

St. James the Greater School

1360 Tamm Avenue

St. Louis, Missouri, 63139

School Handbook

2011-2012

Pastor: Rev. John J. Johnson

Principal: Miss Karen Battaglia

School Phone: 647-5244

Fax: 647-8237

Rectory Phone: 645-0167

website: www.bestschoolinstlouis.com

or

www.stjamesthegreater.org

DISCLAIMER:

This Student/Parent Handbook contains established policies and procedures for the 2011-2012 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

FACULTY OF ST. JAMES THE GREATER SCHOOL

Rev. John J. Johnson, Pastor

Teacher	Homeroom	Subject Area
Miss Battaglia	Principal	
Mrs. Colvis	8 th Grade	Communication Arts 6, 7, 8
Mrs. Robben	7 th Grade	Science 6 – 8 Religion 7, 8 Math 8
Mrs. Cronin	6 th Grade	Math 6, 7 Religion 6 Social Studies 6, 7, 8
Mrs. Murphey	5 th Grade	Self-contained Language Arts 4
Miss Jansen	4 th Grade	Self-contained Science 5
Ms. Bronke	3 rd Grade	Self-contained
Mrs. McCarthy	2 nd Grade	Self-contained
Ms. Clarkson	1 st Grade	Self-contained
Ms. Seaton	Kindergarten	Self-contained
Miss Katie		
Mrs. Richert	Learning Consultant	K – 8
Miss Connie		Pre K 4
Miss Diane		Pre K 4
Miss Marilyn		Pre K 3
Miss Lisa		
Mr. Gibson	Physical Education	K – 8
	Art	3 – 8
Mrs. Morice	Music	K – 8
Mrs. Schmidt	Technology	K – 6
Mrs. Villena	Spanish	K – 8
Mr. Ed Bozesky	Counselor	K – 8
Mrs. Susan Smith	Counselor	K – 8
Mr. Laird	Advancement Director	
Mrs. Crowe	Secretary	

PHILOSOPHY OF CATHOLIC EDUCATION IN THE ARCHDIOCESE OF ST. LOUIS

The educational mission of the Catholic Church finds its center in the life and teachings of Jesus, who reveals God's design for all creation. In Jesus, the Church invites all people into communion with the Father, Son and Spirit and into the mission of transforming all of life into God's kingdom. Through education, the Church seeks to prepare her members to hear, live and proclaim the good news of the Gospel. The shared tradition of the Church supports, challenges, and enlightens persons at every stage of human life, as they grow toward their full potential as individuals and as members of family, Church and world.

Catholic education includes all the deliberate, systematic, and sustained efforts of the Church community, in both formal and informal education settings, to develop the skills, knowledge, and values needed for life. In today's pluralistic society, the Church offers the harmonizing perspective of faith to human culture and history. Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness, and beauty.

Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, so as to advance God's glory and the dignity of all peoples. Through methods appropriate to differing age levels and ways that people learn, the Church provides opportunities for learners to explore, reflect, and integrate a Christian understanding of nature, self, society, and God, and to manifest this in lives of love and service. In this endeavor, the Church recognizes the learner's dependence on grace to bring human nature to completion.

It is the educator – teacher, administrator, and pastor – who is preeminent in creating the unique climate in which a Catholic philosophy of education can be realized. Called to a specific ministry in the Church, Catholic educators are committed to professional excellence and spiritual growth in their Christian lives, witnessing to the Tradition and Vision they share. Respecting each learner as created and loved by God with special gifts and needs, they direct the learning process as guide and companion.

The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children. The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership, and the community of faith that supports the educational mission of the Church.

(Archdiocesan policy #1100)

MISSION STATEMENT

St. James the Greater School seeks to enrich and develop the spiritual, academic, and social needs of students (Pre K – 8) by providing an excellent Catholic education in an atmosphere of a community, characterized by mutual love and concern.

PHILOSOPHY

Jesus said to Simon Peter, “Simon, son of John, do you love me more than these others do?”

”Yes, Lord,” he answered, “You know that I love you.”

Jesus said to him, “Take care of my lambs.” (John 21:15)

St. James the Greater School strives to provide its students with an excellent elementary education in the atmosphere of a Christian community, characterized by Mutual Love and concern. It first and foremost works to proclaim the message of Christ. It encourages growth in each student’s relationship with God through worship, reception of the sacraments, prayer, and study of the Scriptures. Students are taught how to put their faith into practice in their daily lives and relationships with others and thereby reach their eternal destiny. Instruction in Catholic doctrine, moral and social teachings, and history are seen as important parts of the religion curriculum.

Academically, St. James endeavors to emphasize the basics in a learning environment that is positive, intellectually stimulating, motivating, participative, and cognizant of the technological age in which we are living. The uniqueness of each student is recognized. A curriculum is developed which promotes the spiritual, moral, intellectual, physical, social, and emotional well-being of the student. Both the arts and sciences are seen as important to this development. Since we live in a fast-changing world, St. James realizes that its students need to develop skills that will enable them to be lifelong learners.

St. James the Greater School helps its students to understand the importance of self-discipline, accountability for one’s actions, and positive leadership. The necessary precautions are taken to ensure the safety, security, and health of the school community.

St. James seeks to promote the development of a faith which advances the welfare of the parish, community, country and the world of which it is a part and the families of which it is composed. Good citizenship skills are taught and community service is encouraged.

St. James the Greater School recognizes that this philosophy can only be made a reality with the help of God and through the commitment, involvement, willingness to communicate, and mutual support of its parish priests, parents, school staff, students, and parishioners. The role of parents as the “first educators of their children” in both word and example is affirmed and acknowledged.

WITNESS STATEMENT

FOR THOSE WHOSE CHILDREN ATTEND CATHOLIC EDUCATION PROGRAMS

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;
- commit to speak more with my children about God and to include prayer in our daily home life;
- participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- support the moral and social teachings of the Catholic Church to ensure consistency between home and school
- teach my children by word and example to have a love and concern for the needs of others;
- meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.

WITNESS STATEMENT
FOR STUDENTS WHO ATTEND CATHOLIC SCHOOLS

KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME,
I LOVE GOD.

GOD MADE EVERYTHING GOOD,
I WILL PRAISE AND THANK GOD.

GOD MADE ME SPECIAL,
I WILL ACT AS A CHILD OF GOD.

