



St. James School  
Family Handbook  
2015-2016

Dear Families,

Welcome to St. James School. St. James is a dynamic place where Catholic values and high academic standards mix to provide a holistic education experience. It is hoped that this handbook will serve as a good reference to our school, its philosophy, expectations and methods of operation. Please take the time to review its contents and sign the agreement at the end of this document stating that you understand what is written. If you have any questions, please do not hesitate to contact the school office at 860-77-3281.

St. James School is foremost a community of learners, with an enduring commitment to Catholic values. We are tied to the Catholic Church as well as to those families that we serve. We are clear about our role within the greater community and service is something that we stress.

We strive to educate the whole child through core subjects, athletics, and the arts. Catholic traditions and values are taught daily, both as subject matter that stands alone, and as it is woven throughout the entire curriculum.

Parent involvement is welcome and encouraged. We can accomplish so much more when people share their talents and resources with our school family. This is one of the many things that distinguish the school experience at St. James from that of other schools.

As a professional learning community, we look forward to learning and growing together with you and your children.

Sincerely,

Monique Almquist, Principal

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## **PHILOSOPHY OF SAINT JAMES SCHOOL**

Saint James School, a Catholic, Christian community, sees its primary focus of education to be holistic in nature. In addition to its promotion of academic excellence, we at St. James believe in the power of Catholic education to transform the lives of its students, and in its ability to empower those students to be ever-present signs in our world today that God is truly with us, as we strive to integrate the spiritual with the academic, social and emotional well-being of each student.

First and foremost of our goals is the development and nurturance of each child's gift of faith. Through meaningful celebrations of the sacraments, and a conscious effort at inculcating the principles of our Catholic faith, we encourage our students to choose wisely in their dealings with themselves and others, and to share willingly their beliefs both in and out of the school environment, and to believe strongly in the power of prayer, a constant thread woven throughout the entire school day.

In light of the above, and coupled with the professional expertise of a caring, dedicated staff, we strive to help our students recognize and develop their individual gifts. Imperative to this development are a strong rapport between student and teacher based on mutual respect, frequent and open communication between home and school and the nurturance of each child's sense of self through positive interaction with members of the Saint James staff.

In our classrooms, we strive to challenge students to move beyond textbook learning to new discoveries both inside and outside the school setting, as well as attempt to modify our programs to meet, as much as possible, individual needs. Our goal is to motivate students to do their personal best in an effort to prepare them for future academic endeavors.

In all of the above, we, the parents, faculty and staff of the Saint James Catholic, Christian community, feel especially called as people whose ministry is that of empowerment, whether it be with students, their families, or colleagues, as together we strive to share the Good News that is Catholic education!

## **MISSION STATEMENT OF SAINT JAMES SCHOOL**

At St. James School we integrate the spiritual, academic, social and emotional well-being of each student, based upon the teachings of Jesus Christ. Our Catholic Christian community is a compassionate learning environment where students are encouraged to utilize their unique talents and gifts to serve God and others, and to strive for academic excellence.

## 2012-2013 ADMINISTRATION AND STAFF

Pastor.....	Rev. John O'Neill, M.S.
Director.....	Deacon Rene N. Barbeau, Jr.
Principal.....	Ms. Monique Almquist
Administrative Assistant.....	Mrs. Susan Bertram
Financial Secretary.....	Mrs. JoAnn Lisee
Pre-Kindergarten .....	Mrs. Michelle Brown
Pre-Kindergarten Assistant.....	Mrs. Gayle Olivo
Kindergarten.....	Mrs. Jaqueline Dubois & Ms. Regina Pragana
Kindergarten Assistants.....	Mrs. Linda Lewis & Miss Molly McLaughlin
Grade 1.....	Mrs. Laurie Barrette
Grade 1 Assistant.....	Mrs. Christine St. George
Grade 2.....	Mrs. Julie Fauxbel
Grade 2 Assistant.....	Ms. Kelly Salvas
Grade 3.....	Mrs. Stephanie Razska-Arsenault
Grade 4.....	Mrs. Mariann LaPointe
Grade 5.....	Ms. Eileen Eldridge
Grade 6, Middle-school Religion & Social Studies.....	Mr. Jim Kent
Grade 7, Middle-school Science & Math.....	Mrs. Blythe Hanley
Grade 8, Middle-school Language Arts and Literature.....	Mrs. Pamela Ruff
Computer/Art.....	Mrs. Cynthia Farrow
Music.....	Mrs. Kimberly Barrette
PE.....	Mr. Glenn Costello
Spanish.....	Mrs. Lauren Maines
Library.....	Mrs. Diane Barrette
Extended Day Coordinator.....	Mrs. Gayle Olivo
Extended Day Assistant Coordinator.....	Mrs. Carrie Benoit
Nurse.....	Mrs. Cathy Markley
Food Service Director.....	Ms. Karen Light
Cafeteria Staff.....	Mrs. Carrie Benoit, Ms. Dawn Ennis, Mrs. Julie Emery
Maintenance Staff.....	Mr. Timothy Spaulding

## **THE SCHOOL BOARD**

The Saint James Board of Education is composed of seven lay members plus the pastor and the principal. The main function of the Board is to advise the pastor and the principal in formulating school policy and in assuring the school's financial stability.

Diocesan School boards are consultative (advisory) to the pastor and principal. This Board has responsibility for the development and/or approval of policies. The pastor has the final authority to accept the recommendations of the consultative board.

### **CURRENT MEMBERSHIP**

Chair.....Dan McCrory

Vice-chair.....Cheryl Veilleux

Treasurer.....Dana Whiteley

Secretary.....Diane Barrette

Deacon Rene Barbeau

Technology Chair.....John Boland

Kerri Allard

Buildings and Grounds Chair.....Patrick J. McLaughlin

Denise Coffey

### **DEVELOPMENT COMMITTEE**

The Saint James School Development Committee is comprised of school parents whose purpose is to initiate and manage school fundraisers, volunteer opportunities and enrichment activities. It is the responsibility of the Development Committee to provide all information to parents concerning fundraisers and volunteer opportunities in order to enhance their commitment to our children and our school. The fundraising opportunities run through out the school year beginning with the annual bazaar in August. The participation from all families in the school is crucial to reach the goals set by the school board and reduce the burden of the financial obligations of the school. The end result is that our children receive the finest education at reasonable tuition levels for all families.

### **CURRENT LEADERSHIP**

Co-chairs.....Jennifer Litke, Melissa Whiteley



# ACADEMIC GUIDELINES AND POLICIES

## ADMISSIONS

St. James school admits students of any race, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

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

1. Parishioners and Non-parishioners with older brothers or sisters in St. James School.
2. Parishioners
3. Non-parishioners

We **require** a physical examination when a student enters for the first time to either, Pre-school, Kindergarten, or from out of state to any grade.

Children entering our Preschool programs must be toilet trained before attending.

Children entering Kindergarten must reach their fifth birthday on or before December 31. Age must be verified by birth certificate, and immunizations records must be complete before the child is admitted.

As part of the admissions process, there is a developmentally appropriate screening that takes place at all levels. Students applying for Admission in Grades 1-8 must present a copy of the current report card, any applicable standardized test results, and any records of 504 or IEP. These will be reviewed to determine whether the program at St. James School will meet the educational needs of students. An interview between the principal or his or her designee and the student is part of the admissions process.

Admission will not be granted until all appropriated documentation has been received and reviewed. Families can expect a letter of acceptance or denial regarding admission.

New students in Grade 6-8 will be accepted on a one-month trial basis.

## **PARENTS AS PARTNERS**

As partners in the educational process at St. James School, 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 and appropriate to the weather, completes assignments on time, and eats a nutritious lunch and snacks each day;
- To actively participate in school activities such as Parent-Teacher conferences, or development events;
- 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 contact information;
- 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 model Christian behavior in word and example.
- To support and cooperate with the discipline policy of the school;
- To treat teachers and staff with respect and courtesy in discussing student problems.

