



PARENT/STUDENT HANDBOOK

2022-2023

St James School

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Phone: 503-472-2661 FAX: 503-472-5201

www.stjamesmac-school.com

Dear Parents and Students,

***“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom***

Welcome to St. James Catholic School! In choosing St. James School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. James School for the 2022-2023 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. James School during the 2022-2023 school year.

The faculty and staff of St. James School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Sandy Lonergan
Principal

Fr. Zani Pacanza
Parish Administrator

St. James School

St. James School is currently a preschool through Grade 6 Catholic Elementary School under the Archdiocese of Portland in Oregon Department of Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. James we are attempting to "teach as Jesus did."

The Archdiocesan curriculum guidelines, consistent with the State of Oregon guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

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. Technology instruction is provided once per week within each learning community

Mission Statement of St. James School

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.

Philosophy

St. James School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Portland in Oregon.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

School-wide 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

Absence

When a student is absent from school, a parent must call the office by 8:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. James students and is aligned with the state statutes of the state of Oregon.

Students should be fever free for 24 hours before returning to school.

Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments.

Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. **Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.**

Excessive 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.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Oregon guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Archdiocese of Portland in Oregon is posted on the diocesan website, www.archdpdx.org

St. James School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held every week on Wednesday morning for the entire school community. All learning communities except PreK attend the parish Mass on Wednesday morning at 8:30am. PreK attends once per month beginning in November of the current school year.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

Computer Literacy

Word Processing, Data Base, Spread Sheets, Effective Use of Social Media, Internet Predators, Online Threats, Hacking, Internet Etiquette, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

Fine Arts

Music and Visual Arts are currently offered at St. James.

Handwriting

Students in all learning communities have weekly instruction in handwriting. With cursive being introduced in the Early Intermediate classroom. Time is given weekly for handwriting practice.

Language Arts

Reading, English, Spelling, Speaking, Vocabulary, Writing, Library Skills, and Appreciation of Literature.

Mathematics

Mathematics skills are taught in all learning communities.

In order to allow teachers to meet students' individual needs in mathematics instruction individual goal setting is conferenced in each learning community after each STAR test screening

Physical Education

Physical fitness including: balance, strength, flexibility, cardio, movement skills, manipulative skills, as well as team and individual sports' skills appropriate for each learning community are taught and practiced three times per week.

Science

Physical, Life, and Earth Sciences and Laboratory Experiences.

Social Studies

History, Geography, Economics, State History, Government, and Current Events.

Accreditation

St. James School is accredited through Western Catholic Education Association (WCEA). School year 2022-23 teachers and principal will be completing a self-study of all aspects of the school program with a visit from an accreditation team in the fall of 2023. Currently, the school is accredited through June of 2024.

Admission Information

Nondiscriminatory Policy

St. James School does not discriminate based on race, color, racial or ethnic origin, administration of its education policies, admission policies, scholarship or loan programs, and athletic and other school administered programs

As openings become available, the following priorities will be used to accept students to St. James School:

1. Members of St James Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Children entering Preschool must be three (3)/Pre-K must be four (4) years of age by September 1st.

Children entering Kindergarten must be five (5) years of age by September 1st.

At the time of registration, all new students seeking admission to St. James School are assessed via in-person family tour of school, current report card progress if available and parent interview.

Requirements include:

- *Verification of active parish affiliation/stewardship

 - Via pastor recommendation

- *Health Records

- *Immunization Records

 - +All students entering St. James School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.

- *Birth Certificate (original)

- *Baptismal Certificate (Catholic applicants only)

- *Report Cards (if applicable)

- *STAR Standardized Test Results, if applicable

- *Record of IEP or 504 Plan (**These must be presented at the time the Application is submitted.**)

Students applying for Admission in Grades 1-6 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. James School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parent or guardian.

Testing in some academic areas may be held for new incoming students in Grades 3-6.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any challenges that require above and beyond what St James can make available, a student may be asked to withdraw his/her attendance at St. James School. The recommendation and decision of the school is final. St. James School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. James School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from St. James School. This decision will be made for the student's educational and/or behavioral

needs to be fully met in another educational setting. If the decision to separate the student from St. James School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. James School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances **and be respectful of Catholic teaching, rituals, and tradition.**

Financial Obligations

TUITION SCHEDULE SCHOOL YEAR – 2022-2023

*Primary through Intermediate (Multiage Communities) **

Actual Tuition Rate per child.....\$14,222

Tuition Rate per child (prorated based on parish

subsidy/fundraising/grants).....\$5974

*Tuition assistance is made available for families who qualify through FACTS management system

PRE-KINDERGARTEN (4 yr olds)

Tuition Rate per child full days MWF 8am-3pm.....\$4286

Tuition Rate per child half days MWF 8am-11am.....\$2190

Preschool (3 yr olds)

Tuition Rate per child full days TTh 8am-3pm.....\$2976

Tuition Rate per child half days TTh 8am-11am.....\$1714

FINANCIAL ASSISTANCE FORMS are available ON-LINE at www.factstuitionaid.com or at the school office. Assistance is available for students in multiage learning communities only.

