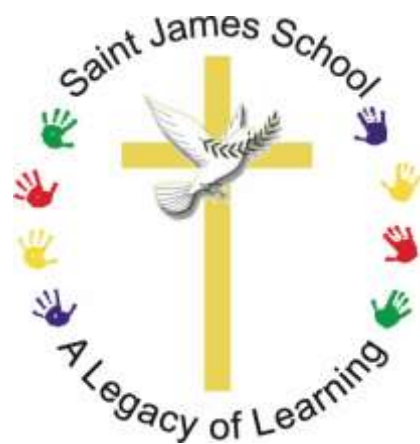


2017-2018
Parent/Student Handbook
St. James Catholic School

206 NE Kirby Street
McMinnville, Oregon 97128
Phone 503-472-2661 Fax 503-472-5201
www.stjamesmac-school.com



2017-2018

TABLE OF CONTENTS

I. GENERAL INFORMATION...	page 5
A. Mission Statement...	page 5
B. School Wide Student Learning Expectations...	page 6
C. History of St. James School...	page 7
D. And Justice for All...	page 8
E. Personnel...	pages 9-10
1. Archbishop	
2. Department of Catholic Schools	
3. Pastor	
4. Principal	
5. Faculty	
6. Secretary	
7. Other Support Staff	
8. List of School Personnel	
F. Uniform Policy...	pages 10-11
II. ACADEMIC INFORMATION AND STANDARDIZED TESTING...	page 11
A. Academic Honesty...	page 11
B. Conferences...	page 11
1. Scheduled by School	
2. Requested by Parent	
3. Guidelines	
C. Curriculum...	page 11
D. Daily Schedule...	page 12
E. Grading and Related Topics...	page 12
1. Homework	
2. Progress Reports/ Report Cards	
3. Supplies	
4. Textbooks	
F. Graduation...	pages 12-13
1. Graduation Ceremony	
2. Graduation Attire	
G. Promotion and Retention...	page 13
1. Promotion	
2. Guidelines for Retention of Students	
H. Standardized Testing...	page 13
I. Sacramental Programs...	page 13
III. ADMISSIONS AND WITHDRAWAL...	page 13
A. Application Process...	page 13
B. Entrance Requirements...	pages 13-14
1. Records at Entrance	
2. Transfer Student Process and Requirements	
C. Non-discrimination Policy...	page 14
IV. ATTENDANCE...	page 14
A. Reporting Process...	page 14
1. Doctor or Dental Appointments	
2. Homework during Absence	

C. Tardy...	page 14
D. Truancy...	page 15
V. DISCIPLINE...	page 15
A. Discipline Policies...	page 15
B. Behavior Expectations...	page 15
C. Non-Violence Policy...	page 16
D. Drug Policy...	page 15
E. Disciple Policy...	page 16
F. Conferences with Students & Parents...	page 16
G. Class Exclusion...	page 16
H. Suspension...	page 17
I. Withdrawal...	page 17
J. Expulsion...	page 17
K. Leaving School Grounds...	page 17
L. Physical Restraint...	page 17
M. Search and Seizure...	page 17
N. Valuables...	page 18
O. Vandalism/ Property Damage...	page 18
VI. EMERGENCIES...	page 18
A. Emergency Information...	page 18
B. Emergency Information Card...	page 18
C. Food Allergies Policy...	page 18
D. School Lockdown...	page 17
E. Child Abuse Law...	page 19
F. Student Accident & Health Insurance...	page 19
VII. EXTENDED CARE...	page 19
VIII. FINANCIAL...	page 20
A. Tuition...	page 20
1. Tuition Assistance	
B. Delinquent Payment Policy...	page 20
1. Tuition Fees	
2. Extended Care Fees	
3. Library Books	
4. School Withdrawal	
IX. MEDICAL...	page 20
A. Communicable Diseases...	pages 20-21
B. Immunizations...	page 21
C. Medication...	pages 21-22
1. Medication Dispensations Guidelines	
2. Prescription Medication (Injectables)	
3. Non-Prescription Medication	
4. Medication Dispensation Authorization Form	
5. Parent to School Notification	
X. PARENTS...	page 22
A. Custodial Right...	page 22
B. Classroom Interruptions...	page 22
C. Complaint/ Issue Resolution...	page 22

D. Family Cooperation/ Removal of Students Resulting from Parental Attitude...	page 23
E. Messages to Students...	page 23
F. Parent-Teacher Organization...	page 23
G. Parties...	page 23
1. In School	
2. Out of School Party Invitations	
H. Releasing Students...	page 24
I. School Advisory Council...	page 24
J. Service Programs...	page 24
K. Verification of Compliance...	page 24
L. Home-School Communication...	page 24
XI. SAFETY...	page 24
A. Bicycles...	page 24
B. Earthquake Drills...	page 24
C. Fire Drills...	page 25
D. School Closure...	page 25
E. Skates and Skateboards...	page 25
F. Transportation...	page 25
1. Bus	
2. Drop-off / Pick-up of Students	
G. Visitors...	page 25
H. Weapons Policy...	page 26
I. Bullying/Harassment...	page 26
XII. STUDENT ACTIVITIES...	page 26
A. Altar Servers...	page 26
B. Assemblies...	page 26
C. Field Trips...	page 27
D. Money Collection...	page 27
E. Lost and Found...	pages 27-28
XII. STUDENT EDUCATIONAL RECORDS...	page 28
A. Review of Student Records...	page 28
B. Directory Information...	page 28
C. Emergency Discloser of Information...	page 28
XIV. STUDENT SERVICES...	page 28
A. Hot Lunch...	page 28
B. Telephone...	page 28
XV. VOLUNTEERS...	page 29
A. Volunteer Background Checks...	page 29
B. Volunteer Code...	page 29
XVI. PLAYGROUND SAFETY RULES....	pages 30-31
XVII. SIGNATURE PAGE....	page 32

I. GENERAL INFORMATION

A. Mission Statement

*The Missions of St. James Catholic School
is to work in partnership with parents
to provide a Christ-centered, safe,
and creative environment for learning.
Students grow toward their
spiritual, intellectual, emotional
and physical potential.*

St. James Catholic School does not discriminate on the basis of color, race, national or ethnic origin or gender in its employment. Neither does it discriminate on any of the above in admissions.

