



Parent / Student Handbook  
2024-2025

[www.stjamescs.com](http://www.stjamescs.com)

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## August

- 19 **First Day**  
20 School Board Meeting 6:30pm (rm 4)  
22 8 am/Blessing of Classrooms  
29 Welcome Mass (Faculty)

## September

- 2 **No School, Labor Day**  
4 Back to School Night 5:30 pm  
5 School Pictures (**Full Liturgy Uniforms**)  
6 *Minimum Day-Bake Sale-Jr High*  
11 PAC Meeting – 3:30pm  
17 School Board Meeting 6:30pm  
20 FAMILY Movie Night  
24 Mercy Day  
30 Progress Reports Home this week

## October

- 2 PAC Meeting 3:30pm  
4 *Minimum Day ~Bake Sale-gr 5*  
6 Mass @ big Church 11:30 am  
15 School Board Meeting 6:30pm  
17 Make-up Pictures (**Full Liturgy Uniforms**)  
18 FAMILY Fall Festival – 5:00 pm  
25 **No School-Catholic School Specialization**  
28-31 Red Ribbon Week

## November

- 1 School Mass **All Saints Day**  
1 *Minimum Day~Bake Sale-gr 4/3*  
3 Mass @ big Church 11:30 am  
6 PAC Meeting 3:30pm  
12 End of 1<sup>st</sup> Trimester  
15 Jr High Dance 5:00-8:00  
19 School Board Meeting 6:30pm  
20 1<sup>st</sup> Trimester Honor Roll Assembly  
21 Thanksgiving Lunch for students  
25-29 **No SCHOOL**-Thanksgiving Break

## December

- 1 Advent Begins  
1 Mass @ big Church 11:30 am  
2-6 Parent-Teacher Conferences 3-6pm  
5 Bishops' Golf Classic  
6 *Minimum Day~Bake Sale gr 2*  
12 Advent Confessions (school)  
17 School Board Meeting 6:30pm  
19 Christmas Program, 6:00 pm  
20 Minimum Day/Christmas classroom parties  
23-3 Christmas Break

## January

- 6 Classes Resume  
8 PAC Meeting 3:30pm  
20 **No School**, Martin Luther King Day  
21 School Board Meeting 6:30pm  
21 2<sup>nd</sup> Trimester Progress Reports (this week)  
27 Scholastic Book Fair Opens  
27-1 Catholic School's Week  
30 Grandparent Mass & Breakfast

## February

- 2 Mass @ big Church 11:30 am  
7 *Minimum Day~Bake Sale gr 1*  
5 PAC Meeting 3:30pm  
5 Endowment Applications Due  
10 **No School, Teacher In-service**  
17 **No School**, President's Day  
18 School Board Meeting 6:30pm  
21 Father/Daughter Dance 5:30pm  
28 Jr High Dance 5:00-8:00pm  
28 End of 2<sup>nd</sup> Trimester

## March

- 2 Mass @ big Church 11:30 am  
4 Fat Tuesday Classroom Parties 1-3PM  
5 **Mass-Ash Wednesday**  
5 2<sup>nd</sup> Trimester Honor Roll Assembly  
6 No Mass Today  
7 *Minimum Day*  
12 Open House-6:00pm-8:00pm  
18 School Board Meeting 6:30pm  
2 First Reconciliation/Lent Confessions 9:00 am

## April

- 3 PAC Meeting 3:30pm  
4 *Minimum Day - WALK-A-THON (Field)*  
6 Mass @ big Church 11:30 am  
7 3<sup>rd</sup> Trimester Progress Reports home this week  
8 Spring Pictures (Free Dress) Promotion Pics 8  
15 School Board Meeting 6:30pm  
17 **No School**, Holy Thursday  
18 **No School**, Good Friday  
21-25 Easter Break

## May

- 1 School Mass-7:50 am May Crowning Mass  
2 *Minimum Day~Bake Sale TK/K*  
3 First Communion-9:00 am (Church)  
3 Feast of St. James the Lesser  
4 Mass @ big Church 11:30 am  
5-9 Teacher Appreciation  
9 Mother/Son Dance 5:30pm  
16 Jr High Dance 6:00-8:30pm  
17 School Board Meeting 6:30pm  
20 Feast of St. Bernadine  
26 **No School**, Memorial Da  
29 **THU Mass-Ascension of Jesus**  
29 8<sup>th</sup> Grade Pinning 1:30 pm Mercy Hall  
30 8<sup>th</sup> Grade Promotion Mass-5:00 pm Dunlap Church

## June

### *Minimum Day*

- 4 3<sup>rd</sup> Trimester Awards 8:00 am  
4 **-Wed** Last Day-Fun Day/*Minimum Day*, **No Extended Care**

- *Minimum Days 12:00 Dismissal*
- *School Mass **Every THURSDAY 8:15 am unless Holy Day of Obligation***
- *School Board Meets **Every 3<sup>RD</sup> TUESDAY** at 6:30pm In person in Room 4 – all are welcome to attend.*
- *Parent Activity Committee Meets **Every 2<sup>nd</sup> Thursday** or before one of their events, at 3:15pm in Mercy Hall – all are welcome to attend*

## **I. GENERAL INFORMATION**

### ***An Introduction From The Principal***

Saint James Catholic School recognizes that parents are the primary educators of their children. It is also understood that the educational process at Saint James is a community relationship. Therefore, it is important to recognize that it is necessary that school and parent attitudes and expectations are similar for a student to enjoy success in our school environment. This handbook has been prepared to assist our school families by clarifying school policies and procedures. Parents and students are expected to become familiar with its content and be supportive of all school policies. All policies contained in this handbook are subject to change at the discretion of the administration of Saint James Catholic School. The administration will make every effort to notify students and parents of any changes in a timely fashion. Additional policies governing the school are covered in the Diocesan Policy Manual. Policies and decisions not addressed in this handbook, or the Diocesan Policy Manual are at the discretion of the principal.

### ***Mission Statement***

St. James the Less Catholic School is an educational ministry of St. James the Less Parish that exists to form each student in a spirit of faith, wisdom, and character. Following the model of our founders, the Sisters of Mercy, we provide rigorous academic excellence. We guide students in Transitional Kindergarten through Grade 8 to be faith-filled Catholics, life-long learners, responsible citizens, creative and expressive individuals, and problem solvers. The school welcomes all those who are willing to participate fully in our mission and philosophy.

### ***Philosophy***

At St. James the Less Catholic School, we believe it is fundamental to provide students and families with Catholic traditions and values, a challenging curriculum that inspires discovery, and the opportunity to serve our parish and global community as valued stewards of God's gifts. Aligning with the pillars of Faith-Sharing, Collaboration, Reconciliation, and Hospitality as outlined by the Diocese of San Bernardino, we cultivate and nurture within our students and families an enduring love of learning.

As a people of God, in partnership with St. James the Less Catholic Church, our dedicated priests, faculty, and staff provide a safe and nurturing educational environment committed to high academic standards and developmental needs of the whole child, integrating the skills needed in preparation for the future. Centered on the Eucharist, our devotion to Mary, and the works of Mercy, students at St. James the Less Catholic School acquire a strong foundation in faith, wisdom, and character.

At St. James the Less Catholic School we believe that a well-established partnership and open communication with parents is vital to the success of every unique child. Parents and teachers collaborate for the purpose of mentoring students to become self-confident and independent leaders.

At St. James the Less Catholic School we believe:

- Every child is a child of God, unique and precious
- In the image and likeness of Jesus, teachers mentor their students with love and compassion
- Parents and teachers collaborate to help students become self-confident and independent leaders

## ***SCHOOL-WIDE LEARNING EXPECTATIONS***

### **Transitional Kindergarten – Kindergarten**

#### **Faith Filled Catholic Who:**

1. Knows my prayers.
2. Treats others the way I want to be treated.
3. Gives to the missions around the world with prayers, gifts and money.

#### **Life-Long Learner Who:**

1. Uses good manners and gets along with others.
2. Works independently.
3. Tries my best in all that I do.

#### **Responsible Citizen Who:**

1. Knows right from wrong behavior and the consequences.
2. Respects all of God's creation.
3. Plays and uses good sportsmanship.

#### **Creative and Expressive Individual Who:**

1. Communicates the best I can when I write and speak.
2. Knows that God made all people special.

### **Grades 1-3**

#### **Faith-Filled Catholic who:**

1. Follows the 10 Commandments, prays daily, and attends Holy Mass on Sundays and Holy Days of Obligation.
2. Lives the Spiritual and Corporal Works of Mercy.
3. Believes that Jesus is truly present in the Holy Eucharist.

#### **Life-Long Learner who:**

1. Pays attention and participates in class, is organized, and does homework every day.
2. Is an independent problem solver.
3. Takes responsibility and pride in my learning and the learning environment of others.

#### **Responsible Citizen who:**

1. Follows school classroom rules and procedures
2. Listens to my conscience and do what is right even when no one is watching
3. Respects the flag and my country.

#### **Creative and Expressive Individual who:**

1. Uses my gifts and talents from God.
2. Has a positive and joyful attitude.
3. Collaborates with my peers.

### **Grades 4- 8**

#### **Faith-Filled Catholic who:**

1. Knows and lives the principles of the Catholic faith.
2. Has deep and abiding compassion for humankind, leading to moral action on social issues.
3. Actively participates in the liturgical life of the Church.



**Life-Long Learner who:**

- 1. Can adapt to new situations and life’s changes.
- 2. Is an active listener and effective communicator.
- 3. Take responsibility and pride in your own learning and the learning environment of others.

**A Responsible Citizen who:**

- 1. Makes moral choices that affect the well-being of myself and others by developing an informed conscience.
- 2. Promotes and works for social justice in the classroom and beyond.
- 3. Follows school and classroom rules and procedures.

**A Creative & Expressive Individual who:**

- 1. Expresses self-confidence, optimism, and adaptability.
- 2. Clearly articulates ideas to others through written, oral, and kinesthetic communication.
- 3. Is a knowledgeable and independent thinker.