***The application deadline to FACTS® Grant and Aid Assessment is published each December.**

Tuition Payment Options:

Payment Options:

- Pay in full by August 31, 2022 and receive 3% discount (not available for those receiving tuition assistance) or make 10 monthly payments via Vanco (contracts set up through school office).

Enrollment/Re-Enrollment

- The \$150.00 Application Fee for new students must be submitted with the application/\$100 for preschool and prekindergarten students. The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated in upcoming year contract.
- All Application Fees are **NON-REFUNDABLE**.
- There will be a \$25 returned check fee for all checks made payable to St. James School that do not clear the bank.

Tuition During Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw will be billed prorated tuition for number of days in school.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE

Registration Fee

Covers registration materials, school information platform, “*EDUCATE*”, and curriculum materials.

Allergy Policy

St James works with parents of children diagnosed with allergies to create a plan to ensure the health and safety of the student while at school. Teachers and new staff are also made aware of the plan. All staff who come into contact with children with allergies are provided with safety protocols relate to allergies. Training is updated as needed.

1. Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Parents are asked to complete a form for dispensing of medication provided by the office to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

2. Record Keeping

At the beginning of each school year, or when a child joins St. James Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. James School makes no claim to be an allergen or peanut-free school.

4. Food Allergy Policy

St. James School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes 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 for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

5. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school administrative assistant will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school administrative assistant. Teachers on playground duty can contact the office via personal cell phone and/or walkie talkie.

Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible to teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of allergies.

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks and treats for special occasions such as birthdays and/or classroom parties for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Schools with government lunch programs adhere to the mandated National School Lunch Program Standards regarding food allergies. (St James School does not have a hot lunch program currently)

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

6. Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. James School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergies. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

Awards (new as of 9/5/22)

Perfect Attendance given to students at end of each year who have not missed any instructional days at school.

***SLE given at end of school year to a student in each learning community who exemplifies the conduct identified for each core school wide learning expectations of St. James School.**

Criteria: (see below for each area)

Faithful Christian

Lifelong Learner

Effective Communicator

Responsible Citizen

Birthday Observances

Students in Grades Preschool through Grade 6 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months). In addition, birthday treats may be brought to school for students; must be commercially made and individually wrapped. All treats should be pre-packaged with ingredients listed on the package. No homemade treats.

Buckley Amendment

St. James School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. 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 document, 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. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Bullying and Cyberbullying

St. James School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Car Pick up and drop off

There are two different locations for morning drop-off and afternoon pick-up: morning drop off is at front door of school on Kirby street at curb side or parents may park in church parking lot and walk student to front door and pick up at end of school day at end door curb of school which is located near church parking lot. Parents are asked to remain in their cars and to proceed through the regular car line pickup process or park and walk up to end door to meet student when their name is called by pickup line teacher. Students are not allowed to walk to a parked car without a parent, teacher or administrator escort.

Parents are asked to pay close attention during the carline pick up process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact other carline pick up members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers and/or front office should be advised in writing if a child is to go home in a different car or by a different means on a given day.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should keep the cell phone in their backpack during the school day.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Child Abuse Laws

St. James School abides by the Child Abuse laws of the State of Oregon. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, fidget spinners, or anything that will detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) at end of the day or on the last day of the school year.**

Counselor

A certified counselor is not on site at St James, however when a need presents itself, St James may contact McMinnville School district office to request Consultation.

COVID – 19

Policies regarding Covid-19 and its variants continue to evolve just as the virus. Check email and other communication from the school for the most up-to-date information.

Title 1 Reading Support Assistance

Students demonstrating the need for literacy support may benefit from Title I services offered by McMinnville School district. Students in need for such an intervention will meet once or twice a week with a reading specialist throughout the school year. This program is dependent of annual calculation of funding for St James via the federal program.

Custodial Rights

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 document, 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. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

School, Classroom Management/Discipline

Time Out/Take a Break to Refocus

A time out may be issued for a breach of classroom and/or school rules. Students will be given the opportunity to refocus through a change of location for a short period of time at the lobby area bench. St. James School incorporates the use of positive discipline to assist students in their social/emotional growth. Review and reflection of what happened, discussion of what change is needed for growth, and

natural consequences for specific breach are key to classroom/school management at St James school.