St James School 206 NE Kirby St. McMinnville, OR 97128 (503)472-2661
FAX (503)472-5201

Ms. Shirley Gray, Principal
principal@stjamesmac.com

Mrs. DeeAnn Rolison, Secretary
schooloffice@stjamesmac.com

Timeless Vision Statement:

Guided by Catholic faith, St. James School is committed to assisting students to reach the fullness of Christian life by providing a complete educational experience developing their physical, moral, and intellectual talents.

B. School Wide Student Learning Expectations

The St. James School Graduate is...

Faithful Christians who:

- Celebrate their faith and develop a relationship with God through prayer, liturgies, Christian friendships and parish community activities
- Demonstrate knowledge of Catholic faith traditions
- Live their faith in service to others
- Respect and care for others worldwide as Jesus has taught us

Life-long Learners who:

- Use critical thinking and problem solving skills
- Use technology as a tool for learning and communicating
- Grow towards their spiritual, emotional, physical, and academic potential
- Exhibit a strong foundation in the basics: reading, writing, math, communication, as well as an appreciation for the fine arts
- Recognize their own God-given learning strengths, gifts, and talents
- Are able to identify and use appropriate resources

Responsible Citizens who:

- Make choices that reflect Catholic values
- Honor God's creations by protecting the earth and its resources
- Are safe, respectful, and responsible
- Are involved in the community

Effective Communicators who:

- Work with others to solve problems and resolve conflict
- Listen actively and respectfully
- Speak clearly and confidently
- Use writing as a form of communication
- Realize the effect of non-verbal communication

C. History of St. James Catholic School

Sisters Clara, Corsina, and Alberta of the Franciscan Order could not know or imagine the present-day school that would evolve from the one they came to from Milwaukie, Wisconsin in 1906.

The Sisters were warmly received by the McMinnville citizenry in a ceremony dedicating the school. The two-story frame building opened with a student body of 30 youngsters. The present building was built in 1949 with an enrollment of 192, staffed by six nuns and one lay teacher, Miss Sadie Bruce. In 1965, the enrollment had reached 285. As enrollment began dropping in numbers, the number of nuns teaching gradually diminished, and eventually they were recalled by their Order. In the early 80's, class level was reduced to five grades with the later addition of Kindergarten, preschool and an Extended Care Program. A legacy of tradition of Catholic education had been well-established and is still carried on by lay teachers today.

Today, St. James School is supported by the local parish of St. James, through tuition and fundraising efforts of our parents, and by other donations and grants. Our school provides a Catholic education for approximately 120 students including 3 and 4 year-old preschoolers and kindergarten through fifth grades. We serve about 95 families.

Our student body is about 78% Catholic and 22% non-Catholic. Our families range in socioeconomic status. We have families who are of higher income and very low-income families as well. We have provided 35 of our families with tuition assistance. We have a number of single-parent families and this number increases each year.

St. James consists of three and four-year-old preschoolers and full-time kindergartners. There is a classroom teacher and a full-time assistant in preschool and kindergarten. Grades K through five each have a full-time teachers. We rely on parent volunteers.

In addition to the classroom teachers, our school has a principal and a full-time secretary. Students have PE classes three times per week and Music Appreciation classes two times per week. PE and Music have a staff member teaching those classes. Our school also has a Spanish teacher and students have Spanish twice a week. Our technology teacher is a volunteer. We also have an Art teacher for hour once a week for each class.

Our class sizes range from 10-25. Our students are at a variety of abilities, and adapting to their needs is one of our goals. Our school continues to add to its resources in order to better meet student needs.

D. And Justice for All

The Oregon Department of Education Child Nutrition Programs (ODE CNP) works closely with the regional USDA Office of Civil Rights and other organizations committed to equal educational opportunity and respectful environments.



ODE CNP actively promotes equity. We offer training and technical assistance to ODE CNP sponsors and providers to assist them with their responsibilities regarding discrimination and harassment. ODE CNP also conducts workshops on these and related subjects at state, regional, local program sites, and conferences. Future activities include developing outreach strategies and tactics aimed at inclusiveness and increased program participation.

To file a Child Nutrition Programs complaint of discrimination with the State of Oregon, please send an email to ODE.CNPCivilRights@state.or.us or

write Director of Child Nutrition Programs, Oregon Department of Education, 255 Capitol Street NE, Salem, OR 97310 or call (503) 947-5888, (voice) or (503) 378-2892 (TDD).

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider."

E. Personnel

1. Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricular guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

3. Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. He or she understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The principal is responsible for implementing school policies. He or she may amend the handbook as needed.

5. Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his or her intellectual, moral, and physical capacities may be developed and strengthened.

6. *Secretary*

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

7. *Other Support Staff*

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

8. *List of School Personnel*

For a list of current school staff, School Advisory Council members and Parents' Club Executive Board member, see our website.

F. Uniform Policy

In order to foster individual and school pride, all students are to conform to our uniform code on a daily basis, unless free dress days are announced. All uniform pieces are interchangeable. The basic items are widely available. However, we have identified several stores that have uniform items that are consistent with our policy: Target, Wal-Mart, JC Penney's, Sears, Dennis Uniform, and Lands End. The St. James plaid may only be purchased through Land's End (Hunter/Classic Navy Plaid). All clothing must be embellishment and logo free with the exception of the St. James School logo. An embroidered school logo may be added to tops as an option. All clothing should be clean and in good repair.

Tops:

Solid collared shirts with sleeves (long or short). Shirts may be red, navy, or white. Shirts must have a plain collar such as polo, oxford, or peter pan. **Plain white t-shirts only** may be worn underneath a uniform shirt. Tops must be free from embellishments or logos with the exception of the St. James School logo.