***History Of Saint James Catholic School***

Saint James Catholic School was established in 1965 at the request of Pastor James Munnely. With the recommendation from the Bishop of San Diego, Father Munnely invited four Sisters of Mercy from Sligo, Ireland to staff the parish school. Sister De Chantal Finerty was the first principal of Saint James Catholic School. The Sisters of Mercy continued to serve as school administrators until the 2000-2001 school year, when then principal, Sister Mary Francis Coleman, was called to serve as Chancellor to the Bishop in the Diocese of San Bernardino. At that time, the school began its direction under a lay principal. The Sisters of Mercy continue to influence and bless the Saint James School community in a parish ministry capacity. The school has been founded and imbued with the spirit of the founder, Mother Mc Auley, in living the Corporal and Spiritual Works of Mercy in the Perris Valley community. The school began with six grades, first through sixth and each year, added grades to accommodate the population desiring Catholic education. Today, Saint James Catholic School serves students in grades Kindergarten through eighth grade. This parish school serves many parishes in the Hemet Vicariate. The surrounding communities and the local public school district warmly support the school. Saint James Catholic School is fully accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association.

**II. ADMINISTRATION**

***Leadership***

Pastor	Fr. Alfredo Africa, Jr., MSPh
Parochial Vicar	Fr. Alex Pontilla., MSPh
Principal	Mr. Cullen Cooney
Leadership	Mrs. Jennifer McClain Mrs. Maria Garcia
Business Manager/ Bookkeeper	Mrs. Sheri Courvoisier

*Scope of Administrative Authority:*

The principal acts as spiritual, instructional, and managerial leader while supporting the development of interpersonal relationships among the school community. The principal nurtures a climate of Christian faith and promotes the school's mission and philosophy through word and action. They effectively provide vision and direction in the development of curriculum and instruction. The principal also understands the school's operating functions and demonstrates appropriate competency in this area. All the while they speak, write, and actively listen in such a way that builds understanding, respect and cooperation.

The Administrative Assistant assists the principal with the day-to-day operations of the school. The Administrative Assistant is a member of the school leadership team.

The Level Coordinators act on the authority of the principal, to assist with minor disciplinary issues in the principal's absence. They must contact the principal immediately in the event of a major incident.

**Business Office Hours:**

The Business Office is open Monday through Friday when school is in session 8:00am to 2:30pm; then 3:15pm-4:30pm. The principal has an open-door policy and will meet with parents as the need arises. Teachers will be available to parents from 3:15pm to 4:00pm Monday through Friday when school is in session or by appointment. To make an appointment with your child(s) teacher you may email the teacher (all emails are on the website) or send a note in a sealed envelope. If the teacher does not get back to you within 24 hours, please contact the office.

**Business Office: (951) 657-5226**

**III. ADMISSION POLICY**

Since Saint James Catholic School is established by the Catholic community as a religious school, preference in admission and scholarship will be given to practicing members of the Catholic community. Students entering Saint James Catholic School for the first time will be accepted conditionally on the basis of readiness testing, an interview, and on the recommendation of the previous school of attendance. All new students are on academic and behavioral probation for one academic year.

***Non-Discrimination Statement***

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the respective schools. These schools do not discriminate based on sex, race, color, national and ethnic origin in administration of their educational policies, admission policies, financial assistance, and athletic and other school administered programs.

***Students With Learning Difficulties***

**All** students admitted to Saint James Catholic School are enrolled on a probationary status for one academic year. Administrative and faculty assessments will be made during this period to determine if the school can meet the students' needs. Upon enrollment, parents must report and provide documents of special needs. Reasonable accommodation will be made for students with special needs.

## ***Financial Policies***

### ***Tuition Policy:***

St. James Catholic School offers tuition plans with options of paying 10 monthly payments, all to help parents afford a Catholic education at Saint James Catholic School. The Tuition Plan for the school is available in the school office and on the school website.

Registration and curriculum fees are non-refundable. Upon withdrawal from school, prepaid tuition will be refunded on a prorated basis. Families are responsible for tuition for any part of a month school is attended. St. James School is not responsible for refunding any part of dress code costs.

Monthly tuition payments are due on the first of each month. They are considered past due as of the tenth of each month and a \$25 late fee will be added to your account. Accounts that are 1 month past due~ students will not be admitted to class until the accounts are brought up to date.

### ***Delinquent Tuition Policy:***

1. Ten (10) days delinquent – a courtesy email will be sent to notify parents tuition is due. A \$25 late fee will be added to the monthly tuition.
2. Fifteen (15) days delinquent – parents will be called by the bookkeeper and/or the principal and notified that their student(s) will need to remain at home until full payment is received and brought current in order for a student to be admitted to class.

### ***Mandatory Obligations:***

ALL families must sell 20 Car Raffle tickets. Buyout \$200.00\*

ALL families must raise \$100 in Walk-a-Thon sponsorships. Buyout \$100.00

ALL families must participate in the SCRIP program raising \$300. Buyout \$300.00 SCRIP are gift cards that are purchased by the families and used for groceries, gas, dining out, department stores, etc. The percentages vary and will earn an average of 3%. You may go online and register with **SCRIP NOW** for a larger selection of available SCRIP. (As always, we will carry a limited selection on campus.)

\*Families receiving tuition assistance will sell 10 additional car raffle tickets.

### ***Fundraising for the School:***

We encourage all our parents to actively participate in fund-raising projects earmarked for the benefit of the school. These separate fundraisers include Family Night, Family Bingo etc.) This promotes school spirit, helps fund school programs, and works to help keep the cost of tuition down.

### ***Service Hours:***

Parent/Guardian participation is a very important part of St. James Catholic School. Our service hour program is designed to provide parents/guardians with the opportunity to become involved in various school activities. **Each family is required to work 30 hours helping with one of our major events** (Fall Family Night, Grandparent Day, Walk-a-Thon, Room-parent, Parish Festival, etc.) Parents/guardians will have the opportunity on the first day of school to sign up for service opportunities for the year. It is

the **responsibility** of the parent/guardian to show up for these events and to keep track of and to record their service hours in the office.

**Incomplete Service Hours will be charged \$15.00 per hour.**

**Note: Any person volunteering on campus must show proof of COVID vaccination and complete the required background clearance and training. (Ask for volunteer packets in the office.)**

### ***Extended Care***

Extended care is offered from 3:00PM to 6:00PM in Mercy Hall. No students are to be on campus before 7:30 AM unless they are checked into Morning Care. All students arriving before 7:30 am must report to the 3<sup>rd</sup> grade gate. \*\*Morning Care will be available daily beginning at 7:00 am until 7:30 am. **Students will be billed at the same rate as Extended Care.** Then from 7:30 – 7:45 am we will have recess at no charge.

Parents are expected to pick up their children promptly at 3:00pm. Unless students are involved in a supervised after-school activity, all students remaining on school grounds must report to the Extended Day Care Program.

Families participating in the Extended Day Care Program must register (\$10.00 fee per child) for the program prior to use. This allows the school to plan for supervision needs. Fees for the Extended Care Program are \$5.00 per hour, or any portion thereof, per child. Non-Extended Care Program registered students will be charged \$10.00 per hour or portion thereof, per student.

The school will assume no liability for students who arrive before 7:30 AM and do not report to the designated classroom. The school will also assume no liability for students who leave the school grounds and do not participate in the afternoon Extended Care Program.

### ***Parent Rights and Responsibilities***

Saint James Catholic School parents have the right to:

1. An academically sound education in a Catholic environment.
2. All personnel make a concerted effort to address issues or concerns in a timely manner.
3. All personnel listen and consider the concerns and grievances of parents.
4. Students being supervised in a safe and appropriate manner.
5. Review their student's records and respond to same.
6. Participate in the life of the school through attending weekly Mass, volunteering in the classroom, attending meetings, and other school functions held throughout the year.

### ***Parent Cooperation as a Condition Of Enrollment***

We at St. James Catholic School consider it a privilege to work with parents in the education of their children because we believe that parents are the primary educators of their children. It is your right and duty to become the primary role models for the development of your child's life – physically, spiritually, emotionally, morally, and psychologically. Attending St. James Catholic School involves a commitment and exhibits a desire to help your child recognize God as the greatest strength in his/her life.

Living by a good example is the strongest teacher. Your personal relationship with God, one another, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted unless they are nurtured by the example of good Catholic/Christian morality. An honest personal relationship with God must be evident in your family life.

Once you have chosen to enter into a partnership with us at St. James Catholic School, we trust you will be loyal to this commitment. During these formative years (TK-8) your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural and physical endowment. Parents and teachers must respect the sincerity of the efforts of one another as educational partners in the quest of challenging yet nourishing the student to reach his/her potential. If there is an incident at school, parents should investigate the complete story as your first step. Evidence of mutual respect between parents and teachers will promote mature behavior and relationships. Parents should actively participate in school functions such as Parent Activity Committee (PAC), SCRIP sales, and fundraising activities. Parents shall meet all financial obligations in a timely manner and know that the school is here to assist them in a partnership with the best interests of their child in mind.

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

It is essential that your child take responsibility for the grades she/he has earned and be accountable for homework, long-term assignments, major tests, service projects, and any additional assignments. This responsibility also extends to absence times. Let us begin this year, together as partners, to support one another in helping your child become the best person he/she can become.

**The school and the parents are partners in the education of the student(s). If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.**

### ***Family Presence At Mass***

**Beginning October, we as a school community will be attending the first Sunday Mass at the Dunlap church 11:30 AM Mass. We are asking every family to please attend with their children in Full Liturgy uniform. Many parishioners are not aware that St. James the Less Parish has a school. This small act of strength in numbers will show the community that we do exist.**

As a Catholic school, we recognize that there is no greater opportunity for parent directed religious education than an active presence for Saturday evening/Sunday Mass. As a parish school, it is understood that weekly Mass attendance provides a tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission of Catholic education that families attend Mass and participate in the sacraments on a regular basis. As the primary religious educators of their children, parents are encouraged to follow through consistently on this most serious obligation.