## **PARENTS' 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. You are 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.

Good example is the strongest teacher. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order 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.

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 grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. 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 best person he/she is capable of being.

## **GRADING**

### PRIMARY MARKING CODE:

Unlike grades 4 - 8 the children in the Primary grades have a different marking code on their report card. Here is a brief explanation of the code:

- VG Very Good** (Indicates the student works hard and shows a great understanding in that subject.)
- G Good** (The student has a good understanding of the material being taught.)
- S Satisfactory** (The student is just meeting class requirements.)
- I Improvement Needed** (The student needs to put more effort into his/her class work and assignments)
- U Unsatisfactory** (The student is not meeting grade level expectations)

### MARKING CODE FOR GRADES 4 - 8:

<b>A+</b>	<b>98 - 100</b>	<b>C+</b>	<b>78 - 79</b>
<b>A</b>	<b>93 - 97</b>	<b>C</b>	<b>73 - 77</b>
<b>A-</b>	<b>90 - 92</b>	<b>C-</b>	<b>70 - 72</b>
<b>B+</b>	<b>88 - 89</b>	<b>D</b>	<b>65 - 69</b>
<b>B</b>	<b>83 - 87</b>	<b>F</b>	<b>0 - 64</b>
<b>B-</b>	<b>80 - 82</b>		

### REPORT CARDS AND PROGRESS REPORTS:

Report cards shall be issued to parents three times per year as indicated on the school calendar. In addition, progress reports will be issued to all students half way through each marking period. Progress reports are to be signed by the parents and returned to the classroom teacher. All parents are encouraged to seriously heed the warnings that are sent home and to take the steps necessary to insure better school work on the part of their child/children. Parents are urged to contact the school regularly in order to keep abreast of their child's progress or lack thereof. It is imperative to keep in mind that a student's grades reflect his/her performance on test, quizzes, homework assignments, special projects, book reports and daily work.

## STANDARDIZED TESTING

In keeping with directives of the Diocesan School Office, standardized testing is done annually, in the spring. Test results are reported to the parents and a copy is kept on file. These tests are one tool used in reviewing the larger picture of our school's curriculum and of individual student learning.

Parents receive a report of the tests that were administered. If a significant difference exists between a student's potential and his actual score, the parents may schedule a conference with the teacher.

## HOMEWORK

Children in grades 1 - 8 will have homework on a regular basis. The amount of homework will depend on the particular grade level. All students in grades 4 - 8 will maintain an assignment book. This should be checked by the parents nightly. The students will be expected to return the next day with the homework assignment completed.

Students are obligated to complete all homework assignments given unless valid reasons prevent them from doing so. No excuse will be accepted unless a valid reason is stated in writing. Forgetting text, supplies, etc. are not valid reasons. Illness, death or a specific emergency within the family are. Failure to complete homework will result in a zero (0) for students in middle-school and a deficiency for all other grades.

In order to build your child's self-discipline, we strongly recommend you urge your child to do his/her homework and monitor the use of the assignment book for students in grades 4 - 8. Please DO NOT provide an excuse for homework not completed, unless it is truly a valid reason.

The average amount of time spent on homework for each grade level is as follows:

Grade 1: . . . . .	10 - 20	minutes
Grade 2: . . . . .	20 - 30	minutes
Grade 3 & 4: . . . . .	30 - 60	minutes
Grade 5 & 6: . . . . .	45 - 90	minutes
Grade 7 & 8: . . . . .	70 - 120	minutes

These times should be viewed as flexible in one direction or the other. They are the GUIDELINES which the teachers use in assigning work to be done in the home on a daily basis.

## **STUDENT RECORDS**

Parents have a right of access to school records that pertain to their child/children. Any parent interested in exercising this right is asked to follow the established policy and procedure which is based on section 10-15b of P.A. 78-218.

**“Either a parent or legal guardian of a minor student shall, upon written request to a local or regional board of education and within a reasonable time, be entitled to knowledge of and access to educational, medical, or similar records maintained in such student’s cumulative record.”**

## **HONOR ROLL**

### **Principals Award**

Earned by students receiving an average of **95 – 100** in all major subject areas. (Junior High includes Computer and Spanish. Students must also receive a satisfactory grade in all other classes.

### **High Honors**

Earned by students receiving an average of **90 - 94** in all major subject areas. (Junior High includes Computer and Spanish. Students must also receive a satisfactory grade in all other classes.

### **Honors**

Earned by students receiving an average of **85 - 89** in all major subject areas. (Junior High includes Computer and Spanish. Students must also receive a satisfactory grade in all other classes.

### **National Junior Honor Society**

NJHS is an honor that the faculty bestows upon students in grades 7 & 8 whom they feel are exceptional. Membership is based on scholarship, leadership, service, citizenship and character. A student must attain an 90 cumulative average and be outstanding in all other areas. Current members will be reviewed after the first report card for continued eligibility. Students not meeting all requirements will be placed on probation for the second marking period after which they may be reinstated or removed from the Honor Society. Saint James Chapter began in 1994. The NJHS is a service organization for the school and community.

## **St. James LaSalette Award**

The St. James School LaSalette Award is presented by the St. James faculty following each marking period using the following criteria:

The award is designed for students in the middle school who work very hard and are good school citizens. They may also be honor roll students.

The award will be presented to one student per grade level for each marking period starting with the fifth grade.

Students may win this award only once in their middle school careers. The idea is to honor as many different students as possible.

Students receiving this award will have their names posted on a special plaque in the main lobby.

## **STUDENT COUNCIL**

Saint James Student Council is a member of the National Association of Student Councils. It consists of members who are elected by the student body in grades four - eight and **must carry a "C" average**. There are five officers and twelve class representatives. In order to be an officer the student must carry an over-all B average. The commissioners-at-large represent the five grades involved.

The Student Council tries to do one project in each of the following areas:

safety	school spirit
publicity	ecology
religious affairs	athletics

There are also two ongoing work areas. The student patrol helps monitor the car line and bus lines. The Student Council meets bi-monthly from September through June.

## **PROMOTION AND RETENTION**

Decisions regarding promotions and retentions shall be based on the total evaluation of a student's growth in all areas of development and discussed with parents by March. Such decisions shall be made by the principal in consultation with the teacher(s) and the parent(s). Any possibility of non-promotion shall be communicated to parents well in advance of a final decision. The final decision rests with the classroom teacher.

Students who receive three failing grades in any major subjects shall not be promoted to the next grade. Students in eighth grade with three failing grades in any major subjects will not be allowed to graduate.

Major subjects include: Religion, Math, Reading, Science, Social Studies, English, Spanish and Computer.

### **PARENT - TEACHER CONFERENCES**

Parent-teacher conferences are encouraged as a means of greater understanding and cooperation between the home and the school. Conferences may be set-up at any time at the request of either the parent or the teacher. Parents interested in having a conference with a teacher are asked to first make an appointment by phoning the teacher at school or by writing a note, stating the day and time the conference is desired. Parents should not expect any teacher to confer with them without an appointment. **Teachers should be called at school and NEVER at home.**

When a problem exists, contact the classroom teacher before contacting the Principal, since the teacher knows the child and the situation better. If a problem still remains after the discussion, then contact the principal. If necessary, the teacher, principal and parent will meet together.

It is essential that the child is convinced that parents support the school, its philosophy and rules. The school and parents best serve the children by working together and supporting one another in all things. If there seems to be a problem or misunderstanding, it is important to talk about it and work out the situation. Without a cooperative effort, the child cannot reach his/her maximum potential - to "turn out to be" that very unique person God destined him/her to be.

