



St. James School Parent/Student Handbook

St. James Mission Statement

“The Mission 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 spiritual, intellectual, emotional and physical potential.”



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GENERAL INFORMATION

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

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

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, however St. James School welcomes children of all faiths. Students enrolled come from a wide range in socioeconomic status. 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. Tuition assistance is available based on a family's need as determined by an online application through FACTS management.

In fall of 2019 St. James School became a multi-age learning community. Currently the school has four communities of instruction including: Preschool (3-4-year-old students); Primary (5-6-year-old students); Early Intermediate (7-8-year-old students); and Intermediate (9-11-year-old students). Students are with the same teacher over a two-year period. Older students become leaders in their community while younger students grow at a faster pace due to the older students in their learning community.

In addition to the core learning community teachers, our school has a principal and a full-time administrative assistant as well as two instructional assistants. Students have PE classes three times per week, music appreciation classes two times per week and art instruction once per week. These positions are taught by licensed teachers within our current staff. Spanish language and technology instruction is provided once per week within each learning community.

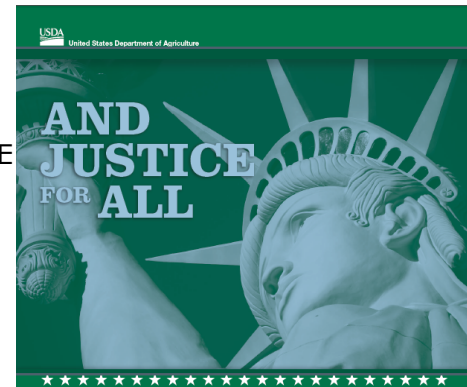


And Justice for All

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, audiotope, 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. Administrative Assistant

The administrative assistant is responsible for the efficient operation of the school office. The AA also supports the principal in coordinating fund-raising activities for the school and monitoring volunteers.

7. List of School Personnel

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

Uniform Policy

In order to foster individual and school pride, all students are to conform to our uniform code on a daily basis. 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 may only be worn underneath a uniform shirt and must be the same arm length.
- Tops must be free from embellishments and logos with the exception of the St. James School logo.
- Sweaters and Sweatshirts:(A uniform top must be worn underneath)
- Must be red, navy, or white and free of embellishments and logos other than school logo.
- V-neck and crewneck sweaters and cardigans are all acceptable.

Bottoms:

Boys: Navy or khaki twill straight leg pants, mid-thigh to knee length shorts.

Solid navy, red, black, or white socks must show above the shoe.

- 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.

Girls: Navy, khaki twill, straight leg pants, mid-thigh to knee length shorts or skorts

Solid navy, red, black, or white socks must show above the shoe.

- Navy or Red Polo Dresses mid-thigh to knee length



- St James Plaid (Hunter/Classic Navy) jumpers' mid-thigh to knee length.
*uniform shirt or turtleneck must be worn under jumpers'

Navy, red, or white leggings/tights may be worn under a skirt or dress.

Shoes

Shoes should be durable and flexible enough for playground use with closed heel and toe. Please no sandals, boots, or Croc like shoes. Heels will not be greater than 1".

Athletic shoes are required for P.E. Days.

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. Students are to refrain from bringing any toys or other miscellaneous items to school unless directed by the teacher.

Outside Garments

- 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.
- Hats, scarves, and sunglasses may only be worn outside the buildings

Jewelry

Boys: May wear a simple wristwatch and one modest religious symbol on a simple necklace and wear one ring on one finger. NO earrings, bracelets, ankle bracelets, or visible body piercings.

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

Grooming

- Hair must be clean, neatly combed and must not interfere with eyesight.
- Boys hair should be collar length or shorter.
- Make-up, visible tattoos, and dyed or colored hair are not appropriate for school.

Free dress day

- Students may choose to wear clothing other than our daily uniform.
- Clothing must be 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.
- No masked hooded sweatshirts allowed.

*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 is: 8:00 am - 3:00 pm MTThF and every Wednesday 8:00am-2:00pm with early dismissal for staff development.

