



*Providing exceptional Catholic education since 1902*

St. James the Greater

School Handbook

2018-2019

**St. James the Greater School**

**1360 Tamm Avenue**

**St. Louis, Missouri, 63139**

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**Principal: Mr. Michael Biggs**

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**website:**

**[www.stjamesthegreater.org](http://www.stjamesthegreater.org)**

**DISCLAIMER:**

This Student/Parent Handbook contains established policies and procedures for the 2018-2019 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect

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## FACULTY OF ST. JAMES THE GREATER SCHOOL

Rev. Rajpaul Sundararaj, Pastor

<b>Teacher</b>	<b>Homeroom</b>	<b>Subject Area</b>
Mr. Biggs	Principal	Social Studies 8
Mrs. Roslawski	7 <sup>th</sup> & 8 <sup>th</sup> Grade	
Mrs. Stein	5 <sup>th</sup> & 6 <sup>th</sup> Grade	
Mrs. Cronin	4 <sup>th</sup> Grade	
Mrs. Murphey	3 <sup>rd</sup> Grade	Self-contained
Mrs. Nicely	2 <sup>nd</sup> Grade	Self-contained
Miss Wright	1 <sup>st</sup> Grade	Self-contained
Mrs. Etling	Kindergarten	Self-contained
Mrs. Anderson		Religion 4-8; Art K-8
Mr. Bozesky		Counselor & P.E. K-8
Mrs. Guilliams		Spanish K-8
Mrs. Morice		Music K-8
Mrs. Lewis	Learning Consultant	K-8
St. James the Greater Preschool Program		
Mrs. Connie Jansen	Director and Teacher	Pre-K 4
Mrs. Lisa Durgin	Aide	Pre-K 4
Mrs. Jane Hilton	Teacher	Pre-K 3
Mrs. Carla Ruth	Aide	Pre-K3
Mrs. Katie Ryan	Administrative Assistant	

## PHILOSOPHY OF CATHOLIC EDUCATION IN THE ARCHDIOCESE OF ST. LOUIS

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

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

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

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

The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children. The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership, and the community of faith that supports the educational mission of the Church. (Archdiocesan policy #1100)

## MISSION STATEMENT

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

## PHILOSOPHY

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

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

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

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

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

## WITNESS STATEMENT

### FOR THOSE WHOSE CHILDREN ATTEND CATHOLIC EDUCATION PROGRAMS

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

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

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

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

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

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

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

## **GENERAL STATEMENT OF POLICIES**

School policies of St. James are determined by the Pastor, the Principal, the members of the faculty, and the members of the Board of Education, who represent the parents. This group works together, sharing a concern for the students and for one another. School policies are in accord with Archdiocesan Policies, are made known to the children and to the parents, and are reinforced by the Principal and the members of the faculty.

### **POLICY STATEMENT FOR RECEPTION OF SACRAMENTS**

Significant moments in the religious education of our school children are the celebration and reception of Sacraments. Normally, First Reconciliation and First Eucharist are celebrated during second grade. Confirmation is celebrated every other year for students in grades 7 & 8. In order to be eligible for reception of these sacraments, a child must be a baptized Catholic or have professed faith in the Catholic Church and have fulfilled the requirements of catechetical formation for each sacrament. Parental participation in this catechetical formation is mandatory.

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

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

### **THE HOLY EUCHARIST**

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

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

All school Masses are celebrated weekly at 8:15 a.m. throughout the school year. All parents, relatives, and friends are invited to join in our celebration. These celebrations provide the

opportunity for the children to participate in the Children's Liturgy approved for them, to use their creative ability in preparing their Eucharistic Liturgy, and to receive the instructions of the Priest, which is accommodated to the children's understanding and interest.

## **ST. JAMES THE GREATER SCHOOL POLICIES AND RULES**

### **ADMISSIONS**

#### **ADMISSION POLICY**

St. James the Greater School shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students. (Archdiocesan Policy 4101) Students will participate in all curriculum and religious activities during the school day.

Registration and enrollment for those students entering grades 1-8 is not complete until transcripts and all other pertinent records have been received by St. James the Greater School.