#### **Conferences - Principal**

The principal is available to answer any questions or concerns that may arise concerning your child. All appointments can be scheduled through the school office. (Due to busy schedules, drop in visits can not be guaranteed.) Immediate answers may not be available but an investigation and follow up report will be provided if necessary.



## **TRANSFERS OR WITHDRAWALS**

If a parent chooses to withdraw a child from Saint James School, the procedure to be followed is:

1. Inform the principal in writing or verbally of the decision, explaining the reasons for the change.
2. Enroll the child in the school of the parent's choice.
3. Upon enrolling the child in the new school, be certain to sign a release for the child's record.
4. Ascertain that all bills have been paid in full at Saint James School (tuition, library, lunch, extended day, etc.), since a child's records will not be forwarded to any other institution or individual as long as there are any outstanding debts.

## **FIELD STUDIES**

In the course of the year, all the classes have the opportunity to go on one or more field trips. These trips are always meant to be learning situations for the students. Children are expected to accompany their class on scheduled field trips. These trips are part of the teaching curriculum. Therefore, a student not going on the field trip is expected to be in school on the day of the trip. Written parental permission is required each time a child is to participate in a field trip, whether the child walks to the destination or rides in a parent or school-provided vehicle. Forms for this permission are sent home at least one day prior to the trip. Parents are requested to read it carefully, to sign it and return the entire form immediately to the homeroom teacher.

NO CALLS will be made to the parent on the day of the trip. If a permission slip has not been returned, the child will not be allowed to take part in the outing. Students must return on the bus. Parents who are asked to chaperone may NOT bring siblings to assure the safety of Saint James students. We also ask parents NOT to follow the bus to its destination.

Chaperones are asked to always remain with the rest of the group. No one is to take their group to other areas of interest not included as part of the field trip. Since most field trip destinations stipulate a chaperone student ratio, all parents are not always allowed to go. When chaperones are limited, names of parents who wish to attend the field trip are chosen by lottery.

The school has the right to stipulate that the parent of a child (for disciplinary, health or other serious reason) must accompany the child on a trip. Any student may be denied the privilege of participating in a school sponsored field trip for disciplinary or other reasons. A field trip day is considered a school day and all students are expected to participate. If a student does not attend, he/she will be marked absent for the day and the procedure for absences must be followed when the student returns to school. Since no field trip is the same and every teacher has their own guidelines, it will be up to the discretion of each teacher if students may bring CD players, handheld games, etc.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation in a field trip if they fail to meet academic or behavioral requirements.

## **LIBRARY**

The school library functions under the same principles as all public libraries. Students must sign out books. Library privileges may be revoked for students who habitually do not return books on time. A charge will be applied to books that are lost or damaged. Students in grades PreK through five have a scheduled weekly library time.

# **ATTENDANCE**

## **Diocesan Policy 5113**

Regular attendance is essential for satisfactory work. In order for a student to be eligible for promotion, it is required by Diocesan regulation that the student is in attendance no fewer than 160 days. Therefore, no student may accumulate more than (20) twenty excused absences for the **ENTIRE** school year. A student who leaves school before 4 hours of school are completed for that day is considered absent for that day (4 hours is needed to constitute a legal school day). Extreme medical absences and/or homebound instruction may be excluded from the 20 days at the discretion of the administration and consultation with the Diocesan superintendent when necessary.

A written request from parents is required for a pupil to leave school before the time for dismissal. The request must state clearly the reason for the early dismissal and be approved by the principal. Students may be released only to parents, or to someone authorized by the parents. Students must be signed out by the appropriate person in the log that is kept in the school office.

Frequent absence is extremely detrimental to the student's academic progress. Therefore, extended periods of absence for vacations should be avoided so as not to impede the student's academic program or place your child in violation of the Diocesan regulations.

Students must be in school before classes begin at 8:40 a.m. on any day school is in session. In the event of an absence, parents are required to:

1. Call the school, at 860-774-3281. Leave a message if there is no reply. If no call is made, parents can expect a call by the school nurse. If your child has strep or any other contagious illness you **NEED** to call the school nurse. All contagious diseases among the students are required to be monitored in this manner.
2. Send a written note giving the date(s) of absence and confirming the **reason** for the absence. Please do not write just that your child was sick. Rather, please be specific, ie., "Mary had a fever." or "Jason had an upset stomach." **Please note that both the telephone call and the note are required for an excused absence.**

3. Contact the office if a student is absent for an extended period of time to obtain assignments from the teacher. It is the responsibility of the **student** to make up any class assignments during his/her absence. The teacher will give a reasonable amount of time in which the student is to hand in completed assignments. Failure to do this may result in a failing grade for missed assignments.
4. A student is tardy for school when he/she arrives in the homeroom after 8:40 a.m. When a student is tardy, they are required to come into the office for a tardy pass.
5. Any student who is dismissed early, before 12:40 p.m., will be marked absent.

### **APPOINTMENTS**

All appointments with doctors and dentists should be made outside school time whenever this is possible.

### **VACATIONS**

Vacations should be scheduled during school vacation time to maximize student learning potential. If a vacation is going to encompass some school time, please send a note to the school informing us of the dates. Assigned work for students going on vacation will only be given at a teachers discretion. Make-up work or tests will be given upon the student's **return** to school.

### **EARLY DISMISSAL**

If it is necessary that a child be dismissed early, the parent or their designee must present a written statement giving the reason for the dismissal, the time of the dismissal and the name of the adult who will pick up the child at school. The note is to be handed to the homeroom teacher, then will sent to the office right after morning prayer.

A child must be signed out of school to be allowed to leave school before time of dismissal. Please allow adequate time to have a child summoned out of class after your arrival to school.

A pupil who is ill will not be sent home alone, but should be called for by his/her parents or other authorized person. Dismissal due to illness is considered an early release, and students must be signed out in the nurse's office.

## **CANCELLING SCHOOL**

In the event of snowstorms or other inclement weather which would delay or close school, Saint James will follow the procedure of the Killingly Public Schools.

Announcements will be made through the ALERTNOW phone messaging system, WINY 1350 AM, and WCAX, Channel 3. A 90 minute delay may be announced first, so it is important that you stay tuned in case the delay is changed into a cancellation. In the event of a school cancellation, the last day of school will be extended by one day.

**ATTENTION PRE-K PARENTS: WHEN A 90 MINUTE DELAY IS ANNOUNCED, THERE WILL BE NO SCHOOL FOR 1/2 DAY PRE-K ON THAT DAY.**

**PLEASE NOTE\*** When school is cancelled all activities are cancelled for that day. This includes any basketball practices, either group or individual, and any other meetings or practices of any kind until the snow is removed.

In the event that weather conditions require it, a decision to dismiss school early can be made. Normally, that decision will be made no later than 10:30 a.m. based on the best weather information available. Again, please note that we follow the Killingly Public Schools' plan of action. The same avenues for communication will apply.

## **DAILY SCHEDULE**

There is teacher supervision of the playground between 8:15 and 8:30 a.m. Parents are asked to drop off their children by driving through the church parking lot, unloading children by the gate at the rear of the school and continuing on through the loop to exit by the church parking lot. Unless they are part of the Extended Day program, students should not arrive before 8:15 a.m. The school cannot be held responsible for any injury incurred by a child before the stated time of supervision. The school bell rings at 8:30 a.m. Students are marked tardy after 8:40 a.m. They will then be required to secure a tardy pass from the school office.

On rainy and/or very cold mornings students will be supervised within the building.

If you should arrive any time after 8:40 a.m., please park in the commuter lot across from the school and walk your child to the building. **Please do not park in front of the school** at that time as this poses a safety hazard for cars passing by as well as the buses dropping the children off at that time.

Parents are asked not to come into the building in the morning to conference with a teacher unless it is an emergency or a prearranged conference. Please remember to sign in at the office before going to any classroom.