Sweaters and Sweatshirts:

Solid sweaters or sweatshirts must be red, white or navy or with school logo. V-neck and crewneck sweaters and cardigans are all acceptable. A uniform top must be worn underneath a sweater or sweatshirt.

Bottoms:

Navy or khaki twill: straight leg pants, mid-thigh to knee length shorts. In addition, girls may wear navy, khaki, or St. James plaid mid-thigh to knee length skorts, jumpers, or skirts. Jumpers must be worn with a uniform shirt or turtleneck.

Shoes:

Shoes should be durable and flexible enough for playground use with closed heel and toe. Please no sandals, boots, or Croc like shoes.

(No greater than 1" heel)

Socks/tights:

Solid navy, red or white socks or tights must be worn. Socks must show above the shoe. Red, white or navy blue leggings may be worn under a skirt or dress.

Jewelry:

Boys: No jewelry is to be worn except a wrist watch and one modest religious symbol on a simple necklace. Boys may wear one ring, but not earrings, bracelets, ankle bracelets, or visible body piercings.

Girls: Girls may wear one pair of small post-type earrings. Girls may wear a modest necklace with a religious symbol, a wristwatch and one ring. No bracelets, ankle bracelets, or visible body piercings.

Accessories:

All accessories must compliment the dress code colors of red, navy, white or St. James plaid.

- Make-up, visible tattoos, and dyed or colored hair are not appropriate for school.
- Belts are not required, but if worn should be black, brown or navy.
- Ties are not required, but if worn should be navy, red, or St. James plaid.
- Hair must be clean, neatly combed and must not interfere with eyesight.
- Hats, scarves and sunglasses may only be worn outside the buildings.

General Comments regarding dress code and uniforms and free dress days:

- Cub Scouts may wear their scout uniforms on Scout Days.
- When free dress day is announced, student may wear clothing that is neat, modest and appropriate for school: No shirts (even undershirts) with inappropriate slogans or pictures (except those imprinted with St. James lettering, logo or mascot). No tank tops or spaghetti straps.
- All clothing must be clearly marked with child's name inside. No masked hooded sweatshirts allowed.
- Please dress for the weather. Bring a coat when it is cold.
- Students are expected to remove coats and jackets inside school/church buildings.
- Coats and jackets must remain free of inappropriate or distracting designs and logos.

* Exceptions may be made by the Principal for circumstances out of the ordinary or that were not foreseen by these guidelines. The Principal makes the final decision on what is appropriate or not appropriate.

II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including suspension.

B. Conferences

1. *Scheduled by School*

Parent/teacher conferences are held for 15 minute periods during the fall and again in the spring. We expect to see each child's parents for fall conferences. Spring conferences are at the request of either the teacher or the parent. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

2. *Requested by Parent*

Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office to arrange an appointment or email the teacher.

3. *Guidelines*

- a) Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority in front of the child is not acceptable. If you have such a disagreement, please request a private conference with the teacher.
- b) Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
- c) Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

C. Curriculum

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

D. Daily Schedule

The school day begins at 8:00 am and ends at 3:00 pm. On Wednesday, dismissal is at 2:00 to allow teachers a meeting time. Students may arrive in the morning at 7:45am. Morning Extended Care is available starting at 7:00am. **Students are considered tardy when the 8:00 bell rings.**

E. Grading and Relating Topics

1. Homework

The purpose of homework is to reinforce material already taught, and to foster habits of independent study. Homework will be sent home daily or weekly and needs to be completed and returned at times specified by the teacher. Lower grades send home a folder with student work on a certain day of the week and returned the next day. Every student in 1st-5th grade is normally expected to spend a minimum of 20 minutes to a maximum of one hour a day on homework, reading, math and/or writing skills.

Suggested guidelines:	Grades 1 st -3 rd	20-30 minutes
	Grades 4 th and 5 th	45-60 minutes

It is the parent's responsibility to provide a time and place each night for their child to complete their assignments. Partial credit will be given for work that is late. The 4th & 5th graders use a late slip program for late work. However, the work is expected to be completed for the purpose of practicing the skills taught, and developing a sense of responsibility. For planned absences, make-up work will be given to the student upon return to the school. Students will be given 2 days for every day absent to complete make-up work. Teachers are not expected to have work ready for students prior to absence/vacation.

2. Progress Reports/ Report Cards

Progress reports are sent home every 6 weeks, in the middle of each trimester. This is a way parents will be alerted to the successes and/or areas of needed improvement for their child. Report cards are sent home at the end of each trimester.

3. Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. Each year the school issues a school supply list. Some supplies may need to be replenished throughout the year.

4. Textbooks

The Department of Catholic Schools determines the list of approved textbooks from which the school may select for each subject of the curriculum.

Lost books will be replaced at the parent's expense, including library books. There will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

F. Graduation

1. Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. St. James honors our graduating 5th graders at a graduation Mass held during the school day on the last day of school.

2. *Graduation Attire*

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest.

G. Promotion and Retention

1. *Promotion*

A student satisfactorily completing each grade's work will be promoted to the next grade.

2. *Guidelines for Retention of Students*

Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such a decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

H. Standardized Testing

St. James School participates in the Archdiocesan standardized testing program three times a year for students in Kindergarten through 5th Grade. Each student's scores will be sent home. Parents may request other types of tests, such as academic or psychological testing, from the local public school district.

I. Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. James School. Preparation for two sacraments, Reconciliation and Eucharist, form the core instruction in Grade 2 and 3. In accordance with the diocesan guidelines, candidate for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

III. ADMISSIONS AND WITHDRAWAL

It is the goal of St. James School to educate children in the Catholic faith. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, traditions and in a growing relationship with Jesus Christ.

A. Application Process

Families interested in enrolling their children at St. James School may fill out registration paperwork. An Open House is hosted about the first week of February. All necessary paperwork and the registration fees must be turned into the school office before August 31, 2016. If a family is having unforeseen problems, an appointment will need to be made to see the principal and discuss the issue. No student will be allowed to start school without the necessary paperwork. This is a safety issue, as we need contact numbers before a parent can leave a child with us. The school appreciates parents' cooperation in the registration process.