*For those students who were not enrolled by St. James the Greater School for at least one full semester during the previous school year and entering grades 1-8, there shall be a probationary period-academic and behavior- established by the school administration. This probationary period shall not exceed six (6) months. At the end of the probationary period, if necessary, the parents/guardians, school principal, and/or pastor shall confer to determine whether it is appropriate for the student to continue to attend St. James the Greater School.*  
*School Board Policy approved 10/9/17*

#### **ADMISSION PROCESS**

Tuition and all fees are paid August through May (10 payments) through FACTS, annually or semi-annually. Registration fees are non-refundable.

Tuition Assistance: Each family that seeks tuition assistance ***MUST*** complete a FACTS Grant & Aid Assessment form (this form is *not* part of the FACTS Tuition Management Program and must be completed separately). The FACTS Grant and Aid Assessment forms may be picked up at the school office or you may apply online at: [www.factstuitionaid.com](http://www.factstuitionaid.com). There is a \$30.00 fee whether you fill out a paper application or apply online. Further information concerning FACTS Grant & Aid Assessment is available by contacting the school office (647-5244). If you do not request assistance, it is assumed that tuition will be paid on time and in full.

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

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

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

## **CUSTODIAL AND NON-CUSTODIAL PARENTS**

### Registration

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

### Release of Students from School

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

### Release from School Due to Illness

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

### Access to Student Records

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

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

### Second Mailing

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

## **DUAL ENROLLMENT**

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

## **HOME SCHOOLED STUDENTS (ADMISSION)**

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

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

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

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

## **STUDENTS WITH SPECIAL NEEDS**

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

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

(Archdiocesan Policy #5204)

School should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with

special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

(Archdiocesan Policy #5204.1)

### **AFTER CARE PROGRAM**

After-care is available for all St. James the Greater PreK and K-8 students. (If you are on the extended day schedule in PreK there is no additional charge for After Care).

After-care begins at 3:00 p.m.

Pick up no later than 6:00 p.m.

**There is a \$1.00 charge per minute per child for any child picked up after 6:00 PM. This payment must be paid in cash within 24 hours after the violation. Without payment of the violation your child (ren) will not be able to attend After-care.**

After-care is normally located in the cafeteria, but in special circumstances, it may be moved to one of the Carlson's Kids classrooms.

**PRICE:** 3:00pm-6:00pm - \$10.00 per day (\$50.00 per week).

Please note - fees paid for after-care MAY be considered for an income tax deduction.

Please consult with your tax preparer to insure accuracy and eligibility.

**PAYMENT:** Weekly payment coupons will be given to each family enrolled in the after-care program on the first day of school. Payments will be collected by the after-care instructor.

**Payment for the following week must be made the Thursday before the week attending to allow for adequate staffing.**

**Health Forms: Before your child is able to attend After-care, we must have completed health and emergency forms for After-care to ensure your child's well-being.**

**Discipline:** All school discipline policies will be upheld during After-care. Failure to follow school policies could result in suspension or expulsion from the After-care Program.

**Please Note:** After-care will be available on most early dismissal days from the time classes are dismissed until 6:00 p.m. The cost for early dismissal after-care is \$20.00 and students must bring their lunch from home. Sign-up forms for these special days will be included in the weekly newsletter before any early dismissal day.

## **ARRIVAL AND DISMISSAL AT SCHOOL**

The school day begins at 7:50 a.m. and ends at 3:00 p.m. Upon arrival students are to assemble in the lot behind school.

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

Early dismissal days and times are posted on the annual school calendar. Parents will be notified of any other changes in arrival or dismissal times

No lunch will be served on early dismissal days. Students may bring a healthy snack.

### **MORNING DROP-OFF—**

- drive down to the 1<sup>st</sup> basketball stand,
- let the children out,
- continue past the 2<sup>nd</sup> basketball stand and turn left to leave the yard.

### **AFTERNOON PICK-UP—**

- please back into your parking place (**unless you are late**);
- drive straight out.

On inclement weather days do not drive from the top to the lower parking lot to drop-off or pick up students. On such days it is suggested that parents park along Tamm or Wade Avenue and walk their children to the main entrance of the school.