Parents can do this by:

- taking time to talk to their children about God and their own faith life.
- taking time to pray together.
- taking time to celebrate Mass together on Sundays and Holy Days.
- attending school liturgies, when possible.
- taking time to be informed about the religious concepts the children are learning.

- participating in the sacramental program offered to parents and children
- Regularly receiving the Sacraments of Baptism, Reconciliation, and Holy Eucharist.
- Continually reaching out to develop their personal faith life.

### ***Student Rights And Responsibilities***

It is the responsibility of the student:

- ✓ To comply with the rules of the school.
- ✓ To pursue the prescribed course of study.
- ✓ To respect and respond to the authority of the school personnel.
- ✓ To respect the rights and property of others.

Students have a right to learn and not be harassed. Students have a right to be treated with respect and dignity.

### ***Religious Education***

Religious education is an ongoing process by which we all gradually mature in our faith--a faith that we strive to make vibrant, conscious, and active. At Saint James Catholic School, we feel privileged to work with parents who are the primary educators in the spiritual formation of their children. Anyone wishing to be baptized must contact the Saint James Parish Office of Religious Education for specific information and requirements. It is our wish to welcome all members to become active members of the Roman Catholic Church. Please follow the guidelines of the Religious Education Coordinator to facilitate this Sacrament. Parents are encouraged to provide frequent opportunities for their children to receive the Sacrament of Reconciliation. Every effort will be made to provide eligible school children with the opportunity for the reception of this sacrament during the seasons of Advent and Lent; however, it is the parents' responsibility to celebrate this occasion with their children.

First Reconciliation and First Communion instruction and preparation will be conducted through the school's Religion curriculum. Typically, this is a two-year program introduced in Second grade and completed in Third grade. However, children entering third grade from a non-Catholic school may not receive Sacraments until subsequent years based on their understanding and knowledge of the faith.

If your child is beyond the third grade, **has already been baptized** and wishes to receive these Sacraments, please contact the school office. There will be a fee assessed for students involved in preparing these sacraments. This fee will help cover related expenses. **\*Students who are NOT baptized by the age of 7 MUST receive their sacraments through the CHURCH/PARISH they attend.**

Confirmation is conferred upon students at high school age; therefore, Saint James Catholic School does not formally prepare its students for the reception of this Sacrament. Please contact the Parish Director of Religious Education at the parish in which you are registered for further information.

## **IV. ACADEMIC POLICIES**

### ***Homework Policy***

Homework, as a rule, is to re-enforce learning, train students to work independently, and acquire additional knowledge. Students will have homework each day, Monday through Thursday, and will be required to complete all daily homework. **Homework must be completed daily.** \*\*Students are expected to read 20 minutes at home in addition to homework. Generally, homework will not be assigned on weekends except for reading and long-term assignments and projects.

**General homework time allotments are as follows:**

Pre-Kindergarten: 10-15 minutes Parents should read to child at least 15 minutes nightly.

Kindergarten: 10-20 minutes. Parents should read to child at least 15 minutes nightly.

Grades 1-2 20-30 minutes

Grades 3-5 30-60 minutes

Grades 6-8 45 - 90 minutes, not to exceed 2 hours.

Exceptions to the above occur when a student needs additional practice in each skill, has not applied himself/herself in school, or has make-up work. All assigned homework is to be completed on time. Late homework will only be excused due to illness or a family emergency but must be completed for credit.

**In helping students with homework, parents are encouraged to:**

- Become aware of homework standards established by the classroom teacher and principal.
- Show interest in student's work and discuss homework assignments with your child.
- Encourage your child and offer counsel but insist that the student do his/her own work.
- Provide a suitable time, place, and atmosphere for study.
- Talk with teachers if assignments seem to be causing the student persistent problems.
- Set the example and designate a time to read together.

**Long Term Assignments and Projects: Major assignments are due by 8:00AM of the specified due date. If a student is absent on the day the assignment is due, it must still be turned in to receive full credit.**

***Grading Policy***

Saint James Catholic School has a standardized grading policy, which is in concordance with diocesan guidelines. The grading policy is established to provide a system of reporting a student’s quality of work over the course of a trimester and/or year. Parents should understand that grades reflect the quality of work submitted and may not necessarily reflect a student’s ability. Grading of daily work is but one of several methods of assessment used at Saint James Catholic School to evaluate a student’s progress. Students will be held accountable for all assignments and assessments missed due to absences and or tardies.

***Transitional Kindergarten (TK)***

A TK report card based on Los Angeles Archdiocese Guidelines and Standards is utilized.

<b><i>Grade K-2</i></b>			<b><i>Grades 3-8</i></b>	<b><i>Grade</i></b>	<b><i>Grade Points</i></b>
Outstanding	(100-95)	O	100 - 95	A	4.0
Very Good	(94-90)	VG	94 - 90	A-	3.7
Good	(89-80)	G	89 - 87	B+	3.4
Satisfactory	(79-70)	S	86 - 83	B	3.0
Needs Improvement		NI	82 - 80	B-	2.7
Continued Progress		CP	79 - 77	C+	2.4
Not Evaluated		NE	76 - 73	C	2.0

72 - 70	C-	1.7
69 - 60	D	1
59 - 0	F	0

***Academic Growth/Honor Roll/Honor Roll with Distinction***

Students in grades 4-8 may receive honor roll recognition for each trimester. Students who are placed on the Honor Roll must meet the following requirements.

***Academic Growth:***

Students who show outstanding educational growth, improvement, commitment to or intellectual development in their academic subjects – but do not meet criteria for Honor Roll or Honor Roll with Distinction. (Including those students designated as being in a resource class or receiving appropriate accommodation in the classroom.)

***Honor Roll:***

Students who earn an average GPA of 3.4-3.6 in core subjects and a minimum grade of "B+" in conduct will qualify for Honor Roll. Students may not have a grade lower than a 'B+' in any core subject (Mathematics, Reading/Literature, Vocabulary/Spelling, English/Writing, Social Studies, Science and Religion) If a student has an "F" in PE, Computers and/or Art this should affect their conduct grade.

***Honor Roll with Distinction:***

Students who earn an average GPA of 3.7-4.0 in core subjects and an "A" in conduct will qualify for Honor Roll with Distinction. Students may not have a grade lower than an 'A-' (A minus) in any core subject (Mathematics, Reading/Literature, Vocabulary/Spelling, English/Writing, Social Studies, Science and Religion) If a student has an "F" in PE, Computers and/or Art this should affect their conduct grade.

***Academic Sanctions For Disciplinary Violations***

Disciplinary issues will not affect academic grades; if suspended, the student will complete the work missed and it will be graded. The only grade that will be affected is the CONDUCT grade. \* **Suspensions will result in the loss of Honor Roll/Honor Roll with Distinction for that trimester.**

***Attendance/Absence (REVISED 10/01/2024)***

Parents are asked to cooperate in minimizing absences. However, please do not send your child to school if they have exhibited symptoms of pink eye, head lice, fever or vomiting within 24 hours. On days students are absent, a parent or guardian must call at (951) 657-5226 by 9:00 A.M. State the following clearly:

1. The student's name and grade
2. The reason for the student's absence (if medical, please clarify condition).
3. Upon the return of the student, a dated, written excuse with the same information as requested in the phone call is required from the parent or guardian and must be presented to the teacher.
4. If a medical professional saw the child, a note from that professional must be presented along with any special instructions or limitations. Medical absences for three or more days must be accompanied by a dated doctor's note upon return.

Students are expected to be present and on time for all school days and all classes throughout the year. School hours are from 7:45 A.M. to 3:00 P.M. daily. Minimum days end at Noon. Students absent for the school day, or the day before a weekend, may not participate in



school related extracurricular events (sports, dances, competitions, etc.) until they return to their academic program. Exceptions based on “just cause” can only be made by the principal.

Students may arrive no earlier than 7:30 A.M unless they are signed up for the morning care program beginning at 6:30 A.M/7:00 A.M. Drive through drop off for students begins at 7:30 A.M. and ends with the gates closing at 7:50 A.M. 2024-25. All absences foreseen are to be cleared up through the school office. Students absent more than 6 school days per trimester without a doctor's excuse, or other comparable professional excuse, may be asked to withdraw from the school. The final decision rests with the principal.

**NOTE:** Early dismissal without medical necessity is considered an unexcused absence for either half or whole day. Please do not take your child out of class unless necessary as this disrupts both the child's education and that of the classroom.

### **Excused Absences**

Students are legally credited for attendance when time is spent in medical and dental appointments. Verification of such appointments is required from the medical or dental office. Parents are asked to keep such absences to a minimum. Work missed from verified absences may be made up as follows: assignments due on the day of absence are due immediately upon return; work assigned during the absence is due within the equivalent number of days absent. In addition to a medically verified absence, students may be absent due to non-medically verified illness, accident, quarantine, legal proceedings, or attendance at the funeral services of a member of the student's family. In such cases of short absence, the student may make up the schoolwork missed as stated above. Work is generally not given in advance of an anticipated absence but is assigned and completed upon return. If the illness or accident is such that an extended long-term absence is needed, the parent must contact the office for arrangements to be made.

### **Unexcused Absences**

The following are unexcused and can result in disciplinary action and the inability to make up missed work (determined by the teacher in consultation with the principal):

- ~No phone call on the day of initial absence or on subsequent days not yet clarified
- ~No note on the day of return
- ~Personal absences not pre-approved by the principal
- ~Truancies (any student who is absent from school without a valid excuse is truant)

Truants of more than three days, or who are tardy without a valid excuse by at least 30 minutes on four or more days in a single year, may be reported to the attendance office and may be asked to leave St. James Catholic School. A student tardy more than 30 minutes without a valid excuse is considered absent and unexcused.

**\* Personal absences must be avoided. These are absences or early dismissals requested by the parent for personal reasons but do not meet the criteria for an excused absence. The principal must pre-approve all personal absences requested in writing as being in the student's best**

educational interest and is generally done in consultation with the teacher. The principal reserves the right not to excuse such an absence in any student's individual case depending on the individual circumstances involved. Those that are approved are because of a clear and compelling educational and pastoral reason as determined by the principal. As each child's progress is different, no one case must be construed as a precedent for excusing another child's absence. The principal is the sole determinant of such permission on each case individually. Excessive Absences may lead to non-promotion of the child. Any child absent 6 days or more in any one trimester, or who is absent 18 days or more in any one academic year, may be considered ineligible for promotion to the next grade at the sole discretion of the principal.

