

**ST. JAMES CATHOLIC SCHOOL
PERRIS, CALIFORNIA
DIOCESE OF SAN BERNARDINO**

Est. 1965



**SCHOOL ADVISORY BOARD
CONSTITUTION AND BY-LAWS**

Rev. 2021~2022
Update School Mission, Philosophy & SLEs only

ST. JAMES SCHOOL 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.

ST. JAMES SCHOOL MISSION STATEMENT

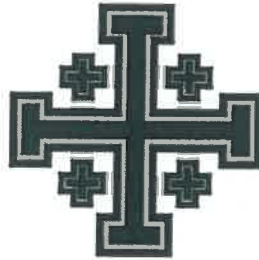
St. James the Less Catholic School is an educational ministry of St. James the Less Parish that exists to form each student in a spirit of faith, wisdom, and character. Following the model of our founders, the Sisters of Mercy, we provide rigorous academic excellence. We guide students in Transitional 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.

ST. JAMES SCHOOL MOTTO

"Faith-Wisdom-Character"

"Fides Sapientia et Moribus"

ST. JAMES SCHOOL
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Why the Jerusalem Cross?

St. James the Less, the author of the first Catholic Epistle, was the son of Alphaeus of Cleophas. His mother Mary was either a sister or a close relative of the Blessed Virgin, and for that reason, according to Jewish custom, he was sometimes called the brother of the Lord. The Apostle held a distinguished position in the early Christian community of Jerusalem. St. Paul tells us he was a witness of the Resurrection of Christ; he is also a "pillar" of the Church, whom St. Paul consulted about the Gospel.

According to tradition, **he was the first Bishop of Jerusalem**, and was at the Council of Jerusalem about the year 50. The historians Eusebius and Hegesippus relayed that St. James was martyred for the Faith by the Jews in the Spring of the year 62, although they greatly esteemed his person and had given him the surname of "James the Just."

Schoolwide Learning Expectations - SLEs

Student Learning Expectations TK~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.

Student Learning Expectations 1st~3rd Grades

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 does 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.

Student Learning Expectations 4th~8th Grades

FaithFilled 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. Takes responsibility and pride in your own learning and the learning environment of others.

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.

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.

ST. JAMES CATHOLIC SCHOOL

"Faith~Wisdom~Character"

"Fides Sapientia et Moribus"

These Schoolwide Learning Expectations (SLEs) are the knowledge, skills and spiritual values students possess upon graduation. St. James School students should have these expectations for themselves:

➤ **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 Procedures**

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.

ST. JAMES PARISH SCHOOL BOARD CONSTITUTION

Article I. Name, Authority and Constitution

Section 1. Name

The name of the board shall be "The Advisory Board of St. James Catholic School". It shall be referred to herein as the Board.

Section 2. Authority

The Board's authority shall be within the limits delineated in Article II, which follow the Diocese School Board policies requiring schools to have a Board: **2025 Requirement to establish local school advisory boards.** The Bishop has mandated that each school have a school board. A parish may choose the model for a board or commission of education to fulfil this requirement. (cf1310)

APPROVED: DIOCESAN SCHOOL BOARD
DATE: DECEMBER 1987

Section 3. Constitution

2025.1 Constitution and bylaws of local school boards shall identify the board as consultative. Constitutions and bylaws shall be submitted to the Office of Catholic Schools for approval. Where an education board or commission is chosen rather than a school board, the school shall submit to the Office of Catholic Schools the procedures followed for enactment of board responsibilities toward the school.

Constitutions must be approved by the Office of Catholic Schools.

APPROVED: DIOCESAN SCHOOL BOARD
DATE: DECEMBER 1987
APPROVED: EDUCATION AND WELFARE CORPORATION
DATE: MAY 2002

Article II. General Purpose, Role Jurisdiction

Section 1. Purpose and Role

A. The general purpose of this Board is to identify and articulate the educational needs of St. James Catholic School and to support and implement the philosophy and mission of both the parish and the school, within the guidelines of the Diocese of San Bernardino.

B. The proper role of the Board is to identify and develop policy, making recommendations, which govern the operation of the school. These give direction related to planning, operation and maintaining the school.

C. The primary function of the Board is to recommend policy, but not administer the school. Making policy is the role of the Board. Implementing policy is the role of the Principal. Approving policy is the role of the Pastor.