Suspension

Students who are given an in-school suspension will be assigned to office to complete their lessons for the day. Students assigned an away from school suspension will complete lessons at home under supervision of parent.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. James School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. James School.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emotional Support Animals

No emotional support animals will be permitted in school unless a student's ILP specifically states the need for such an extraordinary accommodation.

Emergency Drills

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column, away from the building;
5. Return to building when signal is given.

Earthquake drills are every other month. The procedures are:

1. Duck under desk or nearby table and cover head with hands.
2. Hold until shaking stops or an all clear is given.
3. Follow teacher directions to exit building.
4. Return to classroom when signal is given.

Intruder on campus drills alternate months with earthquake drills

the procedure depends on location of intruder:

Lock in – intruder outside of location

1. Move away from windows
2. Close locked classroom door
3. Remain in building and continue with lessons until all clear

Barricade and evacuate – intruder in building

1. Close locked door and barricade
2. Follow teacher instructions to exit building via window and run to specified location away from school building
3. If intruder enters area, make noise and throw whatever is available to distract and evacuate as quickly as possible running in zig zag motion
4. Designated relocation area is TBD by first active intruder drill of school year with parent notification via EDUCATE platform.

Emergency Forms

Each year parents/guardians must complete a current Emergency Form. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form in case of emergency. Parents are to update this form with current contact information; phone numbers, names, etc. change during the year.

Facebook®, Instagram®, and other Social Media Postings of Student Photographs

St. James School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. James School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St James are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own postings on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the St. James School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. James School.

Fidget Spinners/Personal Items/Toys/Gadgets

Fidget Spinners/personal toys/gadgets are not allowed* on school property. Students who choose to bring Fidget Spinners/toys/gadgets to school will surrender

them to the teacher and/or administration without any anticipation of having them returned. (*Unless specified in current service or 504 plan)

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus (personal cars if necessary) to and from the field trip with their class. Students not on the bus (personal cars) may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. James School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.
- 18.

Gifts

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

Invitations for slumber parties, special or birthday parties should be sent to the homes of students via the U.S. Mail **unless** an invitation is being given to every student in the entire grade.

Valentines **will not be** distributed at school unless teacher confirms with parents.

Grading Scale/Standards based scale in use at St. James

4=Student demonstrates skill above identified for the standard

3=Student has met proficiency in skills of the standard

2=Student requires teacher reminders or assistance with skills of the standard

1=Student demonstrates limited understanding of skills required for the standard

Gum

Students should not chew gum at school at any time that they are on school/parish property. This includes before school, during school, and after school.

Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

Harassment/Bullying Behavior

Harassment and/or bullying behavior of any type is not tolerated. The Principal and teacher investigate all complaints of harassment and/or bullying. Students involved in harassing/bullying behavior face growth oriented consequences at school and possible suspension, and/or expulsion.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. James School uses an online platform named “EDUCATE” as well as occasional emails and flyers. Parents are responsible for checking into their child’s community pages at least weekly for updates and important messages from the school. Official school-wide emergency communications are sent using the school messenger* text message system. Parents must opt into this program to receive these messages. Check with school office if messages are not coming to you. Parents/guardians are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face to face communication in lieu of email.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Homework may be assigned to students Monday through Thursday. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. For **short absences**, students may receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days will be given three school days to complete the missed work.

Immunizations

Immunization Law

- Oregon law requires that every child between the ages of 5 and 14 years entering into any Oregon public, private, or parochial school for the first time must have received all of the required immunizations or meet one of the exceptions listed on the form supplied by the school.
- Out-of-state transfer students are given a 60-day grace period to obtain their immunization records or to initiate immunizations.

All students enrolled in St. James School must have current immunizations. The only exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Items Brought To School

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.

Library

The school library offers a variety of reading material for students at all reading levels. Students are given the opportunity to use the library for curricular enrichment and pleasure reading once per week. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out.

Lost and Left

Any items left in the school building or on the school grounds should be given to the school administrative assistance to be placed in the Lost and Left basket. **Items placed in the Lost and Left 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.

Lunch Program

St. James School does not offer daily hot lunch. Special occasion fee-based hot lunch days will be announced via EDUCATE platform. Students need to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.**(child's birthday is the exception).