GOD MADE ME PART OF HIS FAMILY,
I WILL BE KIND TO ALL OF GOD'S FAMILY

WITNESS STATEMENT

GRADES 1 – 2

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School will help me grow in the Catholic faith. I believe that:

GOD LOVES ME
I PROMISE TO LOVE GOD BY:

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.
I PROMISE TO LIVE AS A CHILD OF GOD BY:

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS
- BEING HONEST AND TRUTHFUL,
- DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY
I PROMISE TO LOVE OTHERS BY:

- BEING RESPECTFUL OF OTHERS
- HELPING OTHERS IN NEED
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY

WITNESS STATEMENT

GRADES 3-4-5

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY

- PARTICIPATING IN THE MASS AND SACRAMENTS,
ESPECIALLY SUNDAY EUCHARIST
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE
TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF
MY PARENTS/GUARDIANS, TEACHERS AND CHURCH
- BEING RESPECTFUL AND NOT HURTING OTHERS OR
MAKING FUN OF THEM

WITNESS STATEMENT

GRADES 6-7-8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School will help me grow in the Catholic faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY

- STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—
AND HIS CHURCH
- PARTICIPATING IN THE MASS AND SACRAMENTS,
ESPECIALLY SUNDAY EUCHARIST
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY
PRAYER
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND
GOD'S PLAN OF SALVATION

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED
FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND
BEHAVIOR
- VALUING MY SELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY

I PROMISE TO LOVE OTHERS BY:

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND
HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES, AND THINGS AS GIFTS
FROM GOD
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE (SCHOOL) AND
PARISH A BETTER PLACE.

POLICY STATEMENT FOR RECEPTION OF SACRAMENTS

Significant moments in the religious education of our school children are the celebration and reception of Sacraments. Normally, First Reconciliation and First Eucharist are celebrated during second grade. Confirmation is celebrated every year in our parish for students in seventh grade. In order to be eligible for reception of these sacraments, a child must be a baptized Catholic or have professed faith in the Catholic Church and have fulfilled the requirements of catechetical formation for each sacrament. Parental participation in this catechetical formation is mandatory.

Children entering our religious education program who have not been part of another religious education program who have not been part of another religious education program (either Catholic elementary school or parish school of religion) must be students in our school for a minimum of one year before being eligible for the reception of First Reconciliation, First Eucharist, or Confirmation.

Children entering our religious education program who have not been baptized Catholic or have not professed faith in the Catholic Church must be students in our school for a minimum of one year before being eligible for receiving the sacrament of Baptism. Parental participation in their catechetical formation is mandatory.

GENERAL STATEMENT

School policies of St. James are determined by the Pastor, the Principal, the members of the faculty, and the members of the Board of Education, who represent the parents. This group works together as a united group with shared concern for the students and for one another. School policies are in accord with Archdiocesan Policies, and are made known to the children and to the parents, and they are reinforced by the Principal and the members of the faculty. Unusual disciplinary cases are referred to the Pastor, to the Principal and to the parents of the involved students. The general orderly tone of the school is created by the vast majority of the students; thus, the very small minority who may disregard school rules must expect to have their conduct censored and correction administered.

THE HOLY EUCHARIST

The Holy Eucharist is the very center and heart of the Catholic Religion. From the earliest days of the Church, Sunday was called the Lord's Day, and Catholic people came together to assist at the Eucharistic Mysteries. It is a serious law of the Church and Catholic parents should be most faithful in attending Holy Mass on The Lord's Day, and see that their children also assist at Mass on Sunday or Saturday or Saturday evening. The Second Vatican Council has this to say about the Lord's Day:

“Following the apostolic tradition that originated on the very day of Christ's Resurrection, the Church celebrates the paschal mystery every seventh day, which day is, therefore, rightly called the Lord's Day or Sunday. On this day, Christians must gather together to hear the word of God, to partake of the Eucharist, and in this way, to call to mind the passion, resurrection, and glory of the Lord Jesus, giving hope through the resurrection of Jesus Christ from the dead” (1 St. Peter 1:3). Therefore, Sunday is the first of all feast days, to be presented to and urged upon the faithful as such, so that it may also become a day of gladness and rest from work”.

Class Masses are held throughout the school year. All parents, relatives, and friends are invited to join in our celebration. These celebrations provide the opportunity for the children to participate in the Children's Liturgy approved for them, to use their creative ability in preparing their Eucharistic Liturgy, and to receive the instructions of the Parish Priests, which is accommodated to the children's understanding and interest.

The fourth Sunday of each month a Family Mass is celebrated at 10:30 in church with the St. James Parish Community. Kindergartens to Eighth Grade take an active part in celebrating the liturgy. All are encouraged to attend and participate in the Sunday liturgy.

ADMISSION POLICY

Application Process for Returning Families:

- Step One: On or about January 30th
Fill out applications and return forms to the Principal along with the non-refundable application fee of \$75.
Registration fee becomes \$150 for returning families on March 17th.
- Step Two: Applications reviewed by Principal
- Step Three: Principal sends out acceptance or rejection letters.
- Step Four: Applications sent to the rectory to set up financial payments.

Application Process for New Families

- Step One: On or about January 30th
Fill out applications and return forms to the Principal along with the non-refundable application fee, report cards and medical records from previous school. The application fee is \$75.
- Step Two: Principal will meet with new families and review applications.
- Step Three: Principal sends out acceptance or rejection letters.
- Step Four: Applications sent to the rectory to set tuition payment.
- Step Five: Incoming students will be evaluated for placement.

Tuition and all fees are paid August through May (10 payments) FACTS, annually or semi-annually. Book fees are non-refundable. Pre-registration will take place in January. There will be a registration fee to hold your child's desk.

Tuition Assistance: We are able to offer tuition assistance to families that demonstrate financial need. Each family that seeks tuition assistance ***MUST*** complete a FACTS Grant & Aid Assessment form (this form is *not* part of the FACTS Tuition Management Program and must be completed separately). The FACTS Grant and Aid Assessment forms may be picked up in the parish rectory (please call (314) 645-0167), or you may apply online at: www.factstuitionaid.com. There is a \$25.00 fee whether you fill out a paper application or apply online. ***Your FACTS Grant & Aid Assessment must be completed by April 1st, 2011.*** If you do not request assistance, it is assumed that tuition will be paid on time and in full.

St. James the Greater School shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students. (Archdiocesan Policy 4101)

Class Size - Kindergarten to third grade will not exceed 25 students without an aide. Grades 4 – 8 will not exceed 30 students.

For admission to kindergarten, the child should be five years of age before August 1.

For admission to first grade, the child should be six years of age before August 1.

ST. JAMES THE GREATER POLICIES AND RULES

APPOINTMENTS WITH TEACHERS

Parents must call ahead to the school, so appointments can be set up. Contact with teachers should be made through school. Please do not contact a teacher at his or her home unless prior appointment has been set.

Parents should not come for appointments unless the teacher has been notified. Please do not come before class in the morning.

ATTENDANCE, ABSENCES AND TARDINESS

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written note should be sent to the school in advance by a parent/guardian stating the time, length, and reason for absence. (Archdiocesan Policy #4201)

Regular, punctual attendance relates in a positive way toward school, achievement, and the child's self-worth. Absence requires a period of readjustment, which may slow down learning. Children should be strongly encouraged to attend school on a consistent basis.