B. Entrance Requirements

Children need to be age three on or before September 1st for 3-year-old preschool, age four on or before September 1st to enter 4-year-old preschool, age five on or before September 1st to enter

kindergarten, and age six on or before September 1st to enter first grade. Please see the Principal if you have concerns about entrance age.

1. Records at Entrance

Students entering school for the first time are required to bring a birth certificate, and a baptismal record (if applicable), and a record of state required immunizations (on the county health form).

2. New Student Process and Requirements

The probation period for new students is the first trimester in attendance. If problems or concerns arise, the teacher and principal shall meet at the end of the first trimester to discuss the student's progress, both in academics and behavior. At that time, a recommendation will be given for either continued enrollment or a parent/teacher/principal conference. The conference will include a recommendation for testing and/or counseling. If St. James is not a correct fit, the student will be asked to find another school to attend.

C. Nondiscrimination Policy

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

IV. ATTENDANCE

Regular attendance is required of all students in order to support the academic climate of the school.

A. Reporting Process

Parents must notify the school by 8:30AM if their child will be tardy or absent from the school that day. If parents do not call, a call will be made to the child's home. This policy is for the protection of St. James students and is aligned with the Oregon statutes.

1. Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible. If it is necessary to take your child out of class for part of the school day, please pick your child up at the school office, not the classroom, so they can be signed out. Parents may not go to the child's classroom during the school day, unless they are expected by the teacher. They need to sign in at the office first and wear a school lanyard.

2. Homework during Absence

Students and/or parents are responsible for making arrangements with the teacher for missed work. In the case of an anticipated absence such as a vacation, (we do not encourage vacation during the school year) the student will make up the work upon their return. (See homework section.) Parents are also asked to notify the school office prior to your child's departure.

C. Tardy

Any student who is tardy 5 times or more in a trimester, the parent will receive extra community service hours. Per Trimester, the third tardy will generate a warning note sent home. The 4th tardy will generate a second warning note sent home. The fifth tardy will give one last warning to

parents. After the 5th tardy, the parents will be required to meet with the principal and will also be given one additional Community Service hour for each tardy after the 5th tardy. Community Service hours will need to be completed by the end of the school year or payment will be required.

D. Truancy

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered a truant. Parents will be contacted. **Excess absence (40) days or the equivalent of 40 days including tardies**, can be cause for a student to be retained in the current grade for another year.

V. DISCIPLINE

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

A. Discipline Policies

St. James School focuses on the three behavioral goals: Be Safe, Be Respectful, and Be Responsible. The school strives to work together to foster in its students self-discipline, responsibility for one's actions, problem-solving skills, and respect for the rights and property of others. Students are expected to conduct themselves in a manner that will permit teachers to teach and students to learn without interference. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of religion and Christian values.

B. Behavior Expectations

In keeping with the philosophy of St. James School to provide an environment where each student's spiritual, intellectual, emotional and physical needs are met, our student behavior expectations are defined as follows:

- Display an attitude of love and concern for others.
- Show respect for those in authority: principal, clergy, teacher, school support staff, and adults on noon supervision, in the library, serving hot lunch or helping at school in any capacity.
- Follow directions obediently and respectfully.
- Use language that becomes a Christian who respects him/herself and others.
- Display playground courtesy at all times and follow the "playground rules" established at St. James.
- Tell the truth at all times.
- Maintain acceptable classroom behavior as established by each individual teacher that will not disrupt others or deprive them of the right to learn.
- Show reverence during prayer and liturgical celebrations.
- Adhere carefully to the Uniform Policy.
- Refrain from chewing gum anywhere on the school grounds.
- Refrain from bringing any weapons or drugs, including play or look-alike, to school.
- Refrain from bringing any toys or other miscellaneous items to school unless directed by the teacher.

C. Non-Violence Policy

Students have a right to attend school in a safe environment free of harassment, intimidation, or any threat to personal safety. St. James School has no tolerance for violent action and/or speech.

Students are not allowed to draw pictures of, or write stories about, situations that are violent or that depict violence toward another person either real or fictitious. Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward any living thing or object. Students are not allowed to possess at school any tool that can be used to commit a violent act: this includes but is not limited to pocket knives, guns, cigarette lighters and matches. Students are also not allowed to possess any instructions on how to commit an act of violence.

A student who breaks any of these rules will be suspended until a meeting can be held with the student, parent(s), principal and possibly the pastor, when deemed necessary. Any further disciplinary action, which could include expulsion, is at the discretion of the principal.

D. Drug Policy

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type of inhalants is prohibited and is grounds for disciplinary action.

Students are not allowed to possess or transmit any legal drug; these are to be kept locked and administered in the school office (see medication policy). If any student is involved in a drug policy violation, parents will be notified immediately. A conference including the faculty member, principal, pastor, parents and student will be held to determine the consequences, up to and including expulsion.

E. Discipline Policy

Students unwilling to conform to policies and rules at St. James School will be subject to one or possibly several disciplinary responses which are considered progressively more serious: Walking the perimeter of the playground, a phone call or note home, a referral to the office, service to the school during recess, or afterschool, conferences, behavior modification contracts, suspension and/or expulsion. The principal will have the final say on what discipline is appropriate and whether a student will be allowed to remain enrolled at St. James School.

F. Conferences with Students and Parents

If a student chronically misbehaves, teacher and/or principal will call a conference with the student and his/her parent(s). In a Christ-centered, nurturing environment, every effort is made to help the student assume responsibility for his/her own behavior. Since students at St. James School are under 12 years of age and are developing their sense of responsibility for their own actions, we feel that parents play a major role in guiding their child's behavior. We strive to work in partnership with parents to help their children grow in positive ways.

G. Class Exclusion

Class exclusion or in-school suspension, is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of a class exclusion is to place

disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

H. Suspension

The student is removed from school for up to five days. The principal notifies the parent(s) and arranges a conference to discuss the removal and the reason for that action. If a solution seems possible, the student may resume attendance on probation. After the suspension period, parent(s) and student must meet with the principal before the student may resume attendance.