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with teacher and/or parent monitor are in order at all times.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date (**No expired medication will be dispensed by the School Office**)

All non-prescription medication (cough drops, skin salve, etc.) should be taken to the School Office in its original container with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Off-Campus Conduct

The administration of St. James School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers,

business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

If the need for Online remote education occurs these Behavior guidelines are implemented

In a distance learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education. Specific guidelines will be provided to parent/guardians with detailed information regarding distance learning schedule. Students and/or Parents/Guardians may not record another student, parent, or teacher without the express written permission of the individual being recorded. Signed consent forms will be retained in the office for a period of 3 years. Failure to comply with this policy may result in the student/family being involuntarily separated from the school. Students involved in inappropriate online behavior may be separated from the session and not allowed to return until a conference has been held with the student and the parent/guardian.

Parents As Partners

Our school mission identifies parents in partnership with teachers in the educational process at St. James School, this means we ask parents:

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time;
 - Has a nutritional sack lunch and snack every day.

- To actively participate in school activities such as Parent-Teacher Conferences

- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

- To notify the school with a written note when the student has been absent or tardy

- To notify the school office of any changes of address or important phone numbers

- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To attend Mass and teach the Catholic faith by word and example if Catholic
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student school based challenges and issues
- To not post negative comments about students, teachers, or the administration on social media

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude or behavior of parents. Nevertheless, a situation may arise in which an uncooperative or destructive attitude or behavior of parents so diminishes the effectiveness of the school that the family will be asked to withdraw from school. There is no recourse for reinstatement. Per Oregon law, Catholic schools have the right to ask a student to leave the school. With a limited budget and resources, we are not able to have a team of counselors and special education experts on staff. Therefore, we may not be able to meet the needs of all students, especially those who chronically disrupt the learning environment or threaten the psychological and/or physical safety of others. In such cases, the school may recommend a more appropriate placement or may terminate the student's enrollment. Parents are requested (but not required) to share information regarding situations at school, especially if they involve harassment, threats, or aggression. In cases where there is a disagreement about consequences, parents of the student, the student, the teachers and the principal may meet to discuss the issue in question. At no time will any disciplinary situations be discussed publicly with anyone other than the individuals involved. If a situation

requires reporting to authorities, the parent, administrator, teacher, or student must do so in a reasonable period of time.

Parent's Role in Education

We, at St. James School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. James School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Being a Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with us at St. James School, we trust you will be loyal to this commitment. During these formative years (Preschool to 6), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for their daily learning through their attitude and focus. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

Parent Support Team

St James Parent Support Team works to support and enhance the educational ministry of the school. **Fund-raising, parent education/mentorship, and building community are goals of this organization.** If you would like to be a leader or share leadership in one or all three goal areas mentioned above, please contact the school office. All parents automatically become members of the Parent Support Team when a child is enrolled at St. James school.

Classroom Parties

Teachers plan and lead special days in their learning communities during the school year. Parents are notified of items needed for these special occasions via EDUCATE platform.

Promotion Policy/Retention/Transfer Policy

Advancement to the next grade in St. James School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be posted on EDUCATE three times during the academic school year.

Each grading period is named a trimester and is approximately 45-65 days in length.

Progress Reports will be posted on EDUCATE at the mid-point of each trimester grading period.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. James School. Preparations for two

sacraments, Reconciliation and Eucharist, form the core of instruction in early intermediate (2nd/3rd grade) and Confirmation in Grade 7. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

School Hours

Grades Preschool-6th grade: 8:00 AM – 3:00 PM/MTThF & 8am-2pm/W Students not in their homeroom at 8:00 AM are considered tardy.

At St. James School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:45 AM. Students arriving before that time will go to the Extended Care* Room until they are dismissed to their classrooms at 7:45 AM. *fee based program for this early drop off \$4/hr per student; purchased on the school website in 30min increments before students may use.

Prayer and morning announcements begin at 8:05AM each day. Classroom lessons begin immediately after. Dismissal is at 3pm each day except Wednesday which is 2PM due to staff professional meetings and development. Students must be picked up no later than 3:15pm. At 3:15pm students enrolled for Extended Care will relocate to the Extended Care room. Students not enrolled in Extended Care per Extended Care guidelines will be sent to office. School office reserves the right to charge a fee of \$15per episode of late pick up. Please check the school calendar and EDUCATE platform for early dismissal dates.

St James School offers an after school Extended Care Program. Students must be enrolled via Extended Care documents and deposit made on hours before use. A fee of \$1.00 per minute is charged for students remaining in the program after 5:00 PM. Three late pick-ups within a trimester may result in exclusion from use of Extended Care program until the next trimester Please refer to the 2022-2023 Extended Care Handout for a complete list of policies.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Excessive tardiness will have a direct impact on a student's academic evaluation and promotion to the next grade. Due to compulsory attendance requirements, excessive tardiness may result in a student needing to be retained and to repeat the school year.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

School Property

The parent of a child who carelessly destroys or damages any furniture, computer, chrome books, iPad®, recess or PE equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must be handled properly. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost books.