When illness does occur we ask that you adhere to the following:

A written excuse is required for all absences. Notes require a date and a parent/guardian signature.

For your child's safety, we ask that parents call the school on the morning of the absence. The school secretary will call parents at home for those who do not call the school to verify the child's absence. Please call between 7:00 A.M. and 9:00A.M. (647 - 5244)

If, for any reason, a child cannot take part in Physical Education classes or some parts of them for a given length of time or permanently, this must be indicated in writing to the school office.

We strongly discourage removing students from school for family vacations. Teachers will not prepare materials for a child whose family chooses to leave for vacation. Work must be made up on return to school.

It is the responsibility of the absentee to find out what work has been missed and to make-up that work.

Students should be prepared to take tests that were missed during absence within two days of their return to school unless other arrangements have been made.

If a parent needs to take a child out of school during the school day, s/he must send a written notice in advance stating the time, length of absence, and reason for absence. Parents must pick the child up and sign out at the office. Upon return, the child must report to the school office.

A student is considered tardy if s/he is not in her/his homeroom when the 7:50 A.M. bell rings. The child must report to the office to get a tardy slip and present a written excuse for the tardiness no later than the following school day.

Children will be marked according to the following:

TARDY:	arrival between 7:50 A.M. – 9:30 A.M.
½ DAY ABSENCE:	arrival/departure between 9:30 A.M 1:30P.M.
FULL DAY ABSENCE:	absent the whole day or going home before 9:30 A.M.

If a student leaves for a doctor's appointment and will return within one hour of departure, there will be no marks on the attendance. Any child leaving after 1:30 P.M. will not be marked for any of the above.

Student's attendance will be reviewed quarterly with the report cards. The parents of any student with excessive tardies and/or absences will be contacted by the principal to discuss this matter.

TRUANCY

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.
(Archdiocesan Policy #4201.1)

TARDINESS

A student is tardy who arrives after the time fixed by the school policy for the start of the school day. (Archdiocesan Policy #4202)

ARRIVAL AT SCHOOL

When you drop the children off in the morning, please drive down to the 1st basketball stand, let the children out and continue past the 2nd stand, make a left turn and leave the yard.

Picking the children up, please back into your parking place (unless you are late) and drive straight out.

Please, never drive down to the stairs. Children are very quick and we want to avoid an accident.

No earlier than 7:40 a.m. – children assemble in the school yard. Children should be here by 7:50 a.m. At 7:50 a.m. - children enter school building.

Children who are not in line by the 7:50 bell will be marked tardy. Tardy marks are recorded on attendance records, report cards and permanent records. Please send a note to school explaining tardiness when it does occur. Children with more than five tardies cannot get a perfect attendance award in May and will receive a detention for every five tardies.

WE ARE NOT RESPONSIBLE FOR SUPERVISION OF ANY CHILD UNTIL 7:40 a.m. AND NOT AFTER 3:00 p.m.

BICYCLES

Bicycles are to be parked and locked in the rack at all times. For safety reasons, bicycles are not to be ridden on the school grounds from 7:00 AM – 3:10 P.M. Bikes must be walked when crossing the parking lot. The school will not be responsible for loss or damage done to any bike.

BIRTHDAY TREATS

Students can celebrate their birthday with their classmates by following these guidelines set by the teachers:

Bring a store bought treat that is individually wrapped, example:

- rice krispie treat, fruit roll-up
- No cakes, cookie cakes, cupcakes, donuts
- No drinks
- Check with the homeroom teacher regarding any student who has a food allergy, i.e., peanut, wheat, etc.

CAFETERIA

St. James the Greater School operates an in-house hot lunch program. Students can buy a hot lunch or bring their lunch from home and eat in the cafeteria. Milk and juice are available for purchase. Free and reduced price lunches are available to those who qualify. To see if you qualify for free or reduced-price lunches (or to learn more about the hot lunch program), please visit the St. James website at:

<http://www.stjamesthegreater.org/Lunch.asp>

No special lunches or hot lunches are to be brought to a class without permission of the principal. If permission is granted ALL children must be included.

CELL PHONES AND ELECTRONIC DEVICES

The possession and use of cell phones and other electronic devices (i.e., I-Pods, Handhelds, etc.) by students on St. James the Greater School premises and at school-sponsored functions is prohibited.

If a student must carry a cell phone (or other electronic device) for use outside of school time, the device must be taken to the school office upon entering the school and kept in the school office until the student leaves for the day.

If a cell phone (or other electronic device) is found in the student's possession during the school day, it will be taken by the administrator/teacher and kept in the school office until the parent comes to get it.

If a student is found using a cell phone (or other electronic device) during the school day, it will be taken by the administrator/teacher and kept in the school office until the parent comes to get it. There will also be a disciplinary action taken for students using a cell phone (or other electronic device).

CHILD ABUSE POLICY FOR VOLUNTEERS

In order for St. James the Greater Parish to be in compliance with the guidelines set forth by the Archdiocese of St. Louis, anyone who volunteers with children or may volunteer with children must complete the three requirements listed below. This includes field trip drivers. These requirements must be met before signing up to volunteer.

1. Attend Protecting God's Children Workshop (one time is sufficient). A listing of workshops can be found at www.archstl.org (Lower right-hand corner of website – Safe Environment Program)
2. A signed "Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors." This booklet is available at the Rectory Office or on-line at www.archstl.org
3. A completed "Workers Registration" form, which authorizes the parish to run periodic criminal background checks on each volunteer. The State of Missouri requires a copy of your Social Security Card with this form. (The \$5.00 processing fee will be paid through the parish.) Note: Anyone completing this form will be notified whenever a check is performed, by receiving a copy of the results in the mail. (This form replaces the old Criminal Abuse Record Check from M.S.H.P. and is available through the Rectory Office.) You only need to fill out one set of forms to volunteer for any organization or function sponsored by the parish/school.

CHILD PROTECTION AND REFORM ACT

St. James the Greater School abides by the state Child Protection and Reformation Act (RSMO210) that requires school personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, must report to the Missouri Department of Family Services.

CONCEALED FIREARMS POLICY

"In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of St. James the Greater School and Parish is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms." (Archdiocesan Policy, 2005)

CONDUCT POLICIES

See "SPECIFIC CONDUCT POLICIES"

COUNSELOR

St. James the Greater School has two part-time counselors who are available for students. Teachers refer students based on observations made in class concerning academic and behavioral performance. Parents may request that their child be referred. Students may also request to see the counselor. Parents are required to complete an authorization for their child to see a counselor.