D. The policies formulated by this Board must be consistent with and supportive of the laws of this State, the policies of the Bishop and Diocesan School Board. No policy of the Board shall become binding without the approval of the Pastor and the implementation of the Principal.

E. Once the policies take written form and are properly approved and put into effect, the active role of the Board changes to an indirect role monitoring through reports. Implementation of written policy is the primary concern of the Principal who is accountable to the Board for effective policy execution.

Section 2. Limits of Jurisdiction

A. Neither the Board as a whole nor any individual members shall formally entertain or consider communications or complaints until they have been first referred to either the Principal or Pastor. Only in those cases where satisfactory adjustments cannot be made by the Principal and/or Pastor shall communications follow the Resolution of Conflict policy as outlined in the school's Parent/Student Handbook.

B. Individual members have status as Board members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Board to carry out definite assignments.

Article III. Functions and Duties

2025.2 Function/Role/Relationships Of Boards – General

The local school board shall represent parents and parish community in decisions relating to the general direction of the school. The board is consultative to the principal and pastor (pastoral coordinator) and collaborates with them in the following areas of responsibility:

It shall be the duty of this Board to:

A. Planning (establishing mission statement, goals, long range plan);

B. Policy Development (formulating policies which give general direction for administrative action);

C. Financing (developing means/plans, allocating resources according to budget, monitoring);

D. Public Relations (communicating with various publics, recruiting students, and promoting the school);

E. Evaluation (evaluating goals and plans, evaluating board's effectiveness).

The policies of the Diocese shall be used as guidelines for policy formulation at the local level. Once policies take written form and are properly approved or promulgated, they are binding. Implementation of the policies is the concern of the administrator who is accountable to the board for effective policy execution. (Cf. 2033, 2043)

APPROVED: DIOCESAN SCHOOL BOARD
DATE: DECEMBER 1987

SUMMARY:

The role of a School Board member of St. James Catholic School is to represent the interests of the entire school community. The Board is advisory, not governing. This means that the Board makes policy recommendations, not requirements. This advisory role protects them from being responsible of the actions of school personnel or school related issues. Policy recommendations become policy once they are approved by the Pastor/Pastoral Coordinator and then acted upon by the Principal.

The Board is only a Board when they meet at the designated meeting place and time. Board meetings are an opportunity to serve the entire community, not a special forum to take care of personal issues. Decisions made by the Board should be in the best interests of the entire school community, not one class or one family. Once the Board meeting is adjourned, Board members may represent their own interests and the interests of their family. Board members may not act in their capacity as members of the School Board except within the scope of the regular meetings or in the duties for assigned tasks as directed.

Article IV. Membership

Section 1. Ex-Officio Members

A. The Pastor shall be an *ex-officio* and non-voting member of the Board.

B. The Principal shall be an *ex-officio* and non-voting member of the Board.

C. A Faculty Representative shall be an *ex-officio* and non-voting member of the Board.

D. The Student Council Representative shall be an *ex-officio* and non-voting member of the Board.

E. Other *ex-officio* and non-voting members may be appointed to the Board by the school Principal as approved by the Pastor. These additional positions are usually reporting members of the Board.

Section 2. Members

There shall be a minimum of five (5) voting members of the School Board, who are appointed by the Principal and approved by the Pastor. The Principal may hold elections for any or all offices depending on the number of people interested in serving on the Board. Elected members of the Board also need the approval by the Pastor.

Section 3. Length of Term

Except for the *ex-officio* members of the Board, each member shall serve a term of two years with a reappointment for an additional two year term, not to exceed a total of four (4) – two (2) year terms. Variances to the Length of Term policy must be recommended by the principal and approved by the Pastor.

Terms of office begin on July 1st each year, ending the following June 30th, regardless of when the member began service.

Section 4. Eligibility and Non-Eligibility

A. All members of the Board shall be positive contributors to the parish to which the Board member belongs.

B. The majority of the voting Board members must be registered members of St. James Parish, and must be parents of children currently enrolled in the school.

C. Professional educators, business professionals, parishioners and community leaders may serve as Board members. They are appointed by the Principal and approved by the Pastor and serve terms as outlined in Article IV, Section 3.

D. Salaried employees of the parish or school may only serve on the Board as an *ex-officio* non-voting member for the purposes of reporting and offering advice or information.

E. Persons whose personal philosophy differs from the philosophy of Catholic education and the mission and philosophy of St. James School may not be considered or serve as Board members.