I. Withdrawal

The student is denied the right to attend St. James School. The principal, after consultation with the pastor, calls a conference with the parent(s) to inform them of the withdrawal and the reason for the action. The principal sends a written notification to the parent(s) as a follow-up. The student may apply for a re-admission at a later date, such as the following trimester or year. Re-admission is at the discretion of the principal and dependent on room available. A major condition of re-entry is that the student positively change the actions or attitudes cited as reasons for withdrawal.

J. Expulsion

The student is permanently excluded from attending St. James School. The expulsion of a student's enrollment is a most serious matter, and will be invoked rarely and only as a last resort.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts, which in the judgment of the school, endanger the moral, academic, or physical well-being of the other students;
- Prolonged and open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

K. Leaving School Grounds

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

L. Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

M. Search and Seizure

Desks and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Desks and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

N. Valuables

Valuable are to be left at home. If they are brought to school, the school is not to be held responsible for loss or damage.

O. Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property.

VI. EMERGENCIES

A. Emergency Information

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the students or other persons.

B. Emergency Information Card

Included in the registration papers is a form for the child's emergency contacts. These people will be called if parents are not available. These contacts may take temporary care of your child in the event that you are not available. These are the only people we will allow your child to be released to unless we have a written note stating otherwise. In case of an emergency, a fax to the office with the parent's signature will be acceptable. **A child will only be released to those listed on the Student Departure Form.**

Each parent is responsible to keep all information current:

- The student's current home address, telephone number, and any medical information;
- The current telephone numbers and addresses of parent/guardians and emergency contacts. If applicable, the cell phone and of parents should be recorded;
- The name of the family physician and telephone number;
- Any health concerns listed and medications child may be currently taking or allergies;
- The parent or legal guardian's signature to send the student to a medical facility for emergency treatment should this be necessary.
- If there are changes in addresses or phone numbers, parents are responsible for informing the school office.

C. Food Allergy Policy

St. James School recognizes that life threatening food allergies are an important condition affecting my school children and positively welcome all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. James School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan or any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. **No Peanuts products will be served in the cafeteria.**

D. School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked;
- Blinds will be closed;
- No one will be permitted to enter or leave the building;

- Lockdown will continue until the school receives an “all clear” signal from emergency personnel. Parents should not call the school in order for the phone to be available to emergency personnel.

E. Child Abuse Laws

St. James School abides by the Child Abuse laws of the State of Oregon. All employees of St. James School are mandatory reporters and this law mandated that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

F. Student Accident & Health Insurance

St. James provides insurance coverage for families called the **School Time Accident Plan**. Parents do not pay for this insurance and nothing is needed to be filled out by the parents for this coverage.

This insurance covers injuries caused by accidents occurring:

- On school premises during the hours and on days when the school’s regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the school premises.
- Participating in or attending school sponsored and directly supervised activities including interscholastic athletic activities and non-contact spring football.
- Traveling directly and without interruption to or from home and school for regular attendance; or home and school to participate in school sponsored and directly supervised activities provided travel is arranged by and at the direction of the school, and while traveling in school vehicles at any time.
- Also covers emergency sickness up to \$1000 maximum. “Emergency sickness” means a sickness of such nature that failure to get immediate medical care could put the person’s life in danger or cause serious harm to bodily functions.

There is also a supplementary insurance that any family may opt to purchase or not - this is completely voluntary. If you would like this “extra” insurance, you will need to fill out an enrollment form and send it to the insurance company. Enrollment forms are available in the school office.

VII. EXTENDED CARE

Before School Extended Care is available from 7:00AM – 7:45AM each school day. After school Extended Care is available for preschool through 5th grades from 3:00PM – 6:00PM on Monday, Tuesday, Thursday and Friday. On Wednesdays Extended Care hours are 2:00PM - 6:00PM. Extended Care is available from 11:30AM-6:00PM on early dismissal days, unless noted otherwise in the Ram Review or a note sent home. There is no Extended Care on non-school days. The charge for child care is \$3.00 per hour. Snacks are provided daily. A late fee is charged for child care after 6:00PM. The late fee is \$1.00 for each minute late. After half an hour has lapsed, an additional \$10 per minute will be charged.

Drop in children are welcome, but we ask that you let the school office know when we are to expect your child.

We have separate emergency forms for children who attend our Extended Care. In order for a child to attend our before or after school Extended Care program, we must have Extended Care emergency forms filled out and on file for each student. These forms are kept in a binder in the Extended Care room in the event of an emergency. Extended Care forms are available on our school website.

In the event of an emergency evacuation from St. James Extended Care, your child will be taken to St. James Church.

VIII. FINANCIAL

A. Tuition

Tuition amounts are set by the School Advisory Council during the budgeting process each year. There is a parish rate and a non-parish rate. In order to qualify for the parish tuition rate, a family must be registered at St. James Parish, attend church in the parish, and give identifiable financial support to the parish.

1. *Tuition Assistance*

Applications for tuition assistance are processed through Facts Grant and Aid Assessment (FACTS). Families applying for tuition assistance need to complete a financial information application that is rated by financial need. The school's sources of tuition assistance include Archdiocesan grant monies and local funds and other donations.

B. Delinquent Payment Policy

1. *Tuition Fees*

All families are required to use the Electronic Funds Transfer Tuition payment plan offered by Authorization, or pay tuition in full. This convenient service automatically transfers tuition payments from your bank account to the school's account on the dates you schedule. Payments will be deducted either the 2nd or the 16th of the month. You may also pay tuition with Visa, Master Card, American Express, or Discover Card through Authorization.

2. *Extended Care Fees*

Payments are due by the 15th day of each month. Monthly statements will be issued on the 5th day of each month to verify charges and payments. Accounts are past due after the 20th of each month. If the account is not completely paid before the next school year, the student cannot return to the Extended Care program until all fees are paid.

3. *Library Books*

If students do not return their library books to school, they will be charged the price of the book.