CUSTODIAL AND NON-CUSTODIAL PARENTS

Registration

At the time of registration parents must verify the custody arrangements in cases in which the parents of the students are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.) (Archdiocesan Policy # 4103)

Release of Students from School

The school is to obtain parent permission to release a student from school. The parent giving permission for a child to be released has the custodial authority to do so. If there are any restraining orders, the school must be made aware of this in writing.

Release from School Due to Illness

The parent who is the main contact on the emergency form will be the first one contacted if the child is ill. The parent may communicate to the school who will have the authorization to pick the child up if the primary custodial parent is not able to do so.

Access to Student Records

Parents/guardians have the right to inspect and review the official active file of their children. In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parents having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

Second Mailing

The school will provide information to the non-primary address or the address not in the parish registry of the student. The information mailed will be the report card, the newsletter and other information (registration forms, tuition information, etc.) pertaining to the school. It is the responsibility of the parent to contact the school office with the address of the non-primary residence.

DEPARTMENTALIZED PROGRAM (Grades 5-8)

Flexible scheduling of programs provides for individual differences and for special or unusual events of the day as they arise. Every effort is made to develop the capabilities of our students to their fullest potential. Academic instruction consists of the selection,

the implementation and the evaluation of learning activities designed to bring about growth that is consistent with the needs of the individual child and with the curriculum goals of the school.

The children in grades five through eight follow a departmentalized program with well qualified teachers who are specialists in the subject area.

The following subjects are provided for the students:

Religion	Mathematics	Reading
Social Studies	English	Spelling
Science	Art	Music
Computers	Physical Education	Spanish
		Chinese

The scholastic programs are evaluated each year by the administration of the Iowa Test of Basic Skills (ITBS) Test. This test is given to children in grades 3, 4, 5, 6, 7 and 8. Cognitive Ability Test (COGAT) is given each year for children in Grades 4, 6 and 8.

DISCIPLINE CODE

Purposes of St. James School Behavior Code

- To help form a community of faith, that reveals the light of Christ
- To instill Catholic Christian values
- To build self-discipline, responsibility, and respect for self and others
- To provide an environment where learning can take place
- To insure safety of students and staff

Guiding Principles for the Student:

1. Spirituality
reverence for God, His holy name, and all that belongs to the worship of God
2. Honesty/Trustworthiness
truthfulness to God, to oneself, and to others at all times
3. Responsibility
carrying out one's daily work assignments and following school and classroom rules
4. Love and Respect
in their words and actions toward God, parents, faculty, staff, and other students

Arrival

1. All students are to be in line in the school yard at 7:50 a.m.
2. In bad weather all students will gather in the cafeteria by 7:50 a.m.
3. Students not entering with their class at 7:50 are considered tardy.
If a student receives 5 tardies, he/she will receive a detention.
4. Students are to walk to their classrooms in a calm, orderly, and safe manner.

Dismissal:

1. All students are to leave their classrooms and the school building in a calm, orderly, and safe manner.

Classroom:

Students are to:

1. have all necessary materials (texts, homework assignments, writing equipment, notebooks, workbooks, etc.) before entering each class
2. work quietly (individually or in a group) in order to maintain a good learning atmosphere and not to disturb others.
3. follow rules posted in their classrooms.
4. keep hands, feet, and objects to themselves
5. treat teachers, others and themselves with respect
6. be good to one another, and encourage and help one another
7. return what they borrow and show respect for the belongings of others.
8. come to school well-groomed and clean. Their clothing and shoes are to be clean. Shirts are to be tucked in.

Homework:

Students are:

1. to turn in homework during the class period it is due
2. not to bring notes from parents excusing students for non-completion of homework, except for serious reasons.
3. to get approval from the principal on parental notes excusing them from homework (only serious excuses will be considered)
4. to have parents sign homework assignment books nightly, tests and/or special notes.

Liturgy/Worship:

Students are to:

1. walk quietly to and from church. They are to be quiet before leaving and re-entering the school building.
2. genuflect on their right knee upon entering and leaving church
3. assume and maintain a respectful posture while in church
4. behave respectfully during Mass and other celebrations, including participation

Cafeteria:

Students are:

1. to walk into the cafeteria, and not run or push to get a certain place
2. to talk to others in a conversational tone—no loud talking or yelling and to speak with those at their own table.
3. to use good manners at table. Be courteous to all supervisory personnel in the cafeteria and politely wait their turn.
4. not to toss, throw, or share food.
5. to clean their area after eating, push their chairs quietly under the table, and place trash in the waste cans.
6. not to take food out to the playground.

Playground:

Students are:

1. to take care of all playground equipment and use it properly

2. not to play in a rough manner, use inappropriate language, call others names, throw, hit, or kick any type of dangerous objects
3. to play fairly at all times and be good sports
4. to ask permission to get a ball from outside the designated area
5. to stop playing and be quiet when the first bell is rung. When the second bell is rung, they are to walk quietly into line and remain quiet while waiting to enter the school building
6. to obey and speak respectfully to the adults on duty in the school yard
7. to report injuries immediately to one of the adults on duty. Any other problems should also be reported to the adult on duty
8. not to go back into school during recess or lunch without permission from the supervising adult.
9. to play in their assigned area

General Rules:

1. Radios, tape recorders, play toys, cellular phones, beepers, or any other such objects may not be brought to school. All objects taken from students will be turned in to the office. Parents wishing to get an object back may come to the school office for it.
2. School and church property should be cared for by everyone. Damage or destruction to school property is a serious offense. Students and parents are liable.
3. Students are to dress in accord with the uniform code. (See page in handbook).
4. Students are to speak in a respectful tone of voice to the principal, teachers, and all other school personnel, supervisory adults, and volunteers at all times. They are to comply with all reasonable requests made by these adults. Arguing with a teacher is out of place.
5. Students are not to fight, call names, harass, or use degrading words, gestures or mannerisms.
6. Students are never to leave school property without permission.
7. Possession of, use of, or selling of drugs, alcohol or cigarettes on school property during school hours, or any school sponsored activity will result in immediate removal from school.
8. Pornographic materials are not to be brought to school, or called up on the computer.
9. Cheating and stealing are strictly forbidden.
10. Students may not use the telephones without permission.
11. Chewing gum is not permitted on school property. A \$5.00 fine will be enforced if a child is chewing gum.

Consequence:

1. All who disregard the rules will result in violation of the Discipline Policy.
2. If discipline slips are not returned and signed by the next day the children will be sent to the office to contact their parents.
3. If the student does not return the slip the second day, the student will be sent home.
4. Students who serve three detentions a semester will be put on probation and will meet with the administration.

Violations of Discipline:

After 3 behavior slips in a semester, child will serve detention on Wednesdays. Slips run from Monday to Friday.

K – 4	15 minutes	3:00 – 3:15 p.m.
Grades 5-8	30 minutes	3:00 – 3:30 p.m.

Students will use a Conduct Cards that should be carried with them at all times.