### Absences and Extra-Curricular Activities

Students absent for the school day, or the day before a weekend, may not participate in school related extra-curricular events (sports, dances, competitions, etc.) until they return to their academic program. Exceptions based on "just cause" can only be made by the principal.

#### *Tardy Policy (REVISED 10/01/2024)*

A student arriving late to class is taking away learning time from themselves and other students. Understanding that occasionally problems occur which cause a student to be late, St. James Catholic School will allow up to five (5) tardies per student within each trimester.

- ~A student is tardy if he/she is not present by 7:50 A.M.
- ~Students not present by 7:50 A.M. will receive a tardy slip from the office.
- ~An excused tardy is given only with a dated verification of a Medical/Dental appointment.
- ~Three tardies are equivalent to one full day absence.

**The parents of any student tardy over the five allowed each trimester will be required to pay \$10.00 per excessive tardy. This will be assessed to the parents for each student's tardy over 5 at each trimester. Billing for excessive tardies will occur at the end of each trimester and becomes part of the parents' financial obligation that month.** Students who are tardy are subject to a loss of Conduct points. Note: Habitual tardiness can result in expulsion according to Diocesan guidelines. (See Suspension/Expulsion -- Diocesan Policy #5206.1, a copy can be obtained at the school office).

An excused tardy is given only with a dated verification of a Medical/Dental appointment. These will not count toward the three allotted per student per trimester.

**\*NOTE: Habitual tardiness can result in expulsion according to Diocesan guidelines (see Suspension/Expulsion-Diocesan Policy #5206.1)**

#### *Early Release*

No student will be dismissed between 2:30-3:00pm. If you need to pick your child up early, please pick up before 2:30 (before 2:15pm will be counted as an afternoon absence; after 2:15pm will be counted as a tardy).

Students will only be released to those who are 18 years of age or older and authorized on emergency card or in writing. Students will not be released from the classroom without authorization from the office. *As a courtesy to the teacher, please send a note with the child stating that you will call for him/her early and at what time.*

### ***Extended Absences***

When children are absent for specific and valid reasons for an extended period, parents should inform the teacher and principal in writing prior to the absence. Please note that state law mandates a minimum of 178 days of instruction. Illness and bereavement are the only acceptable reasons for absence. **Vacation is not a valid reason.**

### ***Doctor / Dental & Other Appointments***

Parents are strongly urged to make medical and dental appointments outside of school time. Please consult the school calendar when making appointments. On the rare occasion that an appointment is necessary, parents are asked to report to the office to pick up their child. The child should check in at the office upon returning to school. Please make appointments for piano, dance, or other lessons after school hours. Picking up your child(ren) early for these types of activities are disruptive to classroom routine.

### ***Make-Up Work***

**Make-up work will be sent home upon a student's return to school.** Please do not call the school office to request student's work. If a student is absent for an extended period due to a medical condition, appropriate arrangements will be made. Incomplete schoolwork and homework because of absence must be completed within 2 days for credit. Test and quiz make-ups must be scheduled with the teacher. Makeup tests and quizzes will generally be completed during school.

### ***Books & Materials***

Parents are responsible for all library books, textbooks and materials distributed to their child(ren) for use during the school year. Textbooks are numbered and assigned to each child. All textbooks must be covered by the end of the first week of school and remain covered throughout the year. Paper bags are good covering material. Cloth covers are not recommended because they ruin the spine of the books. Sticky covers may not be used on books. Books that have been lost or damaged and cannot reasonably repaired will be replaced at parent expense. School bags are to be used every day and are required for all students.

### ***Vandalism***

Students and their parents shall be liable for all damage to equipment or school property. We all want to be proud of the appearance of our school, its furnishings, and grounds. If a student writes on desks, walls, or in any manner willfully damages school property, the student's parents will be charged for repair or replacement. In addition, the student may receive behavior infractions or detentions and/or other disciplinary actions as determined by the administration.

### ***Lost & Found***

All jackets, sweaters, shirts, blouses, pants, shorts, jumpers, PE clothes, as well as lunches and school materials, should be clearly marked with the student's name. Many articles are turned into the "lost and found" container and are never claimed. Items turned in will not be kept indefinitely but will be disposed of or donated to a worthy cause at the end of each trimester.

### ***Student Records***

Primary information found in a student's Cumulative File include transcripts, health records, baptism and first communion certificates, assessment results, student photos, registration information,

and emergency information. Secondary information may include individual education plans, screening reports, disciplinary reports, work samples, and various other school related documents.

Parents may request to inspect and review their child's educational records within a reasonable period following their request. The principal or her delegate must be present during the review. Parents may not remove any document from the records.

Upon request from any authorized school entity, student transcripts will be forwarded by mail within a timely manner. Transcripts intended for transfer to another school will not be released to the parents for transportation.

### ***Promotion / Placement / Retention***

Saint James Catholic School does not advocate automatic or social promotion. Students must meet the Diocesan requirements or the equivalent to advance to the next level. Retention of a student requires careful consideration. Parents will be notified by the end of the first trimester if retention is a valuable consideration for the student.

#### ***Procedures for academic retention:***

- A. Consultation between teachers and principal as early as possible.
- B. A conference with the parents as early as possible in the school year, to advise them of the possibility of retention and to discuss possible remedial action; recommended within the first trimester, or by February 15<sup>th</sup>.
- C. Follow-up conferences with the parents to evaluate the academic progress of the student.
- D. Evaluations and reports to parents indicating failure to achieve minimum objectives in at least two basic subjects.

Placement in the next grade is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon previous retention/placements, physical size, chronological age, siblings in same/next grade, academic ability, learning challenges, attitude of student, and social considerations. Following consultation with teachers and parents, the final decision on promotion and retention rests with the principal.

#### ***8<sup>th</sup> Grade Promotion/Activity Policy:***

All students, except by special arrangements, will be passed out of 8<sup>th</sup> grade to 9<sup>th</sup> grade in June. However, to promote from St. James Catholic School, which means to **receive a diploma** and **participate in promotion activities\***, a student must be in good standing and the family must have satisfactorily completed all promotion requirements. These requirements are:

**A minimum Grade Point Average of 2.0 with no 'F's (no missing/late assignments)**

**Payment of \$175 Graduation Fee (billed to accounts with Registration)**

**School accounts (*Tuition, Extended Care, Fundraising*) paid in full with May tuition.**

If you have questions or concerns about any of these requirements, please contact school office as soon as possible. **Please be advised exceptions are not made.** Promotion from St. James Catholic School is a privilege, and we expect each family to help make the experience special.

Additional information, which details events, dates, times and dress codes, will be coming home January. Our plans for promotion are in keeping with diocesan policy, set by the Office of Catholic Schools.

*\*Students who have all the requirements in place but are unable to meet the GPA due to a modified academic program/IEP will be allowed to participate in promotion activities. Promotion activities include Pinning Ceremony, Retreat and Disneyland trip.*

## **V. COMMUNICATION**

### ***The Principle of Subsidiarity***

Diocesan policy requires that complaints or disagreements should be handled at the lowest possible level. Parents with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted. Generally, the protocol for subsidiarity is teacher, principal, pastor and then Office of Catholic Schools (OCS). Complaints addressed to the OCS that have not met the protocol structure will be referred to the principal.

### ***Use of School Name, Logo and Motto***

No one may use the school's name, logo or motto on any type of social media or in any other way, e.g., putting the name on t-shirts, hats, etc. without the express written permission of the principal or pastor.

### ***School Website***

Go to the Saint James Catholic School web page [www.stjamescs.com](http://www.stjamescs.com) to access online links to student and parent resources: Gradelink; Freckle Math & Language; Calendar; Home Connect; **TBD**; Faith for Families; Monthly Newsletters; Safe Environment Training.

You may also e-mail teachers and the school administration with questions and comments. Although e-mail may not be answered the same day, all e-mail will be answered in a timely manner.

You may e-mail office staff from the school webpage or from your own e-mail program. Please refer to all questions pertaining to your individual tuition accounts to Mrs. Courvoisier. No e-mail will be acted upon if the sender is unidentified.

The school web site will be updated on a regular basis to keep the information current.

### ***Other Communication***

#### ***Report Cards / Progress Reports***

Formal Diocesan Report cards are given to parents three times a year. Progress reports are given in the middle of each trimester. Check the monthly calendar for these dates.

#### ***School Newsletter***

A school newsletter is posted monthly on Gradelink under the "School News" tab. The purpose of this is to keep parents constantly aware of events and any changes in schedules or policies.

#### ***Annual & Monthly Calendars***

An Annual Calendar of Events is published each year and included in the front of this handbook. Monthly can be found on Gradelink under the icon that looks like a calendar, at the top of the page next to your child's name.

*Gradelink* [www.gradelink.com](http://www.gradelink.com)

Gradelink is used extensively as our student information system. This is an online program which provides parents with online access the ability to monitor their child's progress and view up to date grades and scores for completed work, as well as the ability to make tuition payments online with ACH or credit card. Parents will be provided with log in information at the beginning of the school year allowing them access to their child's information. Parents who do not have online access may request progress reports from the school office. The school calendar, class information pages and weekly school announcement pages are also available on Gradelink.

### *Parent/Teacher Conferences*

Teacher-Student Conferences are held frequently on an informal basis as teachers and students interact throughout the school day. More formal conferences may take place at least once between grading periods. Formal Parent-Teacher Conferences are generally held toward the end of the first marking period. These conferences are mandatory for all parents. Additional conferences may be scheduled as needed or requested. Any questions regarding your child should be directed to the classroom teacher. Any informal conferences requested by parent/guardian must be made by appointment.