4. *School Withdrawal*

In the event that a child withdraws from St. James School, parents have the responsibility to clear any outstanding accounts before enrolling their child in a new school. Withdrawals forms are given to parents by the principal.

IX. MEDICAL

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, pink eye, measles and Fifth's disease. Students who have restrictable diseases or conditions must be excluded from school, until the

condition has been resolved. If a student vomits, they must stay home for 24 hours after the last event.

B. Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or exemption certificate prior to initial attendance.

C. Medication

The school recognizes that administering of medication by the school to students may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours.

The parent, in writing, shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a non-prescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or non-prescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

1. Medication Dispensation Guidelines

Prescription Medication

The following is required for: *“any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician.”*

- a) Written instructions from the doctor which includes:
 - i) Name of student
 - ii) Name of medication
 - iii) Dosage
 - iv) Time and/or frequency of administration
 - v) Method of administration (e.g., mouth, nose, ear, etc.)
- b) It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.
- c) The authorization form attached must be signed and filled out completely by the parent or guardian. (Forms are available on our website.)
- d) All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by the pharmacist in two separate bottles.)
- e) Unused medications must be picked up by the parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.
- f) Students may not carry medication to or from school. Only parents can carry medication to and from school.

2. *Non-Prescription Medication*

The following is required for: “any commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids.”

- a) Written instructions from the parent which include:
 - i) Name of student
 - ii) Name of medication
 - iii) Dosage
 - iv) Time and/or frequency of administration
 - v) Method of administration (e.g., mouth, nose, ear, etc.)
- b) All non-prescription medication must be in original container or packaging.
- c) Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

3. *Medication Dispensation Authorization Form*

An authorization form must be filled out for every medication given at school. Forms can be picked up in the school office or be found on the St. James School website.

4. *Parent to School Notification*

Parents must notify the school if their child is sick and will not be attending school for the day before 8:30AM. Otherwise, they will get a phone call from the office.

If your child is running a fever or vomiting, they should stay at home for 24 hours after the fever has broken or the last time they vomited.

Parents must notify the school immediately if their child has come into contact with or has contagious disease or conditions, such as but not limited to, chicken pox, pink eye, meningococcal, measles, mumps, Fifth's disease and/or head lice.

X. PARENTS

A. **Custodial Right**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court documents, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. It is a great benefit to the child to have both parents involved in his/her education.

B. **Classroom Interruptions**

All visitors including parents must report to the office. Classroom disruptions are kept to a minimum and learning time to a maximum. Please do not go directly to the classroom. The school secretary will call your child when necessary.

C. **Complaint/ Issue Resolution**

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

D. Family Cooperation/ Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

E. Messages to Students

Students will not be called to the phone during school hours, except in case of an emergency.

F. Parent-Teacher Organization

The mission of the Parent Teacher Organization is to promote parental support for the school programs, increase mutual understanding between school and parents, and reduce obstacles to effective communication.

The Department of Catholic Schools highly recommends that each school in the Archdiocese form a Parent-Teacher Organization which is accountable to the principal to promote parental support for the school programs, increase mutual understanding between school and parents, and reduce obstacles to effective communication.

A parent organization associated with an Archdiocesan elementary school should comply with these general norms:

It will have no legal status apart from the school, and therefore, will not be separately incorporated;

It will function in accordance with a written constitution that complies with all current provisions of Archdiocesan and local policy governing the structure and operation of such an organization; Recommendations and actions of the organization are subject to all Archdiocesan school regulations and policies as established by the Archdiocese, and executed by the Department of Catholic Schools.

G. Parties

1. In School

Birthday celebrations are arranged with individual teachers. If sending birthday treats, please send store bought treats.

2. Out of School Party Invitations

The school does not get involved in Out of School Parties. Please, unless everyone in a class is invited to a party, please do not hand out invitations at school or ask the teachers to pass out the invitations. Please mail or phone these invitations to the children's homes.

3. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

H. Releasing Students

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non-parent/guardian is required in writing. Students will only be released to persons on the Student Departure Form.

An ill student will be released only to a parent or authorized person as listed on the Student Departure Form or an Emergency Contacts. Please sign out at the main office.

I. School Advisory Council

The School Advisory Council (SAC) provides policy advice to the principal and pastor. Recommendations of the Council are advisory. The pastor/principal is the enactor of all policy. Council responsibility encompasses 6 distinct functions:

- To participate in and encourage strategic planning.
- To develop and support policy.
- To offer financial advice.
- To serve as a good public relations source.
- To evaluate itself periodically.
- To participate in the selection process of the principal through representation.

Faculty participation in SAC meetings work in conjunction with input from the principal. The School Advisory Council is composed of 8 members and the principal and pastor. The monthly meetings are the fourth Tuesday of each month. The Council acts in a consultive role in the following five areas: Planning (i.e., 5 year plan), Policy Development, School Budget/Finances, Marketing, and Evaluation (Policies, principal, and self evaluation of Council). The Council is not responsible for evaluation of teachers and staff.

The pastor is the enactor of all policy.

J. Service Projects

The school selects several school-wide service projects throughout the school year including such projects as a canned food drive or writing to adoptive grandparents. Individual classroom teachers also choose service projects during the school year.

K. Verification of Compliance

A written statement signed by the parent must be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page.)

L. Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. James School uses a Wednesday folder system. Official folders containing all correspondence are send home on Wednesday and should be returned the following school day. Your child is responsible for emptying the contents of his/her folder with it is returned to their classroom. Official school-wide emergency or general communications are also. Send using School Messenger phone system

XI. SAFETY

A. Bicycles

Students may ride bicycles to school, but need to walk them on school grounds and across sidewalks.

B. Earthquake Drills

As part of our earthquake safety procedures, parents are asked to supply bottled water and granola bars as part of their child's school supplies. These are stored in the classrooms. Each month drills are conducted so that children will know what to do in the event of an earthquake.

C. Fire Drills

Fire drills are practiced monthly so that they become routine.