**Dismissal is at 2:40 p.m.** Parents who pick up their children at dismissal time are asked to enter through the rear gate of the school yard, much as they did for drop-off, and to follow the traffic pattern to line up in six columns inside the school yard. Students will be dismissed from the gym door in an orderly fashion. Laminated cards with family names and information that are distributed by the school office should be displayed on the dashboard to assist in faculty recognition of appropriate family members who will be picking a child. Notes should be sent into the school should there be any change in a student's regular schedule or "safe" adult pick-up routine. Adults should be prepared to show ID should they be new to this process.

If you have an appointment with a teacher or wish to make an appointment, please come in after dismissal at 2:50 p.m. and **wait in the lobby** before going to the classroom. **Parents are not to be in the hallway during dismissal time.** Please remain by the office until the hall has been emptied of students.

## LUNCH

Hot lunch is served in the school cafeteria on a daily basis. The prices for the 2015 –2016 school year are as follows:

Complete lunch	\$2.75
Milk or Juice	\$ .50 per ½ pint
A la carte Items	prices vary

Lunches must be **prepaid** either the 1<sup>st</sup> of the month for the month, or on the first day of the week for that week. When sending money to the cafeteria, please be sure to have your child/children's names and the grade printed on the envelope. Since this program is state-mandated all lunches are to be pre-paid. Since this is a government run program **lunches cannot be charged. However, students without payment will not be refused lunch, this will cause a charge.**

Free and reduced lunch is available to students who qualify under state and federal regulations. Any parent interested, may apply.

## **DRESS CODE AND UNIFORM**

At St. James School students wear uniforms not to hide their individuality, but to reveal it. As clothes no longer are a focus, one's personality and beauty shines through all the more clearly.

All students must be in uniform every day. There will be non-uniform 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 the parent will be called to bring the proper clothing. It is deemed wise for a child's name to be on the inside label of each article of clothing.

**Students in Preschool and Kindergarten:** Students in preschool and kindergarten classes do not wear the school uniform. Clothing should be weather-appropriate and in good condition without stains or holes. Shoes should be of the appropriate size and have good support. No flip-flops please, as these pose a danger on stairs.

**ALL students:** Hair is to be neat and clean and away from students' eyes. Boys' hair should be above the collar and trimmed around the ears. No unusual hair styles or coloring of any kind, including tinting or highlight are permitted. Fingernails should be neat and not grown beyond the end of the fingertips. Nail polish, artificial nails and makeup are not appropriate in this setting. Excessive jewelry may not be worn. Large dangling earrings are not permitted. Boys may not wear earrings. No body piercings or visible tattoos, permanent or temporary.

**Dress code for Non-Uniform Days:** Jeans may be worn and should be in good condition with no holes or stains. Shirts must be modest and there must be no vulgar or angry pictures or writing. Sneakers may be worn, and should be in good condition. St. James sweatshirts may be worn in place of a sweater.



	<b>Girls' gr. 1-3</b>	<b>Girls' gr. 4-7</b>	<b>Girls' gr. 8</b>	<b>Boys' gr. 1-7</b>	<b>Boys' gr. 8</b>
Jumper/Kilt	Plaid jumper	Knee-length navy blue kilt			
Shirts	White long or short sleeve peter pan blouse or polo^	White long or short sleeve oxford blouse or polo^	Red polo shirt with SJS logo	White long or short sleeve dress shirt or polo	Red polo shirt with SJS logo
Pants/Shorts	Navy blue slacks* Nov-March, navy blue walking shorts Aug-Oct, Apr-June	Navy blue slacks* Nov-March, navy blue walking shorts Aug-Oct, Apr-June, both worn with brown or black belt	Tan slacks* Nov-March, tan walking shorts Aug-Oct, Apr-June	Navy blue slacks* Nov-March, navy blue walking shorts Aug-Oct, Apr-June	Tan slacks* Nov-March, tan walking shorts Aug-Oct, Apr-June, both worn with brown belt
Ties	Red Cross tie			Red tie	
Sweaters	Red or navy blue cardigan	Red or navy blue cardigan	Red or navy cardigan	Navy blue cardigan or pull-over	Navy blue cardigan or pullover
Stockings	Solid white or navy blue knee socks or ankle socks (no piping or logos) or tights**	Solid white or navy blue knee socks or ankle socks (no piping or logos) or tights**	Tan or brown trouser socks w/ slacks, white ankle socks w/shorts#	Any dark gray, black or navy socks#	Tan or brown trouser socks w/ slacks, white ankle socks w/ shorts#
Shoes	Solid black, brown or navy rubber soled shoes***	Solid black, brown or navy rubber soled shoes***	Solid black, brown or navy rubber soled shoes***	Solid black, brown or navy rubber soled shoes***	Solid black, brown or navy rubber soled shoes***
PE	SJS red shorts and white polo Aug-Oct, Apr-June; SJS red sweats added Nov-March, sneakers##	SJS red shorts and white polo Aug-Oct, Apr-June; SJS red sweats added Nov-March, sneakers##	SJS red shorts and white polo Aug-Oct, Apr-June; SJS red sweats added Nov-March, sneakers##	SJS red shorts and white polo Aug-Oct, Apr-June; SJS red sweats added Nov-March, sneakers##	SJS red shorts and white polo Aug-Oct, Apr-June; SJS red sweats added Nov-March, sneakers##
Mass Days	Jumper, white blouse, tie, stockings, dress shoes	Kilt, white blouse, stockings, dress shoes	Navy kilt, white blouse, knee socks or opaque tights, dress shoes	Dress white shirt, tie, slacks, socks, dress shoes	Dress white shirt, tie, tan slacks, socks, dress shoes

\* No low-rise or cargo styles , \*\*navy blue bike shorts may be worn under jumpers, \*\*\* no open-back shoes, please, such as clogs, flip-flops, etc. as these present a danger, especially on stairs. Sneakers may be worn with walking shorts, but boots are considered outerwear and will not be allowed in the classroom. #No peds or socks that cannot be seen above the shoe-line, ##no high-tops, ^it is intended that polos be worn with either shorts or pants, not kilts.

## EXTENDED DAY

St James School offers **Extended Day** services to the families within the school community. The program begins at 7:00 A. M. until 5:30 P. M. Staffing of the center is done with school personnel and all have been certified by the Norwich Diocese Office of Safe Environment (includes background check, fingerprinting, and DCF background checks). The primary purpose of the extended day program at Saint James is to accommodate the schedule of working parents and to reduce the number of “latch key” students. The program will run on all full and half days regularly scheduled unless prior notice is given. Parents may choose to have their children participate on any of those days, and for whatever amount of time is convenient for them.

**Hours:** Extended Day is offered each morning and afternoon when school is in session. (It is worth noting that if school is cancelled or dismissed early due to inclement weather, there is no Extended Day program offered.) The morning session begins at 7:00 a.m. and runs until 8:15 a.m. when the children join their classmates in the school yard. The afternoon session begins at 2:45 p.m. and ends at 5:30 p.m.

**Rates:** If a child is not picked up by 3:00 p.m. from car line, the child will be sent to Extended Day program, and parents will be expected to pay. **The cost is \$5.25 per hour for one child, \$7.25 per hour for two children and \$8.25 per hour for three or more children.** Please note that **a LATE FEE of \$3.00 for every 15 minutes that a child is left in Extended Day after 5:30 p.m.** Billing is done on a weekly basis, with checks payable to **St. James School**. Kindly do not combine these monies with any other school payments such as lunches. Please pay each week after receiving your bill as this makes the accounting process more systematic. Charges are based on the half hour.