Upper Grade Detention Categories:

Category A- One demerit violation

- ❖ dress code violation
- ❖ delaying class
- ❖ missing assignment
- ❖ not having needed classroom materials
- ❖ red note in assignment notebook not signed
- ❖ inability to produce demerit card

Category B- Two demerit violation

- ❖ chewing gum
- ❖ disrupting class- out of seat- talking out- throwing things, etc.
- ❖ not engaging in assigned activity
- ❖ playing in the bathroom or hallways
- ❖ sleeping or head down in class

Category C- Three demerit violation

- ❖ arguing or talking back
- ❖ taking someone else's personal belongings
- ❖ unchristian-like behavior or language

Category D- Five demerit violations- automatic detention

- ❖ leaving assigned area/classroom without permission
- ❖ display of physical aggression
- ❖ destroying or damaging school property
- ❖ sharing answers/homework or cheating
- ❖ cell phone, I-pod, or other electronic device not turned into office daily
- ❖ vulgar language
- ❖ any type of bullying behavior
- ❖ refusal to follow direct instruction of staff
- ❖ repeatedly unable to produce demerit card

Conduct card must be with the student, in the pocket of the assignment notebook at all times. If a student earns a detention and does not get a parent signature on the conduct card by the next morning, the student will be sent to the office to

call a parent in front of school staff to advise them of the detention they will be serving that day.

Students will not be excused from detention for any reason. If they have a medical appointment for the day of their detention they must bring in proof of that appointment and serve the detention on the next school day. If a student fails to report for detention on time, they will serve an additional detention as a consequence, as well as the original detention.

During detention, students will be assigned a specific written task. Failure to complete the task with sufficient effort will result in an additional detention.

Grades 5-8

HOMEWORK POLICY

If homework is not completed and brought to the appropriate class when due, the student will receive a demerit. The missing assignment will be written in the assignment notebook in red. Parents must sign the assignment notebook that night or student will receive an additional demerit the next day.

Daily Assignment- If an assignment is not handed in on time, students will have an extra day with a 10% reduction in grade. After that, no credit will be given for late assignments.

Short term Assignments (2-5 days)- If an assignment is not handed in on time a deduction in grade of 10% will be taken for each day late for up to 3 days. After 3 days no credit will be given for the assignment

Long Term Assignments (6 days or longer)- If an assignment is not handed in on time, a deduction in grade of 10% will be taken for each day late for up to 5 days. After 5 days no credit will be given for the assignment.

If a student must return to homeroom to get his/her homework or other materials he/she will receive a demerit for delaying class.

Test signatures - All tests or projects/papers must be signed by a parent. If the student does not get a signature and return the item the next class period, the score will be written in red in the assignment notebook. The parent must sign the assignment notebook that night or the student will receive one demerit for not getting the parent signature.

TARDIES

Students will not receive demerits for tardies but after 5 tardies in one semester, the student will be required to serve detention. Parents will be notified of the detention date on the back of the Conduct Card and must sign the card to ensure they are aware of the detention

DISMISSAL

Classes will be dismissed at 3:00 p.m. daily and 12:00 noon on faculty meeting days.

DISMISSAL BECAUSE OF ILLNESS

Under no circumstances is a child permitted to go home or leave the school premises without the principal's permission or that of a teacher. When a child is ill, parents will be called to come to the school to pick up the child. No child may go home without an adult during school hours. Parents are to come to the office and must sign for their child.

DISTRIBUTION OF MATERIALS TO STUDENTS

St. James the Greater will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agencies, or with whom the school has a formal contract. Schools may distribute at their discretion.

DUAL ENROLLMENT

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic School students to be dually enrolled in public schools in or to participate in specialized programs or to receive special education or remedial reading and mathematics services. (Archdiocesan Policy 4204)

EMERGENCY FORMS

Each year you are asked to complete an emergency form indicating where you can be reached during the day. It also includes information regarding whom to contact when you are unavailable. This form should be completed and sent back to the homeroom teacher within the first week of school. Please notify the School Office of any changes during the year. If you have a beeper number which requires special actions i.e., press* after entering the number, please include that on the form.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all time during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.
(Archdiocesan Policy #5202.10)

FACULTY MEETINGS

Archdiocesan policy permits early dismissal of students to free teachers for faculty meetings. These meetings are an indispensable means of planning and sharing geared to the improvement of the School program. The faculty of St. James the Greater School will meet on the dates shown on the school calendar. Dismissal for these days is 12:00 noon.

FIELD DAY

In May, the students participate in Field Day held at St. James. This day is to build spirit among the students and faculty. This is a school day and attendance is required. Information is sent home concerning this day.

FIELD TRIPS

A field trip is a first-hand experience that supplements the classroom learning situation. It is an observational experience having definite educational objectives.

Field trips are privileges offered to students. Field trips are to be educational in nature relating to the course of studies being presented.

The official school form signed by the parent/guardian is needed for a student to participate in the field trip. A phone call will not take the place of the official form.

If a student does not have a signed permission slip the day of the field trip, the student will NOT be allowed to attend. The student will stay with another class while his/her class is on the field trip.

Parent/guardian chaperones will assist the teacher in supervising the trip. The chaperones will be informed of their responsibilities and the rules governing the trip before departure.

St. James the Greater School follows Archdiocesan policy concerning field trip transportation. Whenever possible, bus transportation by an insured carrier is provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used.

If a private passenger vehicle must be used, the following criteria are to be used:

Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.

The vehicle should have a valid registration and meet safety requirements.

The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.

Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.

Adults should not be permitted to smoke in the vehicle.

Refer to note in Archdiocesan Policy manual regarding children younger than four years of age and weight and height guidelines according to Missouri State law. (SB872)

HEALTH SERVICES

We have shared services of a school nurse from the City of St. Louis who comes to our school periodically to keep the records updated. If you are in need of medical coverage

for your child, please contact the Principal for a program that you may be eligible for sponsored by the State of Missouri.

Immunizations

The State of Missouri requires that all students be immunized against poliomyelitis, rubella, diphtheria, pertussis, and tetanus. Immunizations must be completed prior to the beginning of school. Under Missouri Law (effective July, 1994), a student may not be allowed to attend school without being immunized. Please note the change in the Missouri Law. There is no longer a grace period of fifteen days.

Physical Examinations

The State of Missouri requires that all students entering school for the first time, 3rd grade, and 6th grade must have a physical exam. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months. If you need a health form, please contact the school office or the St. Louis Health Department (658 –1123). If the doctor has a generic health form, that is acceptable.

Communicable Diseases

Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Health Department.