D. School Closure

School closures will be announced on the local radio station, KLYC 1260 AM, as soon as the decision is made. When there is a two hour delay in starting time, there is no AM preschool class. Full day preschool students will come to school at the same time as Kindergarten through 5th grade on a 2 hour delay starting time. Please listen for Local School closings. In the case of weather related closures (i.e. snow) if McMinnville School District is closed, so is St. James School. If McMinnville announces a 2 hour delay, the principal of St. James School may decide to close for the day depending on the road conditions in the surrounding areas and the status of other school closures around McMinnville. A school closure will also be posted on the school's website and a School Reach phone call will be made to each household.

E. Skates and Skateboards

Neither skates nor skateboards are allowed on the school grounds.

F. Transportation

Parents/guardians must arrange for transportation to and from school. In order to ensure your child's safety, we ask that if your child is going home with someone he/she who is not on the Departure List, that you call the office and fax a signed note. We cannot release a child to any person not listed on the Student Departure Form.

1. Drop off / Pick-up of Students

Students in Kindergarten through fifth grades are picked up at the end door by the 5th grade classroom at 3:00 pm. Preschool pick-up time is 11:00 am for 3 and 4-year old half-day classes. For preschool through fifth grade students, please approach the school from the parking lot by the church and drive up to the side door of the school. When needing to come into the school, do not park in the line and get out of your vehicle. Instead, please use the parking lot to park your vehicle before entering the school. This helps alleviate traffic snarls and keeps your children safe. When dropping off children in the mornings, you may drop off on Kirby Street; however, you may not exit your car.

Student dismissal procedures:

Students are dismissed from their classroom and are to wait in the hall until their ride arrives. Walkers and bike riders need to wait for a supervising adult before crossing the street.

Late Pick-up:

It is considered late pick-up when you arrive more than 15 minutes after class dismissal. It is imperative that parents make arrangements to pick up their children on time. Students remaining after 3:15 pm (2:15 on Wednesday and 11:45 on early dismissal days) will be sent to Extended Care for supervision and parents will be charged for that service.

G. Visitors

All visitors must report to the main office. Written permission of parents and approval of principal is necessary before outside students may visit any classroom during the school day. Older, former students wishing to visit and help must also have prior approval from the principal and be willing to abide by any restrictions.

H. Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife – which school rules ordinarily forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

I. Bullying/Harassment

Demeaning behavior is not permitted. Harassment, intimidation, or bullying is defined as an act that:

Substantially interferes with a student's educational benefits, opportunities or performance, both on or off campus;

Has the effect of

1. Physically harming a student or damaging student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment, including interfering with the psychological well-being of a student;

May be based on, but not limited to, the protected class status of a person.

Students have a right to attend school in a safe environment free of harassment, intimidation, or any threat to personal safety. St. James School has no tolerance for violent action and/or speech.

Students are not allowed to draw pictures of, or write stories about, situations that are violent or that depict violence toward another person either real or fictitious. Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward any living thing or object. Students are not allowed to possess at school any tool that can be used to commit a violent act: this includes but is not limited to pocket knives, guns, cigarette lighters and matches. Students are also not allowed to possess any instructions on how to commit an act of violence.

A student who breaks any of these rules will be suspended until a meeting can be held with the student, parent(s), principal and possibly the pastor, when deemed necessary. Any further disciplinary action, which could include expulsion, is at the discretion of the principal.

XII. STUDENT ACTIVITIES

A. Altar Servers

Baptized Catholic students in fourth and fifth grades, who have received First Eucharist are allowed to be trained as altar servers. Training sessions are arranged through the parish office.

B. Assemblies

Assemblies are arranged by the school staff. If parents have suggestions for assemblies, they must be approved by the principal.

C. Field Trips

Field trips are to be initiated by the classroom teacher and must have an educational purpose related to the curriculum. Parent permission slips must be signed by the parent or guardian, in advance. Teachers will discuss field trip expectations, conduct and dress with the students and parent chaperones before departure. Chaperones must ride in the designated transportation with students. If a parent wants to drive his/her personal car to transport other members of the family, this is permissible, but they cannot be considered as part of our group and must pay their entrance fee separately. **These drivers cannot be considered or used as chaperones.** A list of all children and chaperones must be turned into the office prior to departure. If using private cars, designated drivers will be given a list of those whom they will be transporting. The only children allowed to go on a field trip are those children in the particular grade/s scheduled to go on said trip. On out of town trips, students in 3rd, 4th, and 5th grades will be transported whenever possible by bus. For local trips, students may travel in private cars, or any grade may walk. If private cars are used, drivers must fill out driver information form required by the Archdiocesan Business Office. The volunteer driver's insurance is primary and the Archdiocesan insurance is secondary. Siblings of students are not allowed on field trips.

Because of the booster seat law required for children less than 60 lbs, only children in 3rd, 4th, and 5th grades can be transported by private car.

Student permission slips, proof of insurance (if using private cars), and driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time) are required for each field trip. Permission slips must be signed and the top cut off for the parents as a reminder of the field trip. Permission slips must be turned in no later than the day before the Field Trip. Permission slips may not be faxed. Permission slips will not be accepted the day of the trip. Parents must also complete a Back Ground Check and the Called to Protect training which includes watching the video before they can chaperone.

In order to avoid liability issues for the school, the chaperones, and to eliminate any allergic reaction of the students, parents may not stop and/or buy treats for the children in their cars. Failure of chaperones to follow these rules will result in not being able to chaperone again for the rest of the year.

D. Money Collection

When money must be sent to school with your child, please place it in a sealed envelope with your child's name, the purpose, and the amount written on the outside.

E. Lost and Found

St. James School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Any items left in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are to be advised that many items are actually placed in Lost and Found by the students when the students would like a different item. Parents are encouraged to look for their child's items in the Lost and Found box.

XIII. STUDENT EDUCATIONAL RECORDS

A. Review of Student Education Records

Parents of students currently in attendance at St. James School may review the student's education records. Parents wishing to review student records should make a written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not to be amended, the parents may place a statement with the records commenting on the disputed information.