## **VI. CONFIDENTIALITY**

Teachers and/or Administration will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Volunteers, when acting as a school volunteer/representative must keep any/all information confidential. While the rumor mill may inform you of an incident, it will seldom inform you correctly of the specifics of the incident, the consequences applied, or the actions taken to deal with the problem. We ask our students and parents to maintain the respect and dignity of our School Community members.

## **VII. COUNSELING**

Although formal counseling is not available on campus, counseling services are available through Caritas Counseling. In addition, appointments can be made with the Pastor upon request. When the need arises, the principal may contact the Pastor or Caritas for their services. In the event counseling becomes available on campus, counselors may see a student for up to three times, without parent consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever concerns arise.

## **VIII. EMERGENCY PROCEDURES**

### *Crisis Plan*

Occasionally we are reminded, rather dramatically, how important it is for us to be adequately prepared in the event of a major earthquake. Saint James Catholic School has developed a comprehensive earthquake preparedness plan, and your assistance in its successful implementation is crucial. Outlined below are procedures you must follow, and information you should be aware of in order to assist us in ensuring the safety of your children if an earthquake should occur while they are at school.

1. In the event of a major disaster, school will not be dismissed and students will remain under the supervision of school authorities. When it is determined safe to dismiss students, parents will be notified of the pick-up location and procedure.
2. Students will be released only to parents or to those previously authorized by parents on the Emergency Release Form. No child will be allowed to leave with another person, even a relative or babysitter, unless that person's name is listed on the Emergency Release Form. Please carefully consider whom you will authorize to pick up your children. No exceptions to this policy will be made. (Include all possibilities but be practical. A relative may be your first choice, but unless he/she lives close to the school, it may not be a practical choice.)
3. Any adults calling for children at school will be required to show identification before the children will be released and will have to sign a form indicating that the children have been released into their care.
4. We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your children as long as is necessary. We are trained in first aid; and there is food, water, blankets and emergency supplies necessary to care for your children. We sincerely hope that we never have to put our program into effect; but if we do, we are ready.
5. We ask for your help in the following areas:
  1. Please do not call the school. We must have the lines open for emergency calls. We will alert families via our Emergency Response contact system.
  2. Following an earthquake or other emergency, do not immediately drive to school. Streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles. Instead, listen to the radio to determine when the streets are passable, and then proceed to school.

## **IX. HEALTH AND SAFETY**

### ***Student Accident/Injury***

St. James Catholic School keeps written documentation in the front office regarding out of the ordinary incidents that occur on campus, which led to student injury. In addition, parents are notified based on the severity of the injury. This notification could come in the form of a note home, if less severe, to an immediate phone call, if medical attention is needed.

### ***Student Maternity/Paternity***

Pregnancy is not a reason for dismissal from school. In cases of special temporary health, physical, legal, or other circumstances, the school will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and local school district and community resources to determine the best course of action to support the student and family, as well as the entire school population.

### ***Student Insurance***

The Diocese of San Bernardino requires student insurance for all students. A fee for insurance is included in the school's registration fee. This insurance coverage assists parents with medical expenses incurred due to accidental bodily injury sustained by children while attending school, or while

participating in a school sponsored and supervised activity. Insurance claim forms are available at the school office and should be requested within five days after the accident.

### ***Visitor Policy (SEE VOLUNTEERS)***

ANY ADULT on campus between the hours of 8:00am – 3:00pm must sign in and wear a neon/visitor badge. (This includes room parents, hot lunch, etc.). The students have been instructed to notify any staff member if they see an adult on campus without the badge.

**Adults with business in the school office** may not go past the front window. Lunches must be left on the table under the window. Adults who want to eat lunch with their child(ren) must sign them out and take them off campus. With the exception of special events (such as the Veterans' Day Coffee and Donuts), no adults will be allowed on campus between the hours of 8:00am and 3:00pm.

### ***Student Lunch***

Students must bring lunch to school daily. In addition, it is recommended that you also pack a snack for morning recess and/or Extended Care.

If you must bring lunch to your child, it must not be brought to school first thing in the morning. Please instruct your child to come to the office at lunch to pick up his/her lunch. The office staff will not call your child to the office. We will always be supportive in an emergency but find that bringing lunch to the school office on a regular basis is very disruptive to the office personnel.

### ***Medication***

School personnel should not be asked to administer any medication to students unless it is necessary that the child have the medication at a certain time. No medication will be administered without appropriate written consent and directions from the doctor and parent /guardian. ***Students shall never have any medication of any kind in their possession.*** Any medications to be administered should be brought to the office by the parent. This includes (but is not limited to) OTC (over-the-counter) medication, cough drops, and medicated creams. Exceptions to this rule are inhalers or epi-pens, which may be kept in the student's classroom. No over the counter medication will be furnished or dispensed by the school, including aspirin, Tylenol, cough syrup, etc., unless accompanied by a doctor's note.

### ***Medical Records***

Upon initial registration of a student, an immunization record showing the month, day, and year the child received each of the required immunizations must be presented. There must be a doctor's verification of the records. ***If the immunization records are not updated by law, the child must be removed from school.*** Contact the school office for an up-to-date list of required immunizations.

### ***Student Cell Phone Use***

**Cell phones and/or electronic devices are not allowed on campus at any time. Students may not have them on their person or in their backpack during school hours. This includes fieldtrips school dances and any other events or activities that students attend on behalf of St. James the Less Catholic School.** If a parent is adamant about their child bringing their phone to school, the student must leave the phone with the classroom teacher or the school office until the end of the day. If an administrator, teacher, or staff member sees or hears any of these devices, consequences will include, but will not be limited to, the device being taken from the student and kept in the principal's office. **Cell phones or**



electronic devices used or displayed at school will be confiscated and returned to the parents/guardian only, after a 30-day period. **WE STRONGLY ENCOURAGE CELL PHONES TO REMAIN AT HOME.**

### ***Drop off and Dismissal Procedures***

#### ***Morning Drop-Off Points:***

**Morning drop-off** – 7:00 am – 7:30 Morning Care drop off enter through the 3<sup>rd</sup> grade gate. 7:30-7:45 am drop off at 3<sup>rd</sup> grade gate and Jr High gate. **After 7:45 drop off through the front gate only.** Students arriving after 7:50 am will be sent to the Tardy Room. Parents walking in their student into school may enter after 7:30 am. Adults attending morning assembly must leave immediately after morning assembly or check in at the office for a neon/visitor badge. **There is NO PARKING on the school side (yellow curb) in the morning.** If you need to go into the school or remain in your car for more than the time it takes to drop your child off, please park your car in one of the legal places, not in the red or yellow zones. Do not double park or drop your children off in the crosswalk.

#### ***Afternoon Pick Up:***

**Afternoon pick-up-** School ends at 3:00pm.

**Grades TK-3 and older siblings-**enter the alley behind the school off 'B' Street, follow the alley to 3<sup>rd</sup> grade gate.

**Grades 4-8** enter alley off of 2<sup>nd</sup> Street and stop at the large sliding gate by the library. Pick up children and exit onto 3<sup>rd</sup> Street. This procedure provides that all children remain on campus under the supervision of all the teachers until they are received by their parents or guardians.

### ***After-School Extra-Curricular Program and Daycare***

Students on a sports team, cheerleading, choir, or any other after school activity, must be picked up by their parent or driver immediately after the scheduled practice, otherwise, they are sent to Extended Care and are charged accordingly. Under no circumstance may anyone remain on the school grounds without the direct supervision of a teacher, staff member or coach.

## X. CUSTODY ISSUES

Saint James Catholic School recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their students' academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the primary parent/legal guardian to provide copies of school notices and information to the other parent/guardian. It is also the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school.

Child visitation and exchange of custody should not take place during school hours or on school property. Saint James Catholic School will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

### ***Child Abuse Reporting***

In accordance with diocesan policy and California law, school staff members are obligated, under penalty of fine and a jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse and/or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities, which would be the procedure followed in most legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion be made. School staff members are not to investigate. Once reasonable suspicion is established, staff members have no other legal alternative except to make the legal report to the proper authorities for further investigation and review. (*Section 11166 of the Penal Code*).

## XI. DISCIPLINE CODE

### ***Behavioral Expectations***

**Respect and Dignity for All:** All members of the Saint James Catholic School Community have the right to be treated with respect in both word and deed. As Catholic Christians, we must treat all other human beings as having dignity and rights equal to our own. Saint James Catholic School expects all members to grow in respect for one another. This is demonstrated by: Consideration of each other's rights to a good name and reputation, awareness and care for each other's feelings, tolerance and acceptance of each other's opinions, respect for individual differences, and care for each other's safety. **Bullying others is contrary to our philosophy and will not be permitted at any time, even in jest.**

Courtesy and appropriate behavior is required of all students. All students are expected to respect school personnel, other students, and school property. Should problems arise, parents are expected to cooperate with school personnel. Appropriate disciplinary action will be taken by the teachers/principal for actions of misconduct. Students who engage in misconduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Saint James Catholic School has a no-tolerance policy with respect to possession of weapons, drugs, or gang paraphernalia. Violations are the cause for expulsion. **The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.** Students are expected to develop self-

discipline and self-control. The development of these traits leads to successful educational experience and life-long skills.

### **Student Expectations/School wide Rules**

The main outline of all school and classroom rules is as follows:

- **Respect Yourself, Others, and Things**
- **Take Responsibility and Pride in Own Learning/ and the Learning Environment Of others**
- **Follow School and Classroom Procedures**

#### **Expectation #1:- Respect yourself, others and things**

**RESPECT YOURSELF:** Saint James Catholic School expects its students to demonstrate care for self as they grow in their discovery and developments of morals, values, effort, abilities, and talents to contribute to the school community, and society.

For example:

- Doing your own personal best
- Wearing the proper uniform/showing respect and pride in School Uniform and your appearance, considering what is appropriate attire for a Catholic Elementary School.
- Resisting peer pressure, or an impulse to do things that may be hurtful to your own welfare, or the welfare of others.
- Exhibiting proper manners and respect for others will gain respect for you.
- Remaining under teacher supervision at all times.
- Following the directions of teachers and adult supervisors.
- Showing good character: (honesty, integrity, trust).
- Getting proper rest, fulfilling responsibilities/obligations.