School Doors open at 7:45am. Morning Extended Care is available starting at 7:00am regular fee rates apply. **Students are considered tardy if they are not in the building when the 8:00 bell rings. After 8am parents are asked to sign their child in at the front office.**

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 all learning communities 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:	Primary/Early Intermediate	20-30 minutes
	Intermediate	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 - 6th 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 will be sent in the middle of each trimester either electronically or via Wednesday folder to parents. This allows parent to be award of their child's academic progress. Report cards issued at the end of each trimester either electronically or via report card envelope.

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. Year End Celebrations

St, James School acknowledges the promotion of students from one learning community to the next including the move of intermediate students to other middle schools with a simple and dignified celebration within each learning community that gives recognition to the unique value of the Christian education just completed. The entire school community also participates in the celebration of mass on the final day of school.

G. Promotion and Retention

1. *Promotion*

A student satisfactorily completing each learning communities work will be promoted to the next level of learning.



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 primary through intermediate learning communities. Student progress will be shared with parents during fall and spring conferences. Parents may also 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 the early intermediate learning community. In accordance with the diocesan guidelines, candidates 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 contact the school for a tour and meet with any school staff member to get questions answered. St. James hosts an annual open house the last Sunday of January each year for interested families. Registration forms for the upcoming school year are posted on the website and made available at the school office the first week of March. All necessary paperwork and the registration fees must be submitted to the school office before a child may attend.

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 given access via the front office.

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.

B. **Tardy**

Excessive tardiness and absences negatively impact learning and classroom function. Parents will be contacted in writing upon the 3rd tardy. The 4th tardy will generate a second warning note sent home. After the 5th tardy, the parents will be required to meet with the principal. Excessive tardiness is considered truancy and may be reported.

C. **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 and may be reported to DHS.

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 is in process to transition from a system of rewards and punishments for classroom and school wide discipline to a restorative justice model which reflects the belief that people are worthy and relational which embraces the key values of respect, dignity, and mutual concern. Our school culture focuses on seeing Jesus in every other human therefore this model fits with our mission. The school is focused on creating just and equitable learning environments, nurturing healthy relationships, and working toward healing when relationships are compromised by behavior. The overall goal of school and classroom management is to assist students in growing socially.

B. Behavior Expectations

In keeping with the mission 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 respect, dignity, and mutual concern for others
- Be respectful and follow guidance given in all areas of the learning community ;classroom, playground, lunchroom, hallways, church, gym
- Use language that becomes a Christian who respects him/herself and others.
- Be honest and truthful at all times
- Maintain classroom behavior as established by teacher that allows for maximum learning of all
- Show reverence during prayer and liturgical celebrations.
- 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

St. James School works to create a culture of empathy and responsibility using restorative justice. Students, teachers, and staff members use communication to resolve conflicts, repair harm, and reintegrate members into the community. Ongoing social and emotional growth is the ultimate goal through the cultivation of mindfulness and empathy. Students are given clear and consistent expectations, taught to take responsibility for their actions, recognize and manage their emotions, and communicate with empathy.

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. If deemed necessary to provide opportunity for growth, a student may be removed from the classroom for a period of time for self-reflection. If it is determined that the student requires extended time due to the serious nature of their actions and/or possible harm to other students, the school will suspend the student from receiving face to face instruction until a plan for growth is created with input from school, parent, and students.

G. 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 changes the actions or attitudes cited as reasons for withdrawal.

H. Expulsion

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

Situations that may lead to expulsion of a student from school 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 mission and learning expectations;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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 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 Lock-in/Active Shooter

Some situations make it necessary to have a school lock-in or evacuate students from school campus for their safety. Per police recommendations, the following procedures will be implemented for a school lock-in:

- Doors will be locked;
- Blinds will be closed;
- No one will be permitted to enter or leave the building;
- Lock-in 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. In the fall of 2019, St. James School will be using the A.L.I.C.E. protocol for situations in which an active shooter is identified to be on the school grounds. See school emergency handbook for details.

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. All employees and volunteers are required to complete annual C.A.S.E (create a safe environment) training.