The following indicates the rules for school attendance for the particular diseases:

Chicken Pox	May not attend school until 6 days following eruption of first crop of vesicles.
Measles	(German or 3-day) May not attend school until rash has disappeared.
Scarlet Fever	Exclusion for 7 days or until clinical recovery, whichever is longer;
Strep Throat	provided, however, that children may return to school 24 hours after antibiotic treatment is begun if treatment is continued for 10 days.
Mumps	May not attend school until all swelling has disappeared—usually about 12 days from onset.
Whooping cough	Must be excluded from school three (3) weeks from onset of paroxysmal cough.
Impetigo	Must be excluded from school until sores are <u>completely</u> healed.
Head Lice	Exclusion until effective insecticiding of scalp, skin, and clothing.

Conjunctivitis Exclusion until diagnosis confirmed and effective treatment has begun.

Hepatitis Vaccination

The Health Department is requiring that all students entering grade seven (7) have three doses of hepatitis B (HB) vaccine. The School Immunization Rule was revised and became effective July 30, 1999.

HIGH SCHOOL APPLICATION PROCESS

The high school application process begins in the fall of eighth grade. Eighth graders are provided with information regarding various high school nights at local schools and also the High School Open House, which is generally the first Sunday in November.

Each eighth grade student receives a general high school application in November, with a date set for its return to St. James the Greater School. Any applications given out by a specific high school need to be returned to the high school by the applicant. The principal will meet with each eighth grader individually to give him/her the application.

Visits to high schools when classes are in session at St. James the Greater School are discouraged. Students will be marked absent for that day and will be expected to make up any missed work.

HOME AND SCHOOL ASSOCIATION

There is a Home and School organization with elected officers that meet at various times on Tuesday evenings at 7:00 p.m. in the Gym. All parents are invited and urged to attend the meetings in the interest of their children. The meetings are for parents. Children may accompany their parents if baby-sitting is provided.

HOME SCHOOLED STUDENTS - ADMISSION

Prior to accepting a student who has been home schooled the parents/guardians must provide evidence that the student has been receiving regular instruction:

1. by providing the following records which they are required to keep by state law:
 - a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
 - b. a portfolio of samples of the student's academic work;
 - c. a record of evaluation of the student's academic progress;
 - d. other written or credible evidence equivalent to the points listed above.
2. by providing evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.
3. by providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable.

The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student should be given appropriate end of grade assessments.

Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts program, etc.) flows from being enrolled full time in a Catholic school. (Archdiocesan Policy #4102.62)

HONOR ROLL

The Honor Roll is for students in Grades 1 – 8.

The A Honor Roll – students must have an average of 93 – 100 with no grade lower than a B including an S in conduct and effort.

The B Honor Roll students must have an average of 85 – 92 with no grade lower than a B- including an S in conduct and effort.

Principal's Honor Roll – students must have an S+ in effort and conduct.

ILLNESSES AND INJURIES

If a child is sick, do not send him/her to school. The principal has the responsibility to send home any student showing symptoms of a communicable disease after she has contacted the parents/guardians.

During the school day, no child will be sent home alone. Children are not permitted to leave alone or to be sent from the school alone for any reason, unless the parent gives permission by phone or written note. If the child is sent home or to a doctor's appointment alone, s/he is to call the school office upon arrival at the destination as well as when leaving the destination if returning to St. James the Greater School.

If a child becomes ill or injured during the day, the school takes the following procedure:

1. The teacher sends the child to the office.
2. If the child is sick or warrants immediate attention, the school attempts to contact the parents.
3. If the parents cannot be contacted, the school will call the names of the people on the Emergency Form.

Under no circumstances will a child be sent home without the above procedures taking place.

INCLEMENT WEATHER

Due to inclement weather (ice or snow), the school must sometimes be closed. If the forecast is threatening, please keep your radio tuned to KMOX (AM 1120). Also announcements are made on the three major television stations – KTVI, KMOV, and KSDK. You will also receive a call from SCHOOL REACH. Our school will be announced as ST. JAMES THE GREATER. Please do not call faculty/staff at their homes or the rectory for this information. If snow begins falling during the school day after the children are already in class, it is of utmost importance that parents listen closely to the stations listed above. Please do not call the school office regarding school closing because of weather conditions, except in an emergency. This will allow the school phone to be kept clear for emergency calls. Parents are always allowed to pick-up their child if they deem it necessary.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed materials, videotape, computer software, music multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations. (Archdiocesan Policy #5202.6)

INTERNET USER POLICY

All students must sign an Internet Acceptable Use Policy (AUP) at the beginning of the each school year. Any student who does not have an AUP signed may not use the computers until one is on file. Any student misusing the Internet, computers, etc., will not be able to access any computers at the school.

Communication or depiction through e-mail, text messages or website postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual natures; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community collectively ("Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in #4302, Serious Disciplinary Consequences.

LUNCH PROGRAM

Our school provides a hot lunch program. The students will be able to purchase a plate lunch that includes one entrée, one side, one dessert and a drink for \$2.00. The orders will be taken daily, weekly, monthly or yearly. Menus will be e-mailed or sent home in the Thursday packets. They are also available on the St. James EduConnect page. The order form is sent back to the school with the payment included. If your child brings lunch from home, he/she may buy a drink, (milk, juice), for 40¢. If a student forgets their lunch, lunch will be provided and the student will be given an I.O.U. Students may not bring soda to school.

MAILING LISTS

Names, addresses and e-mail addresses of students and their parents/guardians are not released to any unauthorized persons or agencies including Catholic High Schools.

MAINTAINING SCHOOL PRIVACY

St. James the Greater understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Our respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This

includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

MEDIA AND THE SCHOOL

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

If the media wish to interview or photograph a student, the school should seek permission of the parent. In addition, the permission of the parent should be sought if a student's photo is to be used in marketing materials.

All families will be required to sign a "Permission Form for Student Involved in Media/Marketing Materials". (Archdiocesan Policy # 4402.3)

MEDICATIONS

Parents must list the medications that their child takes on a regular basis on the emergency form. Even if this medication is taken at home, it is important to know what medications a child takes if there is a medical emergency at school.

Administration of Prescription Medications:

The following guidelines are to be followed by parents and school personnel. These Archdiocesan Policy #4401.4 guidelines are effective as of September 2005.

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day; the following must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: *Physician Consent for Medication Administration*), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school);
2. written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: *Parental Consent for Medication Administration to their Child*);
3. the medication in the original container;
4. proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given. This documentation must include: name of medication, student's name, date, time, dosage, and the initials/name of the person administering it.

Student with Significant Medical Conditions (Archdiocesan Policy #4401.6)

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment

LOCAL/NATIONAL DISASTER PLAN

If there is a local/national disaster that occurs, the administrative staff of the school will gather as much information as possible from television and radio newscasts. The students will be addressed as groups, in a central location: i.e. the cafeteria/gym. The students will meet in the following groups: K-2, 3-5, and 6-8. The administrative staff will be the ones responsible for informing the students of what is happening, and will do so in a manner and at a level appropriate for that group of students.