**RESPECT OTHERS:** All members of the Saint James Catholic School Community have the right to be treated with respect in both word and deed. As Catholic Christians, we must treat all other human beings as having dignity and rights equal to our own. Saint James Catholic School expects all members to grow in respect for one another. This is demonstrated by: Consideration of each other's rights to a good name and reputation, awareness and care for each other's feelings, tolerance and acceptance of each other's opinions, respect for individual differences, and care for each other's safety. Bulling others is contrary to our philosophy and will not be permitted at any time, even in jest.

For example:

- Exhibiting proper manners will gain respect of others.
- Treating others kindly and being mindful of the feelings and needs of others.
- Taking positive action to help someone.
- Including others in activities.
- Greeting administrators, teachers, and staff politely.

- Being attentive during classes, Mass, and assemblies
- Prayerfully participating in Liturgies
- Following the directions of yard duty personnel.
- Speaking /answering with a positive respectful tone. (Remember...It is how you say it!
- Express opposing opinions in a calm, quiet manner.
- Be careful of the well-being of others.
- Asking politely for permission and accepting a no for an answer.
- Be responsible to show your work to your parents and take responsibility for your own choices.

**RESPECTING THINGS:** Everyone has the right to expect that their personal possessions remain safe and that the school property is cared for and treated respectfully.

For Example:

- Picking up items that you happen to drop or cleaning up your own messes.
- Asking, and receiving permission to borrow items.
- Returning borrowed items.
- Pitching in to help maintain the school environment.

## **Expectation #2 – Take Responsibility and Pride in my own Learning and the Learning Environments of Others**

Take responsibility and pride in my own learning /environment: The students and teachers at Saint James Catholic School have the right to a positive, challenging learning environment where everyone is actively involved in the learning process, instructional time is used to its fullest, and everyone accepts responsibility for their part in the learning experience.

For Example: ·

- Arriving to school on time.
- Making every effort to be in school.
- Passing quietly in the hallways in an effort to not disturb the learning of others.
- Participating in class activities.
- Completing and turning in assignments on time.
- Completing missing work when absent.
- Taking pride in your work.
- Taking pride in your school.
- Exhibiting good listening skills.
- Following directions given by teachers or other adult leaders.
- Showing respect/tolerance for others ideas, feelings, or abilities.

### **Expectation # 3 – Follow School/Classroom**

Following school and classroom procedures: There are many school and classroom procedures which have been established to ensure the safety of students and staff, promote efficiency of operations, and assist in promoting the optimal learning environment for all learners.

For Example:

- Reporting to the office when tardy.
- Following lunch and playground procedures/expectations.
- Following safety drill procedures.
- Following all classroom policies/code of conduct.
- Using the phone only if permission to do so.
- Returning permission slips and other items to be signed by parents promptly.
- Following arrival and dismissal procedures.
- Adhering to the School Dress Code.

Please take a special note of the additional following policies:

- **Food, Drinks, or gum are not allowed in the classroom.**
- Students may not chew gum, eat sunflower seeds, or nuts with shells on school campus.
- Students must walk quietly in the hallways between classes.
- Students must wait or walk quietly and orderly in their lines with proper behavior.
- Students must be accompanied by an adult to cross the parking lot.
- Students may not be in a classroom or other building unsupervised by an adult.
- Students are responsible for cleaning up their own messes, and taking care of their possessions. Items such as pagers, laser pointers, electronic games, iPods, cd players, etc. are not allowed. The school is not responsible for such items.
- Students must have permission to use phones, or personal electronic devices (iPads).

Students are NOT allowed to bring cell phones on campus. If a parent feels that their child needs to carry one, then it is to be turned into the front office and picked up at the end of the day. A cell phone being used or ringing during the academic day will be taken from the student and sent to the office and kept for 30 days. The parent may retrieve the phone from the vice principal or principal.

### ***Harassment/Bullying***

HARASSMENT/BULLYING Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Included in harassment is making reprisals, threats of reprisals, or implied threats of reprisals. Teachers should be vigilant and guard against all demeaning treatment of students, parents, and other teachers. Harassment may include, but is not limited to bullying. Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Bullying can take many forms including physical, verbal, emotional, and cyberbullying. This policy is grounded in the belief that all students have a right to be treated with dignity and respect. All demeaning behavior is prohibited. Instances of bullying should be reported to appropriate authorities. Behaviors will be investigated and brought to the attention of the student's parents/guardians. Depending on the severity of the instance, consequences could include

notification of local law enforcement, mandatory counseling with follow-up, and removal from school during the investigation, suspension, and/or expulsion.

- Physical Bullying: Hitting, punching, pushing, tripping, or blocking movements
- Verbal Bullying: Teasing, name calling; or threat of retaliation
- Emotional Bullying: Intimidation using gestures or social exclusion
- Cyberbullying: Sending insults or threats by e-mail, cell phone, picture, phone or electronic media; use of internet, cell phone, or other electronic device to intimidate, threaten, or harass

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward another student, or observed by another student, even if not directed at him/her.

- Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets
- Written Harassment: Suggestive or obscene letters, notes, or invitations
- Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement
- Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons or posters

**\*\*\*NOTE: Should such substantiated bullying, sexual/harassing, conduct outside the school environment come to the attention of the school, this too may serve as grounds for disciplinary action as students of the Diocesan schools are expected to conform their lives to Christian principles at all times. This includes cyberbullying.**

### ***Violence - Threatened Or Acted***

All threats of violence will be taken seriously. If it is believed that the presence of a student in the school poses a safety threat for others, the student will be suspended from the school until an investigation is completed. However, age will always be considered when determining the severity of the threat and the remedies that will be utilized by the Principal.

### ***Disciplinary Action Levels***

The following summarizes the levels of disciplinary action, which shall be enforced by school personnel with students who are in violation of behavioral expectations.

#### ***Due Process:***

All students will receive ***Due Process***. The student will be told what he or she did wrong and will be given a chance to be heard. School personnel will keep appropriate documentation regarding the violation. The guiding principle in any discussion of discipline and due process should be the desire to act in a Christian manner characterized by fairness and compassion. Please note: Disciplinary issues will not affect academic grades; if suspended, the student will complete the work missed and it will be graded. The only grade that will be affected is the CONDUCT grade.

#### **Level 1 - Verbal Warning/Reprimand**

Tk-Grade 2 – Student and teacher discussion, and teacher’s procedure of notification to parent through colored cards, clips, or other teacher designed management program.

Grade 3- Grade 8 – Teacher discusses behavior with the student and student receives an infraction(s) based on their choices(s).

### **Level 2 – Intervention**

Tk-Grade 2 – Student and teachers discussion, student may possibly receive a time out from an activity as well as teacher’s procedure of notification to parent through the class behavioral management program.

Grade 3- Grade 8 – Once a student has lost 30 pts. from their conduct grade, they will serve an after-school detention to make a positive change and make better choices with their teacher and/or responsibilities.

Communication of interventions will be provided on Gradelink in the comment section under ‘Conduct.’ Emails will be sent and phone calls made as needed.

### **Level 3 – Conference**

Tk-Grade 2 – Teacher/Staff members conduct a conference with the student’s parents to discuss positive solutions. Further intervention may result from the conference.

Grade 3- Grade 8 – Once a student has served 3 behavioral detentions in a Trimester a referral will be given and a parent conference will be set up with the teacher(s) to discuss positive solutions. *Three (3) behavior detentions in a trimester will result in a referral and loss of participation in activities/athletics.*

### **Level 4 – Administrative Conference**

A Referral will be given and a loss of 30 conduct points for **severe instances** including but not limited to inappropriate foul language, blatant disobedience, blatant dishonesty, teasing and hurting other students. As previously mentioned in **Level 3** – three behavioral detentions within a trimester also results in a referral.

#### **Actions of Referrals include:**

- Parent meeting with administration
- Student serves an after school detention
- Conduct grade is lowered
- Loss of participation in student activities/athletics (determined by administrative team)

### **Level 5 - Suspension**

Suspension will result if a student is Bullying/Harassing another person, Fighting, Stealing, Damaging property, Cheating/Plagiarism, upon the second referral, or cases to be determined by the Administrative Team. Further disciplinary actions could result in expulsion. \* **Suspensions will result in the loss of Honor Roll/Honor Roll with Distinction for that tri-mester.**

In-School Suspensions are assigned to be served in the school building. The student is given work to complete, and is placed in an administrative office or with a classroom teacher. Parents are called to inform them of the suspension and a meeting is held prior to allowing the child to return to the class.

### **Level 6 – Expulsion**

When little or no change is evident, and school personnel have exhausted all available means to affect change, and/or the welfare of the other students is endangered, the student will be expelled. This decision

rests with the school administration. Immediate expulsion may result from student possession of weapons, drugs, or gang paraphernalia. Student expulsion may also result from Parent/Guardian behavior and lack of cooperation with the administration. **FINAL DISCIPLINARY DISCISONS REST WITH THE ADMINISTRATIVE TEAM. ALL DISCIPLINARY ACTIONS ARE CONFIDENTIAL**

Intermediate (3<sup>rd</sup>-5<sup>th</sup>)/Jr. High (6<sup>th</sup>-8<sup>th</sup>) School Discipline Point System

In keeping with our Mission and Philosophy statements, we at St. James the Less Catholic School strive to help our students become Responsible Citizens Who:

1. Know right from wrong when making decisions
2. Take responsibility for one’s actions
3. Understand that there are consequences based on their choices
4. Make healthy moral choices by respecting each person’s value and exercising self-control
5. Work to improve local and global communities.

All students are expected to follow the school’s behavioral (student behavior expectations) and academic guidelines. Students experiencing academic/behavioral difficulty due to a lack of preparation of assignments, attention in the classroom or failure to follow classroom rules will be subject to infractions. If the behavior continues, the student will then be asked to meet with administration to formulate a behavioral contract.