These parking lot procedures are in place to ensure the safety of all of our children. Student safety patrol members are present to assist with student safety.

Bicycles are to be parked and locked in the rack at all times. For safety reasons, bicycles are not to be ridden on the school grounds from 7:00 a.m. – 3:20 p.m. Bicycles must be walked when crossing the parking lot. The school will not be responsible for loss or damage done to any bicycles.

## **ATTENDANCE**

### **ABSENCES**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.)

Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written note should be sent to the school in advance by a parent/guardian stating the time, length, and reason for absence.

(Archdiocesan Policy #4201)

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

When illness does occur prior to the school day we ask that you contact the school office (647-5244) as soon as possible to report a student's absence. The school's administrative assistant will call those parents who do not contact the school.

A written excuse is required for all absences and is to be turned in at the school office the day of the student's return to school. Notes require a date and a parent/guardian signature.

A doctor's note is required for absences of three (3) or more days.

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

**A written doctor's note is required** to the office when a student is unable to participate in Physical Education classes for medical reasons for a given length of time or permanently.

Parents/guardians are discouraged from removing students from school for family vacations. Teachers will not prepare materials for a child whose family chooses to leave for vacation. Work must be made up on return to school.

It is the responsibility of the absentee to find out what work has been missed and to make-up that work by the due date determined by the teacher/administrator.

Students should be prepared to take tests, complete projects, and/or turn in classwork missed during their absence **within two days** of their return to school unless other arrangements have been made with the appropriate faculty member.

Students with ten (10) or more absences in a quarter will not receive grades for that quarter until all work has been completed to the satisfaction of the appropriate faculty members.

## **TARDINESS**

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

A student is considered tardy if s/he is not in her/his homeroom when the 8:00 a.m. bell rings. The child must report to the office to get a tardy slip and present a written excuse for the tardiness **no later than the following school day.**

Children will be marked according to the following:

TARDY:	arrival between 8:00 a.m. – 9:30 a.m.
½ DAY ABSENCE:	arrival/departure between 9:30 a.m. 1:30 p.m.
FULL DAY ABSENCE:	absent the whole day or going home before 9:30 a.m.

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

In grades 4-8, excessive tardiness will result in disciplinary actions.

## **TRUANCY**

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

Students truant from school will serve one (1) day in-school suspensions upon their return to school. Persistent truancy will be reported to the appropriate authorities and could result in withdrawal for cause.

## **COMMUNICATION**

### **APPOINTMENTS WITH TEACHERS**

Parents must call ahead to the school when making an appointment with a teacher. Contact with teachers should be made through school or EduConnect.

Parents should not come to meet with a faculty member unless that teacher has been notified. Please do not come before class in the morning.

### **DISTRIBUTION OF MATERIALS TO STUDENTS**

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

## **INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS**

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

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

## **MAILING LISTS**

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

## **MAINTAINING SCHOOL PRIVACY**

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

Our respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

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

## **MEDIA AND THE SCHOOL**

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

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

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

## **NEWSLETTER**

A newsletter will be emailed towards the end of every week through **School Messenger**, our automated parent notification system. **School Messenger updates nightly using the contact information from EduConnect. Please make sure the school office has your correct contact information.** A monthly calendar is available on the website. We ask that you check these calendars, as they will contain any changes that have been made. Parents and students are encouraged to read the newsletter each week because this is an important means of communication between home and school.

## **QUESTIONING OF STUDENTS**

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

## **STUDENT RECORDS (CONTENTS/ACCESS/TRANSFER)**

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

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

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

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

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

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

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

**Final report cards and/or student transcripts will not be forwarded unless all tuition and fee payments are current.**

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## **WEATHER CLOSINGS/CRISIS INFORMATION**

Due to inclement weather (ice or snow), the school must sometimes be closed. If the forecast is threatening, please keep your radio tuned to KMOX (AM 1120). Also announcements are made on television station KMOV. Our school will be announced as ST. JAMES THE GREATER. You will also receive a call from School Messenger, our automated parent notification system. Please do not call faculty/staff at their homes or the rectory for this information.