The students will not view/listen to news updates or reports of the events that are taking place. This will be to ensure that the students will not be overwhelmed by what is happening and will allow our school families to monitor what their children are watching and listening to.

If needed, teachers will cover each other's classrooms, so that if the teachers need to contact family, or have time to themselves, they will be allowed to do so.

The Board of Education and Administrative Staff of St. James the Greater School request that in the event of a local/national disaster that families refrain from calling the school office. This is so that phone lines may be kept open, and also so the administrative and support staff can function in as an uninterrupted way as possible.

In case of an emergency, if you feel the need to take your child home, please come to the school office. Students may only go home with their parent. If a student is to go home with someone other than his or her parent, the parent must call the school office to place such a request. Parents must come to the school office to sign their child out.

NEWSLETTER

A newsletter will be emailed every Thursday through SCHOOL REACH for every family. A monthly calendar is available on the website. We ask that you check these calendars, as they will contain any changes that have been made. Please (encourage your child to read the newsletter, as this is an important means of communication between home and school.

PHYSICAL EDUCATION

All students must participate in the Physical Education program. Students who cannot participate in physical education for a certain period must bring a note from their parents and/or physician, if applicable, stating the reason to be excused from PE class.

QUESTIONING OF STUDENTS

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present. (Archdiocesan Policy #4402.2)

REPORT CARDS

The school year is divided into four periods for reporting progress to students and to parents. Report cards are distributed during the months of October, January, March, and June. Progress Reports are distributed four times during the year to grades 1 – 8 to make parents aware of the grades between report cards. Pupil reports are available on line.

Parent-teacher conferences are held in October, at which time all parents are required to come to school for discussion with teachers concerning their children's progress.

Parents are also encouraged to contact the principal or the teachers at any time during the school year to discuss academic or behavioral problems. Do not wait until report card time to consult teachers if there is a problem.

RESOURCE TEACHER/EDUCATIONAL CONSULTANT

St. James the Greater School has a resource teacher who works with students who have special academic needs. The resource teacher also assists teachers in working out alternative strategies for these students and completing the proper papers for evaluation at the St. Louis Archdiocese Special Education Office or the St. Louis Public School Education Program.

SEXUALITY PROGRAM (Grades 4-8)

The program in human sexuality is designed around a number of understandings and moral theological principles necessary for elementary school children. These understandings gradually develop fundamental concepts of growth of family and human sexuality. The program stresses the responsibility that God attaches to the human sexuality powers. The sequence of the understandings is a logical one, with concepts building gradually on one another. The basic understandings and moral principles are assigned to different grade levels according to the maturity of the students. Parents should be involved in the program by going over materials with their children.

SCHOOL HOURS

The school day begins at 7:50 a.m. and ends at 3:00 p.m.

Children are not permitted to enter the building before the 7:50 a.m. bell. If the weather is inclement, the children will be permitted to wait in the school cafeteria starting at 7:40.

Early Dismissal

School hours on early dismissal days will be:

12:00 p.m. dismissal 7:50 a.m. – 12:00 p.m. (no lunch will be served; students bring a healthy snack)

SCHOOL PICTURES

A professional photographer who visits the school takes pictures of our students. A notice is sent home announcing the visit of the photographer and the price of the pictures. Parents are under no obligation to purchase these pictures but may avail themselves of this service if they wish to do so.

Fall Pictures

The photographer takes pictures late September or early October. These pictures need to be paid for at the time the portrait is taken. If you are not satisfied with the pictures, a picture retake is scheduled sometime in October/November. This is also the time to purchase a class composite.

Spring Pictures

Sometime in March or April, the professional photographer visits the school. At this time every student can have a portrait taken. Parents have the opportunity to preview the packet and purchase all or parts of the package. A class composite is not available during the Spring Pictures. This program is a fundraiser for the school; the school receives \$1.00 for every portrait taken. Again, parents are under no obligation to purchase the packets.

SERIOUS DISCIPLINARY CONSEQUENCES

Suspension is the removal of a student from all classes for a specified period of time.

Probation is the continued enrollment of a student, but with specified conditions.

Withdrawal for Cause is the permanent end of enrollment of a student from a school. (Archdiocesan Policy #4302.1, #4302.2, #4302.3)

SPECIFIC CONDUCT POLICIES

Tobacco (Archdiocesan Policy #4303.1)

As educational institutions dedicated to the promotion of the growth and well being of every aspect of a student's life, schools should prohibit tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, schools must declare themselves smoke free environments.

Drug, Alcohol & Substance Use and Abuse (Archdiocesan Policy #4303.2)

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Violence and the Threat of Violence (Archdiocesan Policy #4303.3)

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons, which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons, which are the foundation of justice.

Violence is inconsistent with the unity and peace that are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; harassment; assault, possession and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

Schools shall develop and implement strategies to prevent violence and to address situations resulting from violence. Schools shall implement effective supervision and security procedures.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

Schools should have a plan in place for dealing with emergencies, including acts of violence. Schools should publish policies regarding violence in their handbooks.

Guidelines:

1. A safe learning environment requires more than the absence of physical conflict or the toleration of others who are perceived to be enemies. Violence prevention includes both reducing the risk factors that lead to violence and strengthening the protective factors that resist violence. Schools should include the following among their prevention strategies: identifying the Christian response to

situations, reflecting on what Jesus would do in problematic circumstances, emphasizing respect for every person, building students' self-esteem and sense of belonging; teaching students conflict management and stress management skills, fostering positive relationships among students and between students and adults, maximizing students' academic achievement, promoting appreciation of differences media literacy, and providing parent education related to violence prevention.

2. The faculty and school/parish community should be made aware of the causes and signs of possible violent behavior.
3. Schools are encouraged to use Care Teams to assist with addressing possible problems before violent behavior occurs.
4. All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling suspension, withdrawal for cause, and legal action depending on the severity of the incident.
5. If a student engages in serious, threatening, or violent behavior the following steps should be taken:
 - a. Remove the student from any contact with the school, and inform the parents that a meeting will be held regarding the consequences.
 - b. Contact appropriate diocesan officials (staff of the Catholic Education Office).
 - c. Review the student's behavior to determine if it is grounds for "withdrawal for cause". If so, follow the procedures described. (see 4302, *Serious Disciplinary Consequences*)

Internet and Electronic Communication Conduct (Archdiocesan Policy #4303. 4)

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within our outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct").

Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (See #4302, *Serious Disciplinary Consequences*)

Search and Seizure (Archdiocesan Policy #4303. 5)

School officials with sufficient reasons to do so may search a student's locker or desk.

Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials with proper reason. Arbitrary, random, or mass searches of lockers, desk, etc. could be considered unreasonable and are not undertaken by school officials.