Students in grades 3-8 will begin each week with 100 conduct and responsible behavior points. To maintain these points, students must not receive infractions for the items located in the chart below. **If the student loses 30 points during the week, the student will receive a SATURDAY detention for 1½ hrs.** Students who do not show up to detention will have another detention added. Upon the third detention in a semester, the student will receive a referral which includes a meeting with administration, parents, student, and teacher/teachers. Continued detentions and referrals will result in further meetings and escalating consequences. Honor Roll and Honor Roll with Distinction are achievements that are awarded for those who maintain strong conduct and responsible behavior.

-5 points	-10 points	-30 points
<b>Classwork &amp; Homework</b>	<b>Behavior infractions</b>	<b>Automatic detention</b>
~Necessary supplies ~Absent note ~ <b>Dress code violations</b> (Hair included) <b>NO CAPS/Hoods</b> ~Uncovered textbooks ~Parent signature upon the request of the teacher on notices and document ~Parent communication folders not returned the next day.	~Not following procedures or directions ~Disrupting teacher from teaching ~Disrupting class from learning ~ <b>Behavior/Non Participation during Mass</b> ~Behavior during emergency drills/events ~Playground behavior ~ <b>Eating in the classroom.</b>	~ <b>Bullying/harassment</b> of any student including any social media ~ <b>Unacceptable conduct or language at school or at a school sponsored event</b> ~ <b>Fighting</b> or provoking a fight ~ <b>Cheating</b> , copying another student’s work, allowing a student to copy their work, plagiarism, deliberate



	~Chewing gum	lying, falsifying of information, or any other form of dishonesty. ~ <b>Theft</b> or damage to school property and/or other's personal property. ~ <b>Disrespect</b> of school and/or others' personal property. ~ <b>Disrespectful</b> to faculty or staff
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**XII. DRESS CODE**

*Overview*

The appropriate uniform of the day must be worn at all times unless otherwise directed by the principal. The following is a general policy. For uniform specifics, consult the Uniform policy and Dress Code available in the school office.

Parents will be informed if a student is out of uniform. A dress code reminder will be sent home informing the parents of the dress code violation. Parents will be informed, and the student will not be allowed to return to class until the problem is rectified. Students who are not in uniform for P.E. will receive a deduction in points for P.E. that day. Parents will be called for a second infraction. Multiple dress code violations can lead to other disciplinary actions.

School uniforms must be purchased through the **TBD**.

***Because something in the Uniform Policy and Dress Code is not specifically prohibited, it does not mean it is acceptable. The Uniform Policy and Dress Code should be followed as written. Contact the school office if there is a question.***

*Daily Uniform Policy*

**Girls: (TK-5)** Plaid shirt with white, gray or green school polo shirt; or navy twill walking shorts or slacks with school polo shirt, white or black socks (white or navy tights permitted during cold weather). Solid white long sleeve shirts may be worn under polo shirts during cold weather.

- Shoes must have rubber soles (NO HEEL) and cover the top of the foot (No ballet style shoes) slip-on Vans, Toms, faux lace slip-ons are ok. NO BOOTS (Uggs, Cowboy, Rain, etc.)
- Black, brown or navy belt with buckle the same width as belt must be worn with walking shorts or pants. (Kindergarten does not require belts. Pants with elastic waist bands do not require belts.)
- Regulation heavier forest green school jacket, school sweatshirt, school navy cardigan, sweater vest or school navy pullover V-neck sweater may be worn in cold weather.
- Shifts may not be more than 3" above the knee. Shirts must be tucked in.
- Navy blue **skorts (may not be more than 3" above the knee)**, pants or shorts may not be more than 3" above the knee - Must be uniform style, or other straight style pant (no corduroy or cargo style). Pants must fit properly around the waist; hemmed to a length so that pant legs hang straight.

**Girls: (6-8)** Plaid skirt with white, gray or green school polo shirt or navy twill walking shorts or slacks with school polo shirt, white or black socks (white or navy tights permitted during cold weather). Solid white long sleeve shirts may be worn under polo shirts during cold weather.

- Shoes must have rubber soles (NO HEEL) and cover the top of the foot (No ballet style shoes) slip-on Vans, Toms, faux lace slip-ons are ok. NO BOOTS (Uggs, Cowboy, Rain, etc.)
- Black, brown or navy belt with buckle the same width as belt must be worn with walking shorts or pants. (Pants with elastic waist bands do not require belts.)
- Regulation heavier forest green school jacket, school sweatshirt, school navy cardigan, sweater vest or school navy pullover V-neck sweater may be worn in cold weather.
- Skirts may not be more than 3” above the knee. Shirts must be tucked in. **\*NO SKORTS-(they are for TK-5 only)**
- Navy blue pants or shorts may not be more than 3” above the knee - Must be uniform style, or other straight style pant (no corduroy or cargo style). Pants must fit properly around the waist; hemmed to a length so that pant legs hang straight.

**Boys:** Navy twill slacks or walking shorts, belt (not required for Kindergarten), white, gray or green school polo shirt, white or black socks, tennis shoes (no slip-on shoes). Solid white long sleeve shirts may be worn under polo shirts during cold weather.

- Shoes must have rubber soles (NO HEEL) and cover the top of the foot; the muffin man says Vans, Toms, faux lace slip-ons are ok. NO BOOTS (Cowboy, Rain, etc.)
- Black, brown or navy belt with buckle the same width as belt must be worn with walking shorts or pants (Kindergarten does not require belts. Pants with elastic waist bands do not require belts.)
- Regulation heavier forest green school jacket, school sweatshirt, school navy cardigan, sweater vest or school navy pullover V-neck sweater may be worn in cold weather.
- Navy blue pants or shorts - Must be uniform style, or other straight style pant (no corduroy or cargo style). Pants must fit properly around the waist; hemmed to a length so that pant legs hang straight.
- Boys may not wear earrings to school.

### ***Mass Day Uniform***

**Girls: (TK)** Plaid shift with school polo, navy cardigan with logo or navy V-neck sweater with logo purchased through **TBD**.

**Girls: (K-5)** Plaid shift with white short sleeve Liturgy shirt with logo from **TBD**, navy cardigan with logo or navy V-neck sweater with logo purchased through **TBD**.

**Girls: (6-8)** Plaid skirt with white short sleeve Liturgy shirt with logo from **TBD**, navy cardigan with logo or navy V-neck sweater with logo purchased through **TBD**.

**Boys:** Navy twill slacks with white Liturgy short sleeve Liturgy shirt **and Navy blue tie**. Navy cardigan with logo or navy V-neck sweater with logo purchased through **TBD**.

### ***PE Day Uniform***

On PE days students will wear their PE uniform to school. This will alleviate the potential for lost uniforms due to changing for PE. The PE Uniform is the gray "T" shirt with the Saint James logo and the forest green nylon shorts. On cold days, children may wear TBD green sweat pants and sweatshirt over the regular PE uniform. No other school T-shirt may be worn on PE days. (No track shirt, student council shirt, spirit shirt, builders club shirt, etc.)

### ***Free Dress Options***

Each 1<sup>st</sup> Friday of the month is "Jeans 4 Jesus". Students will be allowed to wear jeans with a St. James School t-shirt (student council shirt, spirit shirt, builders club shirt, etc.) if they bring a canned food item for the church pantry.

Free dress refers to dress that is appropriate and in keeping with the philosophy and standards of Saint James Catholic School. General dress code policies apply.

Since proper dress is conducive to proper behavior, dress must always be appropriate, modest, and in good taste. "Sagging" or baggy pants, "Skinny jeans" or tight legging pants, biker shorts, casual "T" shirts with offensive/inappropriate writing or slogans, halter tops or any type of sloppy dress is **not permitted**. Sun dresses, spaghetti straps and tank tops are not allowed. It is expected that all dress be appropriate for school. All students are expected to be clean and neat and take pride in their appearance. Students are not to change into street clothes after school while on school campus.

***A good rule of thumb...if you question it, don't wear it!***

### ***General Appearance***

**Girls** may not wear make-up, false nails, acrylic overlay or colored fingernail polish. Clear nail polish is acceptable. Girls may wear one set of stud type earrings (not dangling), a small necklace, and/or wristwatch. No bracelets of any kind may be worn unless it is an ID Bracelet. Hair must be natural color; no tints, no dyes, no hair extensions, no feathers etc.

**Boys'** hair may not be lower than the top of the ears. It must be off the collar and not covering the eyes. **Boys may have a 'Military' style cut with a medium fade do not shave head to scalp and no pompadour on top. Fade must be uniform in length (ie. no obvious steps.)**

No '**trendy**' hairstyles are allowed, e.g.: no "fohawks", no "Mohawks", no tints, no dyes and no shaved heads to the scalp, spiky hair can be no longer than 1". Stick to basic cuts.

Boys' face must be clean shaven. Boys may wear a small necklace, and/or wristwatch. Earrings are prohibited. No bracelets of any kind may be worn unless it is an ID Bracelet.

Shirts must be tucked in pants, shorts or skirts. Uniforms must be clean, of the proper size, and in good condition. Belts must be worn daily with shorts and slacks unless the waist is an elastic band. TK and Kindergarten are not required to wear belts.

## **XIII. STUDENT ACTIVITIES**

### ***Student Council***

Saint James Catholic School has a system of student government whereby student commissioners are elected by the student body to perform a variety of responsible functions. This enables students to

experience leadership and citizenship opportunities. A staff member acts as coordinator for the program. A student's continued participation on the Student Council is at the discretion of the administration.

Those running for office are required to have:

- Faculty and administrative approval.
- Maintain a 2.0 GPA or better in course work.
- Maintain a grade "B" average or better in conduct.
- No conduct/behavior referrals.
- May not have a grade 'F' in any subject

### ***Athletic Program***

Saint James Catholic School participates in the Inland Catholic Schools League [ICSL]. Students in 5<sup>th</sup>-8<sup>th</sup> grades may become members of the following sports teams: Fall: Boy's Flag Football, Girls' Volleyball; Winter: Boy's and Girls' Basketball. Students in 1<sup>st</sup>-8<sup>th</sup> grades may participate in the ICSL track meet held in the spring.