While in the program, the children will have opportunities for art activities, outside play, snack, quiet time (or to get a leg up on their homework!), group activities, community service projects, and much more. Please drop off, and pick up your child at the Extended Day door, accessible from the playground side of the school, and sign them out before you go. If another person is picking up your child on a particular day, please send in a note or call the school to let us know. This person **must show some I.D.** as child safety is our concern. Your child will not be released without documentation, you will be contacted, and your child will then remain in Extended Day until a custodial parent arrives.

**During Extend Day Program hours, parents can call 208-7198 to contact Mrs. Olivo Coordinator if they are to be delayed, or for any other concern.**

## **DISCIPLINARY CODE**

### **BEHAVIOR**

All behavior should be in keeping with the school philosophy.

It is also the policy of St. James School to expect the students to behave in a Christian manner at all times: therefore, the following policies are in order:

1. Respect for authority is a Christian principle; therefore, vulgarity and “answering back” are not permitted in this school. Respect for authority and others is expected at all times.
2. Charity is a basic Christian principle. Fighting is contrary to charity and is dangerous; therefore, fighting is not allowed in school or on school property.
3. Our property is an asset to our parish; therefore, students are asked to use receptacles provided for disposal of paper and trash. Civic pride should motivate the students to help keep our property clean.
4. Throwing snowballs and/or stones can be dangerous; therefore, students must refrain from doing so on school property.
5. Careless disposal of gum in drinking fountains, bathroom facilities, on furniture, and on floors presents sanitation and cleaning problems and repairs; thus, gum chewing is not permitted in the school building or on school grounds.

### **GENERAL STUDENT INFORMATION**

1. All students will wear their uniform each day as specified in the student’s handbook. No one may deviate from this unless consent is given from the school office. Body piercing for boys and girls and ear piercing for boys is not considered part of the school uniform and therefore is not allowed
2. Gym clothes are worn to school on gym days only.
3. No student may leave class without consent of his/her teacher. Nor may they leave the cafeteria to return to their classroom without the monitors permission.
4. Homework will be completed according to each assignment given. Failure of junior high students to turn in homework will result in a zero. All other grades will result in a deficiency. Incomplete assignments will be graded at the teacher’s discretion. If the student was out due to illness or an excused absence the child must turn in all assignments at the time assigned by the teacher.

5. All students are to spend recess outside unless permission to remain inside is given by the homeroom teacher. We regret we cannot allow individual students to remain inside because it is “cold” outside. If the class is outside, all students must go outside with their class. Students should always dress appropriately for outside activities.
6. Students must bring all needed materials to class: books, pens, paper, etc.

## **DISCIPLINE CODE**

The discipline code at Saint James is based on the premise that to live in society and to be a part of a community automatically means that one must be willing to abide by rules and regulations that make living in the society or community a more pleasant experience for everyone. Teachers and students are urged to respect one another and to treat each other as brothers and sisters in Jesus.

Our school strives to develop a standard of conduct which will create an atmosphere conducive to learning.

The teachers try daily to encourage and motivate students to act, in word and in deed, in a manner that is fitting to a young Christian in an attempt to foster the self-discipline and self-respect that are necessary for true success and happiness in their present and future lives. However, when a student refuses to accept these responsibilities a detention policy is in effect.

**Detentions** will be given for the following reasons:

1. Disrespect or disobedience in word or action toward school personnel;
2. Use of obscene language or gestures;
3. Willful disruption of class;
4. Willful destruction or damage to school property;
5. Willful destruction or damage to the property of others;
6. Leaving school property without permission;
7. Flagrant and/or repeated violation of dress code (3 violations per quarter);
8. Chewing gum on school property, during school hours;
9. Inappropriate playground behavior.
10. Taking or attempting to take property from someone else;
11. Cheating on school work;
12. Lying by word or deed.
13. Unacceptable behavior.
  - ie. willful disobedience of safety patrol, inappropriate behavior in church, inappropriate behavior in the cafeteria.

A detention will be served on the Thursday after the offense was committed or at the teacher's discretion. A detention will last from 3:00 to 3:45 p.m. Parents are responsible for providing transportation for the child on those days. Parents must come into the building to pick up a child, or the student will be dismissed to extended day at 3:45 p.m.

In order to ascertain that the parents are aware that their child has received a detention, parents are required to sign the detention slip that the child must return to the teacher at the time the detention is served. Parents are asked to realize the signature is not a permission for the detention to be served but a simple acknowledgment of its issuance.

The issuance of a detention is considered a serious matter and parents are urged to cooperate with the school in ascertaining that the child view it as such. Any questions that a parent might have concerning the detention should be brought directly to the attention of the staff member who issued that detention. It is hoped that any inconvenience to the parent or to the student that the serving of a detention may cause, will act as a positive motivator and help the student avoid future detentions.

## **DEFICIENCY POLICY**

Our students represent the highest of moral and family values. This Christian attitude should reflect in their expression of speech, appearance, and action. The following deficiency system has been devised to help our students in assuming their responsibility without receiving an actual detention for the first offense. Each of the following infractions will result in one (1) deficiency. Three (3) deficiencies will result in an after school detention. This carries through the entire academic year, not from marking period to marking period.

Incomplete school or gym uniform

Leaving class without consent of his/her teacher.

Homework will be completed according to each assignment given. Failure to turn in homework will result in a deficiency. Late or incomplete assignments will be graded at the teacher's discretion. If the student was out due to illness or an excused absence the child must turn in all assignments at the time assigned by the teacher.

## **MISUSE OF TECHNOLOGY**

1. Harassment: harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.
2. 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.
3. Cell phones and Electronic Devices: If a student needs a cell phone for use after school, he/she should put the cell phone in the off position on the teacher's desk for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone, ipad, ipod, or other electronic device be in a student's possession, unless authorized for classroom use. The school reserves the right to search anything brought onto school property.
4. Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
5. Blogs: Engagement in online blogs such as, but not limited to, MySpace.com and Facebook, may result in disciplinary actions if the content of the student's blog misrepresents the school or includes defamatory comments regarding the school, the faculty, other students or the parish.

## **OTHER DISCIPLINARY PROCEDURE**

In addition to or rather than detention, other disciplinary procedures, such as, but not limited to, losing recess time, writing essays, letters of apology, cleaning up a mess, not being allowed to participate in certain class activities, may be used by teachers, staff and administration if a student's behavior (by word or deed) has not been appropriate.

## **SUSPENSION**

### **In School**

As soon as a student has accumulated three after school detentions or has committed an action determined by the principal to warrant an in-school suspension, he/she serves on a full day fulfilling the in-school suspension. In the course of that day, the student does not participate in normal class activities, recess or lunch periods. He/she spends the day in a pre-designated supervised area completing assignments that are given by the teacher or teachers of the student's grade. All assignments are to be completed during the school day and are corrected and graded according to standard procedure. Parents are informed of the in-school suspension through a letter that goes home explaining the suspension and requiring their signature.

## **Out of School**

Out of school suspensions are invoked only when all other means of discipline have failed. Whenever possible, the parents of the student involved are notified in advance that there is a possibility that the child will be suspended unless he/she changes his/her behavior. When the actual suspension is effected, the parents receive another written notice that they are required to sign before the suspension begins. According to Diocesan policy, some serious offences for out of school suspension are:

Bullying, taunting or victimizing other students

Fighting and/or harassing (includes sexual harrasement) other students or engaging in behavior that could result in injury;

a. Suspension is within the jurisdiction of the principal;

b. The pastor is informed in every situation;

c. The diocesan superintendent is informed immediately of the suspension.