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 intermediate learning communities from 3:00PM – 5:30 PM on Monday, Tuesday, Thursday and Friday. On Wednesdays Extended Care hours are 2:00PM – 5:30 PM. Extended Care is available from 11:30AM-5:30 PM on early dismissal days, unless noted otherwise. There is no Extended Care on non-school days. The charge for care is \$2.50 per 30 minutes. Charges will be rounded to the nearest 30 minutes. Snacks are provided daily. A late fee \$1per minute is charged for care after 5:30PM. 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, however parents must notify the school office before 3pm in order for the child to attend. Children not picked up by 3:15pm will be sent to extended care and fees applied.

In order for a child to attend our Extended Care program an Extended Care Form and Student Emergency form must be filled out for each student. These forms are kept in a binder in the Extended Care room in the event of an emergency. Forms are available on our school website.

VIII. FINANCIAL

A. Tuition

Tuition amounts are set by the principal and pastor with input from the School Advisory Council during the budgeting process each year.

1. Tuition Assistance (current families must request January 31st each year.

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 grants, other private grants, and parish member donations. Assistance is granted based on the FACTS report for **need** as well as parent volunteer participation, student attendance as well as academic standing, and no outstanding tuition.

B. Delinquent Payment Policy

1. Tuition Fees

All families are encouraged 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 or Discover Card through Authorization. If a family requires a change in their account due to financial changes, notification must be made with the school principal before making changes.

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 at the end of sixty (60) days the account is past due, the parent will be notified in writing by the principal that the account must be brought current and extended care will not be available.

If at the end of ninety (90) days the account has not been brought current, school services to the family may be discontinued and the account will be referred to a collection agency.

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 restricted access diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, pink eye, measles, COVID-19, and Fifth's disease. Students who have restricted access disease or conditions must be excluded from school, until the condition has been resolved or recommended quarantine period met; if a student vomits or has a documented fever, 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.

4. *Student Illness*

Parents must notify the school if their child is sick and will not be attending school for the day before 8:00AM. 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 administrative assistant or principal 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

Respect for Teachers: Parents are held to the same standard as student with regards to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child: If the partnership breaks down, parents can be required to withdraw the child 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 and Other School Organizations, Committees, and Councils (SAC, Endowment, CYO)

St. James School has a School Advisory Council and Parent's Club (any parent who enrolls their child becomes a member of the parent club). The school has an Endowment Fund, which the principal and the pastor oversee.

School Advisory Council

The School Advisory Council (SAC) is a body whose members are selected to participate in decision-making in designated areas of responsibility. A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. He delegates, according to archdiocesan policy, administrative responsibilities to the school principal, who is accountable to him. This constituting authority (i.e. Pastor) establishes those areas where the Advisory Council is to be consulted. Recommendations of the Council are advisory. The pastor/principal is the enactor of all policy. Council responsibility encompasses 8 distinct functions:



- To participate in and encourage strategic planning.
- To assure mission effectiveness
- To develop and defend policy.
- To offer financial advice.
- To provide good public relations
- To evaluate itself periodically.
- To participate in the selection process of the principal through representation
- To review and define membership needs in collaboration with the pastor and principal and then recruit and recommend individuals for appointment to the council by the pastor that meet those needs.

The School Advisory Council is composed of 8 members and the principal and the pastor. The SAC meets four times during the school year and as needed for special sessions. The Council acts in a consultative role in the following 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.

Parent Club

The Parent Club promotes parental support for the school programs at St. James Catholic School. In fulfilling its purpose, the Club will have the following objectives:

- To work in conjunction with the St. James SAC (school advisory council) to broaden understanding and foster appreciation of Catholic School education.
- To work within the framework of the parish, and the school and consult with the pastor and principal to foster a spirit of cooperation between the school and other parish organizations.
- To assist in the operation of the school as needed through volunteer activities.
- To be responsible for organizing and conducting fund raising activities that supports the school.
- To develop within a Catholic community, positive relations among parents, students, school faculty, and the parish by providing parent education, social, and community building opportunities.
- To provide advocacy for the school by providing letter writing, phone calls, and/or visits to legislators when needed for issues that might concern the school.