If inclement weather occurs during the school day after the children are already in class and the school needs to dismiss early for student safety, a closure messages will be sent to parents through School Messenger and posted with the radio/TV stations mentioned above. Please do not call the school office regarding school closing because of weather conditions, except in an emergency. This will allow the school phone to be kept clear for emergency calls. Parents are always allowed to pick-up their child if they deem it necessary.

No students will be left unsupervised if the school closes early due to inclement weather.

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

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

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

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

## **ELECTRONIC DEVICES/INTERNET USE POLICY**

### **CELL PHONES AND ELECTRONIC DEVICES**

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

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

If a cell phone (or other electronic device) is found in the student's possession during the school day, it will be taken by the administrator/teacher, parents/guardians notified, and returned to the students at the end of the school day.

Inappropriate use of any technology (cell phone, iPod, other mobile devices or school computers) or social media outlet (Facebook, Twitter, Instagram, etc.) will result in swift disciplinary action. Disciplinary action for inappropriate use of any technology and/or social media outlet will include suspension, probation, and/or withdrawal for cause.

## **INTERNET USE POLICY**

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

## **GRADING (CONFERENCES AND REPORTING)**

### **CONFERENCES**

Parent-teacher conferences are held in late October. All parents are invited to come to school for a discussion with teachers concerning their child's progress. Parents are also encouraged to contact the teacher or principal at any time during the school year to discuss academic or behavioral concerns.

### **GRADING**

Student progress is posted online on EduConnect throughout each grading period. Parents have the ability to follow their child's progress as the teachers post the grades on a regular basis.

### **GRADING SCALE**

The grading scale at St. James the Greater is consistent with the recommendations of the Archdiocese of St. Louis Office of Catholic Education and Formation.

A+...100-98	C+...84-82	F...69 or below
A...97-95	C...81-80	
A-...94-93	C-...79-78	
B+...92-89	D+...77-75	
B...88-87	D...74-72	
B-...86-85	D-...71-70	

### **HONOR ROLL**

The "A" and "B" Honor Roll is for students in Grades 4–8.

The "A" Honor Roll recognizes those students who have achieved all A's and only one (1) B.

The "B" Honor Roll recognizes those students who have achieved any combination of all "A's" and "B's".

The Principal's Award is awarded to students in grades 1-8 who show superior effort and conduct (grades "S+" and above).

## **REPORT CARDS**

The school year consists of four grading periods or quarters. Report cards will be distributed at the end of the first three quarters and mailed home at the end of the fourth quarter.

## **HEALTH AND SAFETY**

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

If a child is sick, do not send him/her to school. Students displaying symptoms of a communicable disease or illness will remain in the school office until picked up by the parent/guardian or designated adult.

If a child becomes ill or injured during the day he/she comes to the office and parents/guardians contacted.

In serious instances of illness or injury and parents/guardians cannot be contacted then the school will call the names of those individuals listed on the Emergency Form.

St. James the Greater School enjoys the shared services of a school nurse from the City of St. Louis who comes to our school periodically to keep the records updated. If you are in need of medical coverage for your child please contact the Principal for a program that you may be eligible for sponsored by the State of Missouri.

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

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

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

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

**Chicken Pox**--May not attend school until 6 days following eruption of first crop of vesicles.

**Conjunctivitis**--Exclusion until diagnosis confirmed and effective treatment has begun.

**Head Lice**--Exclusion until effective treatment of scalp, skin, and clothing.

### **Hepatitis Vaccination**

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

**Impetigo**--Must be excluded from school until sores are completely healed.

**Measles**--(German or 3-day) May not attend school until rash has disappeared.

**Mumps**--May not attend school until all swelling has disappeared—usually about 12 days from onset.

**Scarlet Fever**--Exclusion for 7 days or until clinical recovery, whichever is longer;

**Strep Throat**--provided, however, that children may return to school 24 hours after antibiotic treatment is begun if treatment is continued for 10 days.