## **EXPULSION**

The procedure for expulsion, that is, the permanent termination of a student, is based on diocesan policy:

**“The fact that a student presents serious problems to a school is not in itself sufficient reason for expulsion. The principal must use every means available to discover the cause of the problem and shall exhaust all appropriate remedies such as referral to a guidance clinic, physician, or the parish priest. Expulsion is determined by the principal, after consultation with the superintendent and the pastor, and may be appealed to the Diocesan Board of Education. Prior to the expulsion, the student and his/her parents or guardians must be granted a hearing by the principal. If expulsion is determined, the principal shall notify the parents or guardians of the reasons in writing, and shall file a copy of this notice with the Diocesan School Office.” (Policy 5114)**

Some serious offenses that could result in an immediate expulsion are:

Bullying, sexual harassment, taunting or victimizing other students.

Threats to students or faculty.

Violations to Diocesan Policy on Weapons and Dangerous Instruments

## **GRIEVANCE POLICY**

Grievances concerning an individual school staff member should be discussed first directly with the staff member concerned. If this does not bring about a satisfactory resolution, the matter should be referred to the school principal for study and possible resolution. If this does not settle the matter, it should then be brought to the Board of Education and finally to the Pastor. The Superintendent of Schools will intervene in the matter ONLY if the grievance cannot be settled satisfactorily at the local level.

## **GRIEVANCE PROCEDURES**

1. Any meeting between a parent and an individual staff member will occur privately and after school hours. At the meeting, the parent will present his/her grievance, IN WRITING, to the teacher. If this meeting does not bring about a satisfactory solution to the parent's grievance, the parent will then refer the matter to the principal.
2. The parent will meet with the principal concerning said grievance. The principal will study the grievance and the principal will develop a possible resolution to the grievance. The parent will be notified by the principal within five (5) school days.
3. If the parent is not satisfied with the disposition of his/her grievance by the principal, he will present the grievance, IN WRITING, to the Board of Education. The grievance will be taken up at a hearing within thirty (30) days after the receipt of the parent's appeal. Said hearing will not be part of the agenda of a regularly scheduled Board meeting. The Board will, within five (5) school days after said hearing, render its decision and their reasons therefore, IN WRITING, to the parent.
4. If the parent is not satisfied with the disposition of his/her grievance by the Board of Education, he/she may present his/her grievance to the Pastor for final consideration. The pastor will notify the parent of his resolution, IN WRITING, within five (5) school days.
5. If the parent is not satisfied with the resolution of his/her grievance by the pastor, he/she may seek the assistance of the Superintendent of Schools for the Diocese of Norwich.



## **STUDENT GRIEVANCE PROCEDURE**

If a student has a grievance with a teacher, that student should first speak with the teacher concerned. In an attempt to clarify the outcome of this meeting, he/she may bring his/her concerns to the principal who will develop/propose a possible solution, equitable and just for all involved.

## **PROPERTY DAMAGE**

Each student is responsible for the proper care and maintenance of school property. This includes school grounds, building, equipment and materials. Students are expected to pay for willful damage to school property as well as for the loss of or damage to textbooks and library books.

### **PROHIBITED PERSONAL PROPERTY**

NO CIGARETTES, DRUGS, (excluding prescription medications) OR WEAPONS of any kind are allowed on school property at any time. This applies to all students and guests of the students attending St. James School.

Students are not to bring to school: skate boards, tape recorders, CD players, MP3s, Ipods, radios or any type of electronic equipment to be used during recess time. Any of the above items used will be taken to the office and held there until a parent/guardian comes to pick them up. Students may only bring the above items with teacher permission for class projects and field trips. No student may bring in anything not in keeping with the school philosophy.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

#### **Board of Education, Diocese of Norwich                      Policy 5131.8**

The Diocese of Norwich Schools strictly prohibits the possession, conveyance, use or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle. This ban applies to students, employees, and visitors.

**WHAT IS A WEAPON?** The administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger. However, all of the following are considered weapons: knife blades, mace, pepper spray, cutting instruments, nunchaku sticks, lasers, BB guns, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened sticks, stun guns, firearms, ammunition, explosive devices, fireworks, pyrotechnics, slingshots, or any other instrument capable of inflicting serious injury. Weapon look-alikes, such as toy guns, are also considered weapons under this policy.

**ARE THERE EXCEPTIONS TO THIS POLICY?** Law enforcement officials may carry weapons on school property. Principals may issue exceptions for items such as cutting instruments used in art or tech ed, or weapons or look-alikes used for the instructional programs (e.g., for drama classes). These exceptions would be for classroom use only. There are no other exceptions.

**WHAT HAPPENS IF POLICY IS VIOLATED?** All discoveries of any prohibited weapons in the above mentioned areas will be reported to local law enforcement officials and to the Killingly State Police, Office for Safe Schools.

**STUDENTS.** Possessing, displaying, using, or storing a weapon on school grounds is a serious violation of the Code of Conduct and will result in immediate suspension, a hearing, and a one-calendar-year expulsion on a case-by-case basis.

**EMPLOYEES.** Violation will result in suspension without pay, pending a disciplinary hearing. Penalties may include dismissal.

**VISITORS.** The district will vigorously pursue prosecution through law enforcement agencies.

**WHAT IF YOU SEE SOMEONE WITH A WEAPON?** Any student, employee, or visitor who has reasonable grounds to suspect that a violation of this weapons policy is required to report such suspicion immediately to the principal.

# MEDICAL POLICIES

## HEALTH PROBLEMS

Parents are asked to notify the school at the beginning of the year if a child has a particular health problem, especially if the child is subject to seizures, is allergic to insect bites or to certain foods. Students must not bring medicine to school without proper authorization. If medicine is necessary during the school day, the student must have a physician's order and written parental permission.

The standard form used for this purpose is included in the handbook and in most Connecticut physician offices.

For the administration of ALL medication, both prescription and over the counter, by school personnel, **BOTH** the doctor's order and the parent's written authorization are required. All authorized medication and permission forms are to be handed in to the school nurse. We discourage the use of any medication during the school day if it is possible to achieve the desired effects by giving the medicine at home.

## MEDICATION POLICY

In accordance with Connecticut state law and the Killingly School Board, this policy clearly states how medication is to be given in school and there can be **NO** deviation from this policy. This policy refers to prescription medication as well as over-the-counter medications:

All medications given to students in school must be prescribed by a doctor in writing to the school. (See handbook appendix.)

All medications administered must be authorized by the parent in writing to the school.

All medication must be delivered to school in the original container from the drugstore by an adult. Request a separate container for the school dose, please.

Regarding cough drops and hard candy, students Pre-K through grade three are not allowed hard candy or cough drops at school. Individual monitoring of a child while he/she eats this type of food is difficult in the school setting. In addition, bringing these types of foods to school without a parental note after riding the school bus, leaves its source in question. Therefore, rather than risk an incident, the above policy will be enforced. If a parent deems it necessary for his/her child to have this type of food, for all concerned, it is wise to give it at home.

Students in grades four through eight must present a note to the teacher from the parent giving consent for lozenges to be taken during school time. If you have any questions regarding this medication policy, please feel free to call the school nurse at 774-8014.

## **OFFICE COMMUNITCATIONS**

### **CORRESPONDENCE FROM THE SCHOOL**

Parents are asked to read CAREFULLY and IMMEDIATELY ALL correspondence that comes home from the school. Since children sometimes forget to give the parent letters, etc., it would be good to get into the habit of asking your child DAILY if there is any correspondence from the school.

Parents are also asked to return immediately any forms, requests for information, etc., that are sent home. If we take the time to send them to you, it is because it is important for us to receive your prompt reply. Our entire educational community will function more smoothly because of your cooperation in this matter.

### **RELATIONS WITH NON-CUSTODIAL PARENTS**

#### **Diocesan Policy 5152.3**

The building principal, unless otherwise informed, assumes that there are no restrictions regarding the non-custodial parent's rights to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a copy of the court order that specifically abridges these rights.

Unless there are specific court-imposed restrictions specifically denying visitation rights, or a restraining order denying such rights, the non-custodial parent, upon written request may view the student's educational, medical or other records maintained in such student's cumulative record.