Requirements to participate are as follows:

- Maintain a 2.0 GPA or better in course work.
- Maintain a grade "B" average or better in conduct.
- No conduct/behavior referrals.
- May not have a grade 'F' in any subject
- Attend all after school practices/ games (poor attendance may result in removal from team.)
- Pay designated sport fee prior to first game

All students are welcome to participate. However, if more students come out than the team roster can sustain a formal try-out will take place and 'cuts' will be made. Students participating in the athletics program must attend homework club from 3:00-3:30 prior to attending practice.

### ***Student Retreats***

Retreats sponsored by Saint James Catholic School are planned and coordinated by the classroom teacher in conjunction with the Pastor and Principal. Parents will be informed of the contents of the retreat and be required to complete a permission form in order for their child to participate. Students who do not participate in a retreat are required to attend school. An alternative assignment will be given reflecting the educational value gained from the retreat.

### ***Student Birthdays/Parties***

Class time may not be used for birthday parties. In addition, if you are having a party off campus please do not pass out invitations on campus unless you are inviting the entire class. If you would like to share a **small** treat, you may send it with your child in the morning or drop it off in the school office for your child's teacher to distribute at recess or lunch

## **XIV. PARENT INVOLVEMENT/GROUPS**

### ***School Advisory Council***

Saint James Catholic School is proud to have an active School Advisory Council in place. The purpose of this board is to advise the school administration on matters of policy, finance and planning. School Advisory Council members serve as committee heads and are appointed by the pastor and school administration, and meet monthly. The pastor of Saint James Parish, the school principal and the Parent Activity Committee (Pac.) president are ex-officio members. The committees established by the council include Ways and Means, Finance, Publicity, Planning, and Plant and Facilities. Parents are encouraged to volunteer to serve under each committee head.

### ***Parent Activity Committees (Pac)***

The purpose of the parent activity committees is to provide organization for specific school activities/events. These parents will coordinate and organize the event in its entirety. They will report directly to the school principal for approval of budget, timelines, and volunteers. These events include:

- ✓ Family Fun Night – November
- ✓ Catholic Schools Week – January/February
- ✓ Scholastic Book Fair – Catholic Schools Week (Librarian, Mrs. McCarthy)
- ✓ Walk-a-Thon – March
- ✓ Room-parents – Yearly

### **XV. FIELD TRIP POLICIES**

Field trips are a PRIVILEGE and not a right. They are designed to augment the curriculum of the school and are to be of educational value. No student will be allowed to attend a field trip without a properly completed Diocesan Permission Form releasing the school from liability. Verbal permission or hand written notes are not acceptable. **NO EXCEPTIONS.** All students must attend field trips with the class via transportation provided for the activity by the school. **Parents may not take their own children separate from the group. Please do not buy special treats for the group you are assigned. If you cannot buy a treat for the entire class, then do not buy any.**

Since field trips are designed as class activities and are a part of the curriculum, if parents do not wish their child to participate, he/she must still attend school. An alternative assignment will be given reflecting the educational value gained from the field trip.

### ***Chaperones***

The primary responsibility of Chaperones is the care of the students assigned to them. Chaperones may not bring siblings as it takes their focus away from their main responsibility. Additionally, siblings are not covered by our Diocesan insurance policy. Chaperones may not make unauthorized stops, such as stopping for ice cream, Starbucks, etc. These unauthorized stops are not covered by our Diocesan insurance policy. Chaperones that are unable to follow the school rules and procedures will not be allowed to volunteer.

### **XVI. ADULT VISITORS ON CAMPUS/VOLUNTEERING**

ANY ADULT on campus between the hours of 8:00am – 3:00pm must sign in and wear a neon/visitor badge. (This includes room parents, hot lunch, etc.). The students have been instructed to notify any staff member if they see an adult on campus without the badge.

**Adults with business in the school office** may not go past the front window. Lunches must be left on the table under the window. Adults who want to eat lunch with their child(ren) must sign them out and take them off campus. With the exception of special events (such as the All Saints' Day celebration), no adults will be allowed on campus between the hours of 8:00am and 3:00pm.

Saint James Catholic School encourages active involvement by the parents in the educational process of their child(ren). Parents are urged to volunteer for an array of small jobs on campus. Some jobs include: room moms and dads, playground supervision, drivers for sports and field trips, and hot lunch helpers. Parents are not permitted to aide in their child's classroom except as directed or approved by the principal. The need for teacher aides and appropriate assignments is at the discretion of the principal.

The primary responsibility of volunteer is the care of the students assigned to them. Volunteers may not bring siblings as it takes their focus away from their main responsibility. Additionally siblings are not covered by our Diocesan insurance policy.

### **LIVESCAN/SAFE ENVIRONMENT/MANDATED REPORTER**

**All parents or guardians who wish to volunteer at the school must be attend training in person or online for Mandated Reporting/Safe Environment/Code of Pastoral Conduct and be LIVE-SCANNED at their own cost before participating in any projects. Volunteers must also sign-in in the school office. NO EXCEPTIONS!**

**Every person on campus during school hours must meet the above requirements.**

### **INSURANCE**

Drivers (21 years of age and older) are always needed to provide transportation to field trips. **ALL DRIVERS INCLUDING THOSE THAT DRIVE THEIR OWN CHILDREN, MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

- 1) A current Driver Information Sheet must be completed and turned into the school office along with
- 2) A current copy of the driver's insurance policy indicating the appropriate coverage of \$100,000/\$300,000 and the policy's expiration date.
- 3) Copies of current Driver's License and Vehicle Registration
- 4) In addition, all drivers are required to take an online defensive driving course at [www.CMGconnect.org](http://www.CMGconnect.org) 'Defensive Driving Curriculum'
- 5) Pay \$5 for a current DMV report.

### **XVII. STUDENT SERVICE PROGRAMS**

Saint James Catholic School does not provide counseling services at this time to students on campus. However, we can direct parents and students to a formal counseling service through Caritas Counseling

(Catholic Charities, San Bernardino.) In addition, the school will readily work with outside professional resources to facilitate optimum result of consistency in mature student behavior both at school and in the home. Students may be referred by the teacher, parent, or school for assessment in academic performance and/or social behavior. Parents are required to give their permission in writing for an on-going counseling process. For more information regarding this program, please call the school office during regular school hours and ask to speak to the principal

### **XVIII. TECHNOLOGY & THE INTERNET**

Student use of the Internet in school is limited to areas directly related to academics and the approved curricular focus of the principal. Students are prohibited from using the school network for non-educational activities without consent; for advertising; to access inappropriate materials, including obscene materials; sending or receiving messages which are inconsistent with appropriate school behavior; and invading the privacy of others.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Saint James Catholic School has taken precautions concerning access to inappropriate materials. However, it is impossible to control all materials, and an industrious user may discover inappropriate internet usage.

**Note:** Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for disciplinary action as students of the Diocesan schools are expected to conform their lives to Christian principles at all times. This includes cyberbullying. (Diocese 5156.7)

If a student user violates any of the provisions of the "School Internet Use Agreement", the student's parents will be notified and the student's access to the internet on school computers will be suspended. Further disciplinary measures may be taken based on the infraction.

### **XIX. USE OF SCHOOL GROUNDS**

Students may not be on campus prior to 6:30 am. Students arriving between 6:30 – 7:30 am must go to Morning Care. Students who are not picked up by 3:15 pm will be taken to Extended Care. The specific activity moderator will supervise students participating in any after school activity and those students not picked up by the end of the activity will be taken to Extended Care. The charge for Extended Care is \$3.50/hour per student. All students must be off campus by 6:00 pm. Students are not to bring skateboards, scooters, roller blades, skates or other toys to school at any time, and they are not to be used on school property. Shoes with wheels may not be worn or used on the school campus. The school will not assume responsibility for any student owned play equipment when on the school grounds without permission of the administration.

### **XX. USE OF STUDENT INFORMATION/PICTURES**

St. James Catholic School reserves the right to use student photos/images for the purposes of advertisement on promotional materials and the school website. If you do not want your student's picture used, the school must be notified in writing by September 15<sup>th</sup> of the current school year.

## Policy Acknowledgment

\_\_\_\_\_  
Student Last Name (Print)

\_\_\_\_\_  
Student First Name (Print)

\_\_\_\_\_  
Grade

Please review and acknowledge the following Parent/Student Handbook and Policies outlined within. This acknowledgement will be kept on file and valid while student is in attendance.

### I Parent/Student Handbook

The Parent/Student Handbook may be downloaded at [www.stjamescs.com](http://www.stjamescs.com) Click on the “Forms and Documents” tab on the left side of the home page which will take you to the “Handbook” tab. Parents are encouraged to thoroughly review the policies set forth in the Parent/Student Handbook, including financial policies, disciplinary procedures, academic progress and dress code. By entering to a Tuition Agreement with St. James Catholic School you are agreeing to abide by the policies set forth in the Parent/Student Handbook

### II Image Release

I/We give St. James Catholic School permission to publish photos, new information, and videos concerning school activities of my/our student(s) in the school’s yearbook, St. James Catholic School internet web site, video productions and announcements for the purpose of general interest for the school. I/We further authorize the release of information and images to outside media sources such as newspapers, BYTE magazines and television. This image release permission will stay in effect for the current school year. **To revoke permission, the parent/guardian must notify St. James Catholic School in writing on the back of this acknowledgement.**

### III Internet Use

St. James Catholic School provides computer resources and internet access to students and staff for instruction, to conduct research, and for school related communication. Supervised whole class and independent access to computer educational resources is provided to students who agree to act in a considerate and responsible manner. Access is a privilege that will be revoked if abused. Please refer to the complete policy in the Parent/Student handbook.

### IV Cellular Phone/Electronic Devices

Students may not possess cell phones or other personal electronic equipment on campus between the hours of 6:00 a.m. and 6:00 p.m. All devices must be turned into the classroom teacher or the school office daily. If an administrator, teacher, or staff member sees or hears any of these devices, consequences will include, but will not be limited to the device being taken from the student and it will be kept in the Principal’s office and returned to the parent/guardian only, after a 30 day period.

I acknowledge and agree to the above,

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student