A student's jacket, purse, backpack, and the like are personal property, and as such, school officials do not have the right to conduct a search of these items. With good reason, school officials could request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

Dress and Grooming (Archdiocesan Policy #4303.6)

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

The appearance and dress of the students is the primary responsibility of parents/guardians. However, St. James the Greater School has established policies, guidelines and regulations for students' appearance. Because students are perceived as representatives of the school, the school has a reason and a right to expect students to dress appropriately and groom themselves.

Harassment (Archdiocesan Policy #4303.7)

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is physical, visual, verbal, and sexual. Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Social Activities (Archdiocesan Policy 4303.8)

Social activities sponsored by a school should be consistent with Christian values and Catholic teaching.

Dances/mixers raise many concerns regarding the safety and security of the students. There are significant challenges in supervising large numbers of students at such an event. In addition, parishes and schools could face legal and liability issues in

sponsoring such a dance/mixer. In light of these concerns school should not sponsor dances/mixers and instead find alternative social activities.

STANDARDIZED TESTING

The complete testing program for the elementary school child in the Archdiocese of St. Louis consists of the following:

Brigance Inventory is administered to incoming Kindergartners in the spring before acceptance into the school.

The Comprehensive Assessment Program tests are administered to all students in Grades 3-8 in the Fall of each year:

Iowa Test of Basic Skills (ITBS)	Grs. 3-8
Cognitive Abilities Test (CogAT)	Grs. 4, 6, 8

ACRE 2 (Assessment of Catholic Religious Education) is administered to 8th Graders in January.

ACRE 1 (Assessment of Catholic Religious Education) is administered to 5th Graders in January.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available to any family in our school who may be interested. This coverage is offered through K&K Insurance Group, Inc., a company that has been dealing with student accident insurance for many years. The plans are underwritten by Nationwide Life Insurance Company, an A.M. Best A+ "Superior" rated carrier. To find out more information about the program, access K&K's website at www.studentinsurance-kk.com. Online enrollment is also available at this site.

STUDENT RECORDS

Content of Records

The cumulative active file of students currently in the school includes the following:

1. a cumulative record that contains the following: date of entrance, social security number, identification data, profiles of all standardized ability and achievement tests, annual final grades for each subject and name of the teacher, records of Baptism, First Communion, First Reconciliation, and Confirmation, date of graduation, withdrawal placement for the next educational experience;
2. attendance record care;
3. results of educational, speech/language, behavioral, social, emotional, and/or physical evaluations to determine and recommend adjustments to address the presence of a special need that affects learning or functioning in the school setting.
(Archdiocesan Policy #4601.1)

Access to Student Records by Parents

Parents/ guardians have the right to inspect and review the active file on their child. (Archdiocesan Policy # 4601.2)

Access to Students Records by Others

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the records contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and specific education personnel. (Archdiocesan Policy #4601.3)

Transfer of Record

There should be no release of students records to other school, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. (Archdiocesan Policy #4601.4)

Guidance Information

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the students' enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood. (Archdiocesan Policy#4601.5)

Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information. (Archdiocesan Policy#4601.6)

STUDENTS WITH SPECIAL NEEDS

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that school fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

(Archdiocesan Policy #5204)

Special Needs Records

School should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

(Archdiocesan Policy #5204.1)

UNIFORMS

Girls: Carlson's Kids and Grades K through 3 – 'Carden' plaid jumper (aka 'shift')*
Grades 4 through 8 – 'Carden' plaid skirt*
All Grades – Navy Blue or Gray leggings with the St. James logo (to be worn during cold weather)*

*These items must be ordered from and purchased through:

Just Me Apparel

232 Old Sulphur Spring Road

Manchester, MO (636.391.3551)

www.justmeapparel.com

Forest green polo shirts with St. James logo – to be ordered through school

Optional: Forest green fleece with St. James logo – to be ordered through school in the Fall.

Shoes: Tennis shoes only – regular-height heels (no platforms). Shoes must have closed backs and toes. No brightly-colored shoe strings, and shoe strings must be tied tightly during school hours. No skate shoes (i.e. "Heelies") can be worn on school property.

Socks: White or black knee socks or white or black sport socks that cover the ankle! Socks must be visible above the top of the shoe.

Nail Polish: Girls are NOT allowed to wear nail polish to school

Jewelry: Although earrings are allowed, girls are NOT allowed to wear dangling or wire earrings to school because of the danger when having gym or pulling off and on their sweatshirts, etc. NO ankle or wrist bracelets or necklaces other than a religious medal.

Hair: Girls' hair must be a natural color.

Boys: Carlson's Kids and Grades K through 5 – Navy blue long pants or navy blue shorts (NO cargo pants). Shorts may be worn until October 31st and beginning again on April 1st. Boys must wear a plain black or brown belt on their pants. Pants and shorts may be purchased at the store of your choice.

Grades 6 through 8 – Navy blue OR khaki long pants & navy blue or khaki shorts (NO cargo pants). Shorts may be worn until October 31st and beginning again on April 1st. Boys must wear a plain black or brown

belt on their pants. Pants and shorts may be purchased at the store of your choice.

Forest green polo shirts with St. James logo – to be ordered through school.

Optional: Forest green fleece with St. James logo – to be ordered through school in the Fall.

Shoes: Tennis shoes only – regular-height heels (no platforms). Shoes must have closed backs and toes. No brightly-colored shoe strings, and shoe strings must be tied tightly during school hours. No skate shoes (i.e. “Heelies”) can be worn on school property.

Socks: White or black sport socks *that cover the ankle!* Socks must be visible above the top of the shoe.

Nail Polish: Boys are NOT allowed to wear nail polish to school.

Jewelry: Boys are NOT allowed to wear earrings to school. NO ankle or wrist bracelets or necklaces other than a religious medal.

Hair: Boys’ hair must be a natural color. Hair must be cut neatly and in a style becoming a student at St. James. Hair must not touch the collar of the uniform shirt.

Gym Uniform: Grades 1 through 8 (boys & girls) – the gym uniform consists of black shorts with St. James logo, and a gray T-shirt with St. James logo. Tennis shoes (with strings or Velcro) and socks must be worn during gym class. Gym uniforms may be ordered through school.
(*Please note: Kindergarten students do NOT wear a gym uniform!*)

VISITORS TO OUR BUILDING

All visitors must report to the office on entrance into the school. Visitors should always use the front door of the school. There is a doorbell to the left of the door. If a parent wishes to see a teacher, an appointment must be made.

A visitor/volunteer badge must be worn during the time the visitor/volunteer is in the building.

Dear Parents,

Please read the entire handbook, be aware of the changes, sign and return the bottom of this page to school.

Thank you,

Miss Battaglia

I have read the 2011-12 edition of the St. James the Greater School Handbook and am aware of all changes made to the "Policies and Regulations".

Parent's Signature



St. James the Greater

School Handbook

2011-2012