## TELEPHONE CALLS

**Calls to the school to leave messages for students should be rare.** Students will not be permitted to call home for forgotten items, including lunches, homework, money, instruments, permission slips and gym clothes. If forgotten items are found at home and brought to school, they are to be left in the office. Classrooms are never to be disturbed during class time or at dismissal time. Children are not allowed to answer phone calls during school time unless it is a serious emergency.

The office phone is not to be used by students for personal calls. Students must have permission from a teacher or the principal to use any phone during school hours when necessary.

**Please be sure your child knows how he/she is getting home each day before he/she leaves for school. Calls to the office leaving these types of messages should be rare. Necessary calls should be made before 2:15 p.m. to allow for sufficient time to deliver messages.**

## CONTACT INFORMATION

Please notify the office 860-774-3281 if your home phone number, home email, or cell phone or the one you listed for emergencies changes. Follow the same procedure for your address. It is very important that the school has on file the current telephone number and address for all students.

## VISITORS

All visitors to the school, including parents, **MUST** report first to the school office. A visitor badge will be given to anyone who needs to go to a classroom or other part of the school. Anyone not wearing a badge will be escorted to the office. **No one entering the school is to go directly to any classroom.**

**Parents are not to knock on or enter a teacher's classroom by the outside door at any time during the day.** (The only exception is the Pre K classroom door and this is for PreK parents only.) This is for the protection of our students and to keep classroom disruption to a minimum. All parents and visitors to the school should not be in the hallway during the entering or dismissal of students.

## VISITS TO THE SCHOOL

Apart from a formal open house program, visitors will be allowed to observe classes only with the expressed consent of the principal and with prior notification of the teachers involved. Consent will be given only when a visit will serve a valuable purpose, and will not unduly disturb the class. Messages for students or teachers/staff should be left at the office. This prevents disruption of classes and assures the safety of the students in the course of the regular school day. **Any visitors to the school must sign in at the office and wear a visitors pass.**

## **FINANCIALS**

### **MONEY**

Collecting money for any purpose must be cleared through the principal prior to the collection. Any money sent in to school for milk, hot lunch, book clubs, etc. **must be in an envelope with the pupil's name, grade and purpose of the money, clearly stated.** Students **may not** borrow or loan money to or from each other.

### **STUDENT INSURANCE**

The school, through a certified insurance company, offers a voluntary insurance plan for students. Coverage may be for 24 hours or for the school day. If your child is not covered through a family plan, it is highly recommended that you take advantage of this inexpensive policy. The school or its personnel will not be responsible for payment for injuries incurred by any child involved in reasonably supervised activities during the school day (classroom, halls, playground, P.E. classes, etc.).

### **TUITION POLICY**

Each year parents sign up to pay tuition through FACTS, unless it is paid in one lump sum before August 1<sup>st</sup>, directly to the school office.

Any tuition payments that reach sixty (60) days late will cause the immediate dismissal of families from the school. All tuition must be paid to FACTS as written in the contract. Payments can no longer be held until income tax time or after holidays. St. James cannot afford to fall behind on bills owed or worry from month to month about salary expenses.

Families who reach the sixty day limit will be called by the school office to notify parents of the dismissal.

**TUITION FEES FOR THE 2013-2014 SCHOOL YEAR ARE AS FOLLOWS:**

**Pre-Kindergarten – Three & Four Years Olds**

5- full days: \$572 per month / 5 half days \$322 per month

3-full days: \$372 per month / 3 half days \$222 per month

**Kindergarten – Grade 8**

<u>Non-Subsidized</u>			<u>Subsidized</u>	
1 Child	Full Tuition	\$3,600	1 Child	\$2,850
2 Children	Full Tuition	\$6,500	2 Children	\$5,000
3 Children	Full Tuition	\$8,800	3 Children	\$6,550

**REGISTRATION FEES:**

\$275.00 per family for current students, and \$325 per new family (non-refundable). Registrations will not be final unless the tuition from the previous year is paid in full.

*It is the policy of the school that academic records will not be released until financial obligations to the school have been met. Any parent whose tuition is in arrears must have made arrangements for payment with the principal before any school records can be released.*

Parents are also required to take an active part in the **Development Program.**



## **FACTS Tuition Management Services**

Our school now has an agreement with **FACTS** Tuition Management Services to handle tuition collection. All families, except those that will make full payment in advance, are required to participate in the **FACTS** program.

Tuition payments can be made in the following ways:

1. Pay in full to the school before August 1<sup>st</sup>.
2. Pay tuition in quarterly installments July-October-January-April to **FACTS**.
3. Pay the tuition in monthly installments from July - April to **FACTS**.
4. **A LATE FEE CHARGE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT IF ANY PAYMENT IS NOT RECEIVED WITHIN 10 DAYS FROM THE PAYMENT DUE DATE.**

**FACTS** is not a loan, so there are no credit checks or interest charges. It is a plan that enables parents to make tuition payments directly to a bank. Payments can be made by automatic deduction from a bank account or by a coupon book provided by **FACTS**.

## **St. James School Tuition-Assistance Programs**

**Catholic Foundation:** This is a needs-based program offered through the Diocese of Norwich. Awarded amounts vary, and decisions are made at the Diocesan level. Families **must** apply through FACTS Grant and Financial Aid and consent to the \$30 fee.

**St. James Endowment Fund:** This is a needs-based program offered through St. James School. Monies are generated from the interest on the Endowment account and are generally set at \$25,000.00 per year. Decisions as to awarded amounts are done locally.

**The Friends of LaSalette:** The primary criteria to receive monies from this fund are church attendance at one's respective parish, fulfillment of development requirements as set out by the Development Committee, and St. James School accounts being kept current. Families need not be Catholic to apply. This fund contributes \$120,000.00 annually toward tuition assistance. *This is not a needs-based fund.*

All funds must be applied to annually. Receiving tuition assistance from one source does not preclude receiving it from one of the other sources.

## DEVELOPMENT

**The St. James Development Program** seeks to involve people in a quality program with the end result assuring a sound financial footing for the future. **Development involves public relations, retention and recruitment of students, endowment, and annual school fund-raisers.**

A major part of Development is fund-raising and to ensure that 100% of St. James School families take part. Each family is asked to raise \$500 in development. This can be done through the school and parish fund-raisers which are: St. James School bazaar, bingo, Christmas Craft sale, raffle tickets for the bazaar, walk-a-thon, 150 clubs, and the 1,000 club. **Please note that these fund-raisers can be changed from year to year depending on the profit margin from each event.** Development hours can only be counted when they raise or save money for the school. Coming in to read to children, taking part in field day or class projects do not count towards development hours.

Besides the fund-raisers throughout the year, the athletic program is one that also counts toward development hours. Any parent who coaches one of the sports or works during the basketball season may count these hours toward development. This program raises a good amount of money for the school, which is used for the upkeep of the gym as well as for equipment and uniforms.

For families who do not wish to take part in activities, a \$500 donation can be made in its place. Each family is to keep track of the hours served in development programs and money raised for each fundraiser. A list is sent home each year for families to keep track of development hours worked and then returned to the school at the end of the school year.

The bazaar usually marks the beginning of development hours for each school year. Parental participation is required or an assessment will be put on each family. Bazaar participation is a key criteria for qualifying for Friends of LaSalette Tuition Assistance.

# **STUDENT ACTIVITIES**

## **SPORTS POLICIES**

The extra-curricular sports program at Saint James includes the following:

1. Basketball: Boys & Girls
2. Cheerleading
3. Softball - Girls
4. Soccer – Boys & Girls

An athletic committee is responsible for funding and supporting the extra-curricular sports program at the school. This is accomplished through registration and admissions and any other fund-raising activities during the sports seasons. At the end of each year, awards are given to all the students who participated in extra-curricular sports.