School Safety

St. James School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face an in school growth consequence, suspension, and/or expulsion.

Harassment/bullying of any type is not tolerated. The Principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior face in school growth consequence, suspension, and/or expulsion. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Service Projects

The purpose of the stewardship program for students in multiage learning communities is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching. Each grade will participate in a pre-planned fall and spring service project either within their learning community or with the entire school

Domestic Violence Policy

Teen dating violence is unacceptable and prohibited at St. James School. Each student has the right to a safe learning environment. St. James School will comply with all current requirements (including those in Oregon law) for education of its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, on school-provided transportation.

Education and Training

In the future, if St. James School expands enrollment to middle school, students in grades 7 through 12 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at St. James School annually.

St. James School uses the Second Step curriculum in grades K-5th and will plan to use this training with middle school students as well.

School faculty and staff, including agents, contractors, and volunteers at St. James School will receive training on the topic of teen dating violence and domestic violence annually.

St. James School will include annual training for staff & teachers during pre-service workdays in August using the resources made available from the Archdiocese of Portland Child Protection Office as well as the local public school district.

St. James School will adopt a poster that contains information, in both English and Spanish, regarding domestic violence, including at least one toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posting of posters must be in clearly visible locations on the school campus, including on one of the bulletin boards in the middle school classroom.

Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of teen dating violence that takes place on the school grounds, at school-sponsored activities, on school-provided transportation includes:

St. James School employees will report incidents of teen dating violence to the principal or pastor.

The Principal and/or Pastor has/have responsibility for investigations concerning incidents of teen dating violence.

Notification of Policies

At a minimum, St. James School shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at St. James School office and on the school website.

The school principal at St. James School is responsible for ensuring the policy is implemented.

Definitions

“Dating” or **“dating relationship”** means an ongoing social relationship of a romantic or intimate nature between two person. **“Dating”** or **“dating relationship”** does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

“Domestic violence” means abuse as defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735) between family and household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735).

“Teen dating violence” means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Smoking

Smoking of any type is not allowed on campus. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire.

Student Information System/EDUCATE PLATFORM

At the beginning of the school year, each family receives access to St. James Student Information System (SIS) called EDUCATE. Parents may choose to exclude any personal contact information from this information system.

This online platform gives parents the opportunity to get to know the names of their child's classmates and their parents as well as access to school and learning community communications including, progress reports and report cards.

Surveillance Cameras

St. James School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to Facebook®, Instagram®, Snapchat®, etc. may result in disciplinary actions (including expulsion) **if** the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook®, Instagram®, Snapchat® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Telephone

Permission to use the telephone must be obtained from the administrative assistant and/or principal. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Testing

STAR Renaissance standardized screening tests are given in 3-4 times per year to assess student achievement in literacy and math skills. The results assist teachers with differentiating instruction as well as providing interventions for students demonstrating limited growth in these areas.

Uniforms and Dress Code

All students must be in uniform every day. There will be out-of-uniform free dress days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and uniform dress will be obtained from the uniform closet.

Uniform Guidelines

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 skirts, 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' or skirts 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. No sandals or Croc like shoes. Heels will not be greater than 1". Athletic shoes are required for P.E. Days.

Outside Garments

- Please dress for the weather. Bring a coat when it is cold.
- Students are expected to remove non-uniform sweatshirts, 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, one simple necklace
NO earrings, ankle bracelets, or visible body piercings.

Girls: May wear one pair of small post-type earrings. Girls may wear a modest necklace, or a simple wristwatch. NO 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.
- No costumes

*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.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve special hot lunches or who volunteer in another capacity in the school during the instructional day are asked to **not drop in to a classroom to see their child** unless arranged with the teacher. This is an interruption to the teacher and to the educational process.

Volunteers

A Volunteer Handbook is available at the school office and will be distributed to parents that request to volunteer at school. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check as well as annual safe environment training, anti-harassment training, and SB 155 sexual misconduct verification

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, a posting will be made on the SIS EDUCATE and text message sent to parents that opted in for messaging.

Withdrawal of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded**

to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

Right to Amend

St. James School reserves the right to amend this Handbook. Notice of amendments will be posted on SIS EDUCATE.

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at St. James Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, school SIS, the school Facebook® page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at St. James Catholic School

Signed: _____

Date: _____

Parent Signature Page

I have read the 2022-2023 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent (Legal Guardian) signature

Date

Parent (Legal Guardian) signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

***Parents and students must both sign and return by first day of school.**