**Whooping Cough**--Must be excluded from school three (3) weeks from onset of paroxysmal cough.

## **MEDICATIONS**

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

### **Administration of Prescription Medications:**

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

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

1. **The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner.** (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school);
2. Written consent of the parent/guardian for school personnel to administer the medication;
3. The medication must be in the original container;

4. Proper training by parents of personnel on medication administration.

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

## **SIGNIFICANT MEDICAL CONDITIONS**

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. (Archdiocesan Policy #4401.6)

## **STUDENT ACCIDENT INSURANCE**

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

For more information about student accident insurance, please follow this link on the school's website:

[www.stjamesthegreater.org/pdf/accidentinsurance.pdf](http://www.stjamesthegreater.org/pdf/accidentinsurance.pdf)

## **VOLUNTEER WORKSHOPS (MANDATORY)**

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

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

1. Attend Protecting God's Children Workshop (one time is sufficient). A listing of workshops can be found at [www.archstl.org](http://www.archstl.org) (Lower right-hand corner of website – Safe Environment Program)
2. A signed "Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors." This booklet is available at the Rectory Office or on-line at [www.archstl.org](http://www.archstl.org)

3. A completed “Workers Registration” form, which authorizes the parish to run periodic criminal background checks on each volunteer. The State of Missouri requires a copy of your Social Security Card with this form. (The \$5.00 processing fee will be paid through the parish.) Note: Anyone completing this form will be notified whenever a check is performed, by receiving a copy of the results in the mail. (This form replaces the old Criminal Abuse Record Check from M.S.H.P. and is available through the Rectory Office.) You only need to fill out one set of forms to volunteer for any organization or function sponsored by the parish/school.

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

## **INSTRUCTION AND CURRICULUM**

The following subject areas provide the core of the school’s academic curriculum.

Religion	Mathematics	Reading
Communication Arts	Social Studies	Science

Through the generosity of the St. James School and Parish community age-appropriate educational technology is available to each of our students (iPads in grades K-4) and chrome books (grades 4-8). These devices are utilized to enhance both instruction and learning in all areas of the school’s core curriculum.

The “special” classes are Art, Spanish, Physical Education, and Music.

Students in grades K-3 (excluding “special” classes) are self-contained. Students in grades 4-8 follow a departmental schedule.

### **FAMILY LIFE PROGRAM (Grades 4-8)**

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

## **FIELD TRIPS**

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

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

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

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

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

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

- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle should have a valid registration and meet safety requirements.
- The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
- Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
- Adults should not be permitted to smoke in the vehicle.
- Refer to note in Archdiocesan Policy manual regarding children younger than four years of age and weight and height guidelines according to Missouri State law. (SB872)

## **HIGH SCHOOL APPLICATION PROCESS**

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

High school applications are available electronically in November. Specific information about the application process is publicized at that time.

The school principal meets with the individual students to discuss their choices before applications are due.

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

## **LEARNING CONSULTANT**

St. James the Greater School utilizes the services of a learning consultant as an important partner in its educational program. The learning consultant works with students who have special academic needs. The learning consultant also assists teachers by providing alternative strategies to meet the needs of our students. The learning consultant is also available to assist in the completion of the proper papers for educational evaluations that are available through outside agencies.

## **STANDARDIZED TESTING/READINESS ASSESSMENTS**

The Brigance Inventory is administered to incoming kindergarten students in the spring before acceptance into school.

The fall standardized testing program for elementary school children in the Archdiocese of St. Louis consists of the following tests here at St. James the Greater School.

- Iowa Test of Basic Skills (ITBS)      Grs. 2-8
- Cognitive Abilities Test (CoGAT)      Grs. 4, 6, 8

## **LUNCH PROGRAM/TREATS**

St. James the Greater School operates an in-house hot lunch program in the cafeteria. Students can purchase a hot lunch or bring their lunch from home. Milk and juice are available for purchase 40¢ for those children bringing their lunch from home. The hot plate lunch includes one entrée, one side, one dessert and a drink for \$2.25. **Parents have the option of ordering lunch for their child weekly, monthly, or yearly.** Menus are available on the St. James the Greater EduConnect page. Menus can be sent home in the Thursday packets upon request. The order form must be sent back to the school with the payment included.