F. Support Credit is given for Meeting Attendance. Attendance is verified by Sign-in Sheets

Article V. Officers and Committees

Section 1. Enumeration

A. The officers of this Board shall consist of three (3) a President, Vice-President/Treasurer and Secretary.

B. The officers shall be selected by the Principal and approved by the Pastor. Neither the Principal nor Pastor is eligible to hold any office on the Board.

C. The Board may provide for standing and temporary (ad hoc) committees drawn from its own membership or from the parish and school community. Such committees may prepare studies and provide information that will permit the Board to make informed judgements.

Section 2. Election and Terms

Prior to the first meeting of each new school year, offices for the Board shall be selected by the Principal from the Board membership. Board office shall serve for a term of one year in office. The term may be renewed at the discretion of the Principal for any number of terms.

Section 3. Responsibilities

Since St. James Catholic School is part of a diocesan system, the authority of the Board is subject to that of the Diocesan School Board. The role of the Board is to recommend policy and not administer the school. All policies must have the approval of the Pastor.

A. The Board President shall preside at all meetings of the Board, plan Board meetings with the Principal and/or with the Pastor, and appoint committees as necessary to conduct Board business. The Board President shall sign all recorded and approved School Board minutes to establish the validity of the minutes. The Board President shall call the meetings to order and shall insure that the meeting is conducted in a timely and orderly fashion.

B. The Vice-President/Treasurer shall serve as the Board's Finance Officer, receiving copies of all the school's financial reports at month ends and at year end. Additionally, the Vice-President/Treasurer shall perform the duties of the President when that officer is absent or unable to perform duties.

C. The Secretary shall record the official minutes of all Board meetings and handle necessary Board correspondence. The Secretary shall assure that an accurate recording of the Board business is saved as part of the school's records. The Secretary shall record the attendance of Board members.

Article VI. Meetings

Section 1. Scheduled

The Board shall meet monthly on a specified day of the week and at a specific time. Special meetings may be called by the President as needed or as requested by the Board members. Regular meetings of the Board shall be advertised in the school's newsletters, detailing the date, time and place.

All meetings of the Board shall be open unless designated as executive session. Executive session meetings are closed to public and are generally informational meetings only – not meetings where business is conducted and policies recommended in secret. The information in Executive session is considered confidential and should not be shared with the community at large.

The Board shall establish and publish a process for those individual who are not Board members but who wish to address the Board. At St. James School, the process that is available for non-Board members is to send their information to the Board President in writing, at least two week in advance of a meeting. The Board President will review the request or suggestion and present the information during the "reports" portion of the meeting. At that time the Board will determine if the request or suggestion shall be moved to the discussion portion of the meeting. No action is taken on a request or suggestions at the same meeting these are presented. Individuals are thanked and their requests or suggestions are taken under advisement.

Section 2. Non-Scheduled

The Board may be called to special meeting by the Principal or Pastor. Non-scheduled meetings may not take place without either the Pastor or the Principal.

Section 3. Quorum

It shall be necessary that a simple majority of voting members be present at a meeting in order for the Board to transact business.

Section 4. Voting and Appeals

A. The Board shall conduct its business by a call from the President for consensus. This means that all members should strive to agree on issues at hand by arriving at acceptable compromises. The Board President shall take a poll of agreement from the Board prior to making a recommendation. When consensus is reached, acceptable working of policies and recommendations is drafted by the President and presented to the Board for final approval.

B. If consensus cannot be reached on an issue; the issue should be postponed to the following meeting, and then revisited for further discussion. If consensus still cannot be reached, that a simple majority shall be used to carry a motion. Should a tie vote exist, issues may be resolved by the Principal after due consideration.

C. Decisions become effective upon approval of the Pastor and when acted upon by the Principal.

Section 5. Attendance

In the case of absences, the Principal reserves the right to appoint a replacement of any Board member who misses 3 or more regular School Board meetings in any school year. Responsibility for the appointment of new members rests with the Principal with the approval of the Pastor.

Section 6. Procedure

Agenda items are arrived at in collaboration between the Pastor and the President. Agenda items are presented, discussed and appropriate action is taken by the procedure described in Article VI, Section 4, paragraph A.

Article VII. Amendments-

Amendments or revisions to this constitution require a 2/3's vote of the entire voting Board and final approval of the Pastor.