### **Values of the Program**

The sports program at Saint James is meant to compliment the academic program. It is a means of living our philosophy which emphasizes the all-around development of the student. It is hoped that the instructors and coaches in the sports program stress to the students that a healthy body and a healthy mind work together to produce a well-rounded person. When a student is no longer able to participate in the extra-curricular sports program because of failing grades, that student, the coach and the parents have the opportunity to reflect upon the importance of setting priorities in our everyday lives. The chance to develop one's ability to listen to directions, to follow them accurately, to put others' needs before one's own, to come up a winner, even in the face of defeat, is provided by the sports program at Saint James School.

### **Eligibility Requirements**

#### **Grades:**

In order to be eligible to participate in **ANY** of the athletic programs of Saint James School, a student cannot receive an F in any of the major subjects: (Religion, English, Reading, Math., Science, Spelling/Vocabulary, Social Studies, and Computer and Spanish in Jr. High).

Removal from a sports program, because of failure, will be effective on the date of which the report card is issued. Notification of ineligibility will be handled through the office by a written notice to parents. The notification must be signed by the parents and returned to the principal with the report card or progress report. Coaches will be notified simultaneously with the issuance of the report card. Any student removed from the team for reason of grade is eligible for reinstatement at the time of the issuance of the next report card, if he/she has successfully passed all the above mentioned subject areas.

## **Route 395 School Basketball Conference By-laws**

Members of any roster must be students of the school, not turn (15) years of age (13 years for junior varsity level) before January 1st, and cannot have had an "F" on the previous or any report card throughout the season (a good report card can reinstate a player). Report card date is considered to be the day of issue to the student. Any 6th grader or below may play junior varsity level ball (with age restriction) and any junior varsity player may play varsity ball with no playing time restrictions).

Students who attend games should remain in the gym during the game time, and not roam around the premises. Entry fee to games is \$3 for adults and \$2 for students.

## **Consent and Health Requirements**

All participants in the SJS athletic program **must have a YEARLY physical** examination before he/she can participate in any sport activity, including cheerleading. Only one physical is needed each school year no matter how many sports the student plays. This policy is consistent with the Killingly Public Schools athletic policy.

We prefer all physicals to be done during the summer months (July and August) prior to the start of the new school year. This policy is required and enforced at the high school level in CT.

Physicals done during the previous school year at St. James are not valid after **ONE YEAR**. Another physical is required in 365 days to continue participating in practice and/or games.

Students entering the 6th grade may use the admission physical required by the State Of CT for the athletic physical. The physician must state on that form that the student has been cleared to participate in sports. The exception to this would be if the physical required further evaluation or if the date of the exam was invalid.

Each athlete also must submit a risk of injury form and a parent permission form to the coach. All forms are routinely sent home with students in the spring for the following school year or can be obtained from the school office.

## **Consistent Daily Failure**

Students who miss class on Friday will not be allowed to participate in games held on Friday evening.

## **Behavior**

In education, discipline is necessary to secure and maintain certain conditions which are conducive to concentration and reflective thinking. The students at Saint James will be made aware of and are expected to follow the proper code of behavior. Therefore:

As soon as a student receives three detentions, he/she must serve a one-day in-school suspension. If that in-school suspension day is a game day, the student is ineligible for that game.

Suspension from school will result in the student being ineligible for the period of the suspension, until the resumption of classes, plus one additional game. More than one suspension will result in removal from the sport.

Anyone being observed using or under-the-influence of tobacco, alcohol, and/or drugs on school property or during authorized school functions (dances, field trips, games, fairs, etc.) will be dismissed from the team immediately. Upon observance of this behavior the parents will be called to discuss the situation immediately with the school principal.

Any of the above violations may be brought to the attention of the parent by the coaches, principal, and/or teachers, chaperones or authorized personnel and will report any incident to the principal. There will be NO RE-INSTATEMENT in that sport for the violation of alcohol, drugs or tobacco. For further clarification pertaining to the rules of conduct, please refer to the "Conduct" section of the policy in effect for that school year.

## **Appeal**

Any parent who has just cause to believe that the child has not been justly treated in any of the above situations (grades and behavior) may appeal in the following manner:

Written notification of the intent to appeal sent to the principal.

The principal will notify and convene a meeting of the following people: the teacher, the principal, the parents, the three designated members of the Athletic Committee and the student.

The final decision of the appeal will be rendered by the principal and the three Athletic Committee members.

A written response to the appeal will be mailed to the parents.

Please note that no student will be permitted to participate in any extra-curricular sport unless he/she has an approved physical examination by the family physician or the school physician. A copy of the physical form, along with the signed permission form and the fee must be submitted to the athletic director before the FIRST PRACTICE.

### **FAMILY PICNIC**

The family picnic takes place in June and if the weather permits is held outside on the school lawn both on the sides of the school and the front lawn. The cafeteria caters the cookout. Families bring blankets and enjoy a picnic lunch together. The picnic usually starts around 11:00 a.m. and ends at 12:40 p.m. Everyone is invited to tour the school and visit the classrooms when they have finished lunch.

### **FIELD DAY**

St. James School children participate in a school wide day of fun activities at Strawberry Park. This is usually held the last week of school. Parents chaperone and run various fun games for the children

### **ROOM MOTHERS / FATHERS**

At the beginning of each year, usually at the first Home and School Meeting, parents can sign up to be a room mother or father. Parents usually sign up for the class their children are in, but this does not have to be the case. You can sign up for any room you would like to work with.

As a room parent you usually work with the teacher on setting up any class parties throughout the year or on any other activities where the teacher may need assistance.

**AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES BY  
SCHOOL PERSONNEL**

The Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a nurse to administer medications or in her absence, the principal or teacher to administer medications. Medications must be in pharmacy prepared containers and labeled with name of child, name of drug, strength, dosage, frequency, physician's or dentist's name and date of original prescription.

**PHYSICIAN OR DENTIST ORDER:**

Name of Child \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ DOB \_\_\_\_\_

Condition for which drug is being administered during school hours \_\_\_\_\_

Drug (name, dose and method of administration): \_\_\_\_\_

Time of administration \_\_\_\_\_

Medication shall be administered from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Relevant side effects to be observed, if any \_\_\_\_\_

If there are side effects, plan for management \_\_\_\_\_

If this a controlled drug? \_\_\_\_\_ If yes, DEA# \_\_\_\_\_

Physician's/Dentist's Name (print) \_\_\_\_\_ Tel; \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Physician's/Dentist's Signature \_\_\_\_\_ Date \_\_\_\_\_

Nurse/Principal/Teacher \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION BY PARENT/GUARDIAN** for the administration of the above medication by school personnel:

I hereby request that the above medication, ordered by the physician/dentist for my child \_\_\_\_\_, be administered by school personnel. I understand that I must supply the school with the prescribed medication in the original container dispensed and properly labeled by a physician or pharmacist and will provide no more than a 45 school day supply of said medication. I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

AGREEMENT TO BE SIGNED  
BY PARENTS AND STUDENTS

It is important that both the parent and the students\* read and understand the policies contained in the Saint James School Handbook. **This handbook is part of the contract existing between the school and the parents/students. Therefore, it is imperative that the handbook be read and that the following statement be signed and returned by the due date stated below.**

Any parents who disagrees with these policies and will not sign this agreement will be asked to seek alternative education for their child/children. **There is no exception to this policy.**

**Saint James School  
Danielson, Connecticut**

We have read and agree to be governed by the Saint James School Handbook as it regards all stated policies.

Parents/Guardians Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\* Students under the age of 5 are not required to sign, but their parents are still required to uphold the policies of the school.

All handbook agreements must be signed and returned to St. James School by Friday, **September 13, 2013.**