainment items (hand-held video games, radios, cell phones, ipods and headphones) and are not permitted at school or during field trips.

Parents and legal guardians will be held responsible for damaged school property.

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.

Corporal punishment is expressly forbidden. 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 or adult in charge; placement away from the group when instructions are ignored; or time after school with the teacher or adult with whom the student has created a necessary disciplinary circumstance. Continued disruption may result in a lunchtime or after-school detention.
- Students may be placed on "in-school" or "out-of-school" suspension depending on the inappropriate action. The choice will be left up to the principal. Parents or guardians will be notified during a meeting or by telephone with the principal or teacher.
- There may be a group meeting (parents, principal, counselor, teacher, adult) 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 in-school and/or out-of-school 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 initiating 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), parent, or 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 on out-of-school suspension it is the responsibility of the parent or 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 place the student 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 initiating the probation process of a student:

1. The student may attend a weekly meeting with the principal, teacher, and possibly the counselor, to note improvements in attitude and behavior.
2. Minutes of the weekly meeting may be sent to the parent or guardian.
3. After three weeks there will be a meeting with the parent or 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.
5. 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 school for the student to make better progress.

Alternate School Request

If all the above steps have been taken and the student's behavior continues to disrupt the learning process for him/herself, 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.

Drug Policy

For the purpose of this policy, the words illegal drug shall mean any mind-altering drug or any other mind-altering substance. The purchase, possession, use, sale or distribution of these drugs is illegal by any federal statute and any statute of the state of Kentucky.

If any student brings to school, or has in his/her possession on the school grounds during or after school hours, any illegal drug, alcohol, tobacco, or look-alike, and/or drug paraphernalia, he/she is liable for suspension and/or dismissal.

Upon information that a student is buying or has bought, is or has been in possession of, and/or has been using any illegal drug, the following steps shall be taken:

1. The teacher or other person having the aforesaid information shall notify the principal or assistant principal of the school wherein the student is enrolled.
2. The student's parent or legal guardian shall be notified and written documentation kept on file.
3. The principal may suspend the student pending investigation when there is probable cause to believe that he/she has bought, possessed and/or used an illegal drug.

Search or Seizure

Students should not bring any items to school that may need to be taken from them to protect self, other students, or school personnel. If there is reason to believe that a student is carrying a dangerous item, the student will be asked to empty pockets, purse, book bag, etc. If the student refuses, and there is reason to believe that others are in danger, the Administration will take whatever action appears to be necessary to gain possession of the item. Lockers are the property of St. James School. The Administration reserves the right to search any locker as deemed necessary by circumstances.

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 institutions."

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

While the Kentucky Penal Code does not define hunting knives or pocketknives as “deadly weapons” these knives should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

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

- The parent is contacted
- The student is dismissed from school
- The police are called
- Superintendent is notified
- The reason for dismissal is noted on the student’s permanent record

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 letters/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 students believing that 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) Student may receive detention.
- 2) Possible isolation of 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
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 and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.
3. Student is suspended from school and may not attend 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 and follow up.

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/students involved, the seriousness of the offense and the recommendations of teachers, 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

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 6th grade) whose parents work or must be out of the home for a period of time. This service provides a safe environment for these 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 After School Care. 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 After School Care 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 A.M.-6:00 P.M. for Pre-School and Pre-K through Grade 6

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

We will follow the Archdiocesan Calendar for professional and inservice days when care will be provided on an all day basis (7:30 A.M. to 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 3 through 6th grade. The exact dates and registration for this program will be available in May.

AFTER SCHOOL CARE PAYMENT

Payments are to be made through the FACTS Management Company (see page 10 of the Student Handbook). 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 \$2.00 for every 1 minute will be charged after designated pick-up time, 4:00 P.M. or 6:00 P.M. This late fee must 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/children are 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, inservice 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 and Spring Breaks, Holidays and 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 for a detail listing of opened and closed dates.

ILLNESS - MEDICATION - EMERGENCY CARE

A student who becomes ill cannot be allowed to stay in the After School Care Program. The parent or 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 form 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 After School Care Program will be the final option.
4. No corporal punishment will ever be used.

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 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 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.

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 to 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 or 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 students' 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.

ASC FEE SCHEDULE

The ASC Fee schedule may be found in the registration packet.

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)
	Free play (games, arts/crafts, etc.)
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 or guardian is needed to allow the student to leave. If notification is not received or staff cannot reach parent or guardian by phone for verification, the student will stay in the After School Care until someone is authorized to pick up the student.

* The After School Program will use the WEST side of the building after school hours. Please enter the building through the main entrance on Edenside to pick up and sign out your child. St. James students are not permitted to admit you. They will advise a staff member to do so.