B. Directory Information

St. James School has designated the following as directory information which the school may disclose without specific consent: the student's name, address, and telephone listing. A parent may elect not to have any or all of these items included in a school-related directory. Notice from a parent that he or she does not want any or all of these types of information included must be checked on the registration form.

C. Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education records to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individual.

XIV. STUDENT SERVICES

A. Hot Lunch

Hot lunch is available to students and staff Monday through Friday. Our Hot Lunch Coordinator is a member of St. James School staff. We rely on parents to serve, wash dishes, do some food preparation and clean up after lunch. The price for lunch is \$2.85 for Preschool – 5th grade. Tickets can be purchased either individually or by a card with 20 lunches. Milk is served daily and is included in the price of the hot lunch (milk tickets are \$.40 for those having cold lunch). Adults may purchase a lunch for \$3.85. Please call ahead if you plan to have lunch with your child.

B. Telephone

Students are allowed to use the phone only with permission from an adult on staff and usually for emergencies only. Cell phones are not allowed at school.

XV. VOLUNTEERS

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. St. James asks parents to contribute to St. James Community Service Hours.

A. Volunteer Background Checks

The school requires volunteers in any school program or activity to undergo a background check. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school reserves the right to decline to accept the services of a volunteer, to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so. Parents must also view the film **"CALLED TO PROTECT"** before being able to volunteer. Parent's volunteer forms can be found in the school office or on the school Web site.

B. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but not limited to: School Advisory Council, Parents' Club Board, fundraising activities, classroom assistance to teachers, hot lunch program, room parents, field trip assistants, landscaping, and other activities relating to the talents and gifts of the volunteer population, church activities, Eucharistic Minister, Lector, Altar Server, Choir members, or serving on parish Pastoral or Finance Council.

Parents of students must complete 10 Community Service hours for Preschool Students. Two-parent households must complete 40 Community Service hours and single-parent households must complete 20 Community Service hours. If receiving Tuition Assistance two-parent households must complete 15 additional Community Service hours and single-parent households must complete 7 ½ additional Community Service hours.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way as not to disrupt the peace, order, and tranquility of the school community. When volunteering in school please dress appropriately and refrain from chewing gum.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

XVI. PLAYGROUND SAFETY RULES

- Basic Rules:** Students must stay on the playground at all times. Students must ask permission before going to the map.
A student must ask permission to enter the building during recess. Take a buddy and return to teacher upon return to playground.
Students must be given permission, by on duty staff, before going to parking lot, to play.
All students must be accepted and allowed to play.
There will be no wrestling, tripping, pushing, hitting, fighting, spitting or kicking.
There will be no pulling on another's clothing.
Students must stay out of puddles.
Shrubs, trees, bark dust areas and heat pump box are off limits to students.
There will be no throwing wood chips, sticks, pine cones, rocks, etc. Leave them outside.
Students are expected to display good sportsmanship. 1st a warning, 2nd time-out for the day. Staff on duty will have discretion.
Students are to respect and obey any staff member or parent who is on duty on the playground.
Students are expected to line up immediately when the teacher or staff member blows the whistle or the bell rings.
Please stay away from the chain link fence; no waving or shouting at traffic.
When a ball goes off the playground, students do not retrieve the ball! (When more than 1 teacher is on duty the teacher shall retrieve the ball).
Inside recess: please stay away from sliding doors.
Unsafe play on any piece of equipment means the student(s) lose the privilege of playing on that equipment for the rest of recess.
- Big Toy:** There will be no running or tag games on or through the Big Toy.
There will be no jumping from the Big Toy.
Go down feet first on the slide, on your bottom; no pushing others down the slide.
When it is frosty, the Big Toy is off limits.
- Other Equipment:** Only one student at a time on the rope and corkscrew. Climb up the rope and go down the corkscrew.
Only one student at a time on the platform for the trapeze rings, all go in the same direction.
There will be no standing on top of the blue tunnel.
Students can sit on the blue tunnel. One student may be in tube and one student may be on top of tube.
There will be no wood chips allowed on any playground equipment.
- Benny Bus:** Preschool-2nd grade may have up to 4 students on Benny Bus at a time.
3rd grade-5th grade may have up to 3 students on Benny Bus at a time.
- Playdozer:** Preschool-2nd grade may have up to 4 students on Playdozer at a time.

- Swings:** **There will be no jumping off, twisting, running through, or underdogs**
Count to 30 per turn (only if no other swing is available for use)
There will be no winding swings over the top to shorten.
- Rock Wall:** Please climb up and climb down
There will be no jumping off, No pushing up
There will be no tag on the rock wall
- Monorail:** Form one line on the swings' side of the Monorail
Ride the Monorail down and back
Gentle pushes, halfway only are allowed
No Kindergarteners or 1st graders may play on this piece of equipment.
- BB Court:** The court may be split so that children can shoot hoops on one half and play double ball on the other half.
The court is off limits, when there are puddles
- Balls:** Play four-square and basketball in designated areas—standard rules only
Balls may be on concrete or black top only
There will be no kicking basketballs or four-square balls
- Tetherball:** 2 people play at a time; standard rules only
After 3 wins, go to the end of the line.
Please do not climb tetherball pole.
- Wall Ball** Please stand on the designated line while waiting your turn. The first person in line is the referee.
- Injuries:** **If a child is hurt, students are to notify the playground supervisor immediately; if injury is serious, supervisor is not to move student, and is to radio the office or send a student to get help from the office. All injuries (other than minor bumps and scrapes) must be documented on an Incident Form.**

Signature Page

Parent Agreement

I/We _____
Parent(s) or Guardian(s)

have read the material in the St. James School Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Agreement

I/We _____
Student Name(s)

have read the material in the St. James School Handbook and agree to follow and uphold the school policies while enrolled at St. James School.

Signature: _____ Grade: _____ Date: _____
(First student in the family attending the school)

Signature: _____ Grade: _____ Date: _____
(Second student in the family attending the school-if applicable)

Signature: _____ Grade: _____ Date: _____
(Third student in the family attending the school-if applicable)

Signature: _____ Grade: _____ Date: _____
(Fourth student in the family attending the school-if applicable)