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

1. It will have no legal status apart from the school, and therefore, will not be separately incorporated;
2. 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;



3. Recommendations and actions of the organization are subject to all Archdiocesan school regulations and policies as established by the Archdiocese of Portland as executed by the Department of Catholic Schools.

G. Parties

Birthday celebrations are arranged with individual teachers. If sending birthday treats, please send store bought treats. The school does not get involved in Out of School Parties. Students may request to pass out invitations if everyone in your child's class is to be invited to the party, otherwise please mail or phone these invitations to the children's homes. Students should not exchange individual gifts at school. This gesture may lead to 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 Pick-Up Authorization Form.

An ill student will be released only to a parent or authorized person as listed on the Student Pick-Up Authorization Form or the Student Emergency Form. All students will be sign out at the main office.

I. 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.

J. 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.)

K. School to Home Communication

In order to ensure that all communication from school reaches home in a timely manner, St. James School sends a weekly message to parents via email each Monday and when needed hard copies are sent via a folder in the students backpack on Wednesdays. Parents need to review contents and send folder back with student on Thursday morning each week that it is sent. Official school-wide emergency or general communications are also sent via a school wide phone messaging system called School Messenger. It is very important that parents keep current phone numbers on file at the front office.



XI. SAFETY

A. Bicycles

Students may ride bicycles to and from school as long as it is documented on their departure form, however they 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 primary through intermediate learning communities 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 a person 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 Pick-Up Authorization Form.

Student drop off and 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. Students in primary through intermediate learning communities are picked up at the end door by the intermediate math and music classroom at 3:00 pm. Preschool pick-up time is 11:00 am for 3 and 4-year old half-day classes. The preschool teacher meets parents at the parish office lobby for pick up. For all day preschool through intermediate learning community 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.

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 appropriate 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**. Students are assigned to groups by teachers. The only children allowed to go on a field trip are those children in the particular grade/s scheduled to go on said trip. If private cars are used, drivers must fill out driver information form required by the Archdiocesan Risk Management Office. The volunteer driver's insurance is primary and the Archdiocesan insurance is secondary.

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) 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. Parents must also complete a background check, receive clearance, and complete the annual C.A.S.E- training 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 and 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 and lunch delivery guidelines

Hot lunch is available to students and staff Monday through Friday. Lunch tickets can be purchased on our website. For current lunch prices please refer to our website. Milk is served daily and is included in the price of the hot lunch for those having cold lunch 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, modelling the importance of service to others. Volunteers also assist at fund-raising events which bring financial as well as marketing benefits to the school. St. James asks parents to contribute to St. James Community through hours of service.

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 complete the initial safe environment training before being able to volunteer or for returning parents complete any training required by the Archdiocesan Office of Child Protection. 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. Service opportunities 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 only preschool students must complete 10 Community Service hours per parent. Parents with children in all other learning communities must complete 20 Community Service hours per parent.



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: Stay within boundaries of recess area; request teacher permission for restroom use or to retrieve equipment that leaves recess area
Play with respect of others and area of play, appropriate interaction that treats others with dignity and safety
(no wrestling, tripping, pushing, hitting, fighting, spitting or kicking; no pulling on another's clothing or moving through puddles of water
Students must stay out of puddles and refrain from picking up items on ground
No running or tag games on or through the playground equipment
No jumping off of equipment including swings
Down feet first on the slide, on your bottom; no pushing others down the slide.
Blue tunnel sitting is ok but no standing
Two students on monkey bars per turn
Playdozer and Benny Bus are for preschool and primary students; limit 4 students
Rock wall is for climbing up and down only
Monorail is for students of appropriate height; one student rides down and back
Cement court may be used when dry
Use of balls limited to black top and cement court
Prepare for return to school when signal given

Injuries: **If a student is injured, notify the playground supervisor immediately; if injury is serious, do not 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.**



Parent Agreement

Agreement/Signature Page

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)