- If a student forgets their lunch, lunch will be provided and the student will be given an I.O.U. **Students may not bring soda to school.**
- No special lunches or hot lunches are to be brought to a class without permission of the principal. If permission is granted ALL children must be included.
- Free and reduced price lunches are available to those who qualify. To see if you qualify for free or reduced-price lunches (or to learn more about the hot lunch program), please visit the St. James website at: <http://www.stjamesthegreater.org/Lunch.asp>.

## **BIRTHDAY TREATS**

Students celebrate their birthday with their classmates by following the guidelines shown below.

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

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

Healthy snacks are strongly encouraged. Examples of healthy snacks are; fruits, veggies, cheese sticks, yogurt, 100 calorie snacks, popcorn & pretzels.

## **ORGANIZATIONS**

### **HOME AND SCHOOL ASSOCIATION**

There is a Home and School organization with elected officers that meet at various times throughout the year. All parents are invited and urged to attend. The meetings are for parents and child supervision is available.

### **PARISH SCHOOL BOARD OF EDUCATION**

The Board of Education serves in an advisory capacity to the pastor and principal concerning school matter. Meetings are held monthly (except July) throughout the year.

## **SPECIAL EVENTS AND EXTRACURRICULAR ACTIVITIES**

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

Current extracurricular activities present at St. James the Greater are:

Robotics  
Chess  
Student Council  
Bellarmino Speech

As the year progresses other extracurricular activities are made available to the students.

## **CATHOLIC SCHOOLS WEEK**

Catholic Schools Week is a celebration across the nation and at St. James the Greater usually the last week of January. This time has been set aside to recognize the achievements of Catholic Schools. It is a fun filled week of activities that reflect those achievements.

## **FIELD DAY**

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

## **GRANDPARENT'S DAY AND SCHOLASTIC BOOK FAIR**

St. James the Greater School hosts a Grandparent's Day and Scholastic Book Fair every year for grades Pre-K through 3<sup>rd</sup> grade. Pre-K students host grandparents in the morning and kindergarten through 3<sup>rd</sup> grade host grandparents in the afternoon with activities and refreshments.

Students at all grade levels are also encouraged to purchase books at this time.

## **MUSICAL PERFORMANCES**

All grade levels participate in a Christmas musical performance during the December. The Archdiocese of St. Louis hosts a music festival each spring. The grade levels participating rotate from year to year.

## **SENIOR LUNCHEON**

In December upper grade students serve a special luncheon for the seniors of St. James the Greater parish.

## **SOCIAL ACTIVITIES**

Social activities sponsored by St. James the Greater School should be consistent with Christian values and Catholic teaching.

Dances/mixers raise many concerns regarding the safety and security of the students. There are significant challenges in supervising large numbers of students at such an event. In addition, parishes and schools could face legal and liability issues in sponsoring such a dance/mixer. In light of these concerns St. James the School does not sponsor dances/mixers. (Archdiocesan Policy #4303.8)

## **SPECIAL COLLECTIONS**

Throughout the school year, especially during Lent, special collection will occur to help support those in need.

## **SPECIAL LITURGICAL CELEBRATIONS**

During Advent special prayers are offered each morning over the p.a. system. The students participate in a Living Rosary twice a year in October and May. During Lent the students attend Stations of the Cross and during Holy Week offer a Living Stations of the Cross.

## **WEEKLY MASS**

The students, grades 1-8, attend weekly Mass on Tuesday at 8:15 a.m. On a rotating basis students at each grade level help plan portions of the liturgy and the school's student choirs lead the congregation in song. The classes rotate in planning the Mass. Kindergarten begins attending Mass in January. Pre-K does not attend Mass.

## **STUDENT CONDUCT/DISCIPLINE CODE (CONSEQUENCIES AND SPECIFIC POLICIES)**

St. James the Greater student conduct policies coincide with the Archdiocese of St. Louis recommended policies for serious disciplinary consequences.

## **SERIOUS DISCIPLINARY CONSEQUENCES**

**Suspension** (in- or out-of-school) is the removal of a student from all classes for a specified period of time.

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

**Withdrawal for Cause** is the permanent end of enrollment of a student from a school.

(Archdiocesan Policy #4302.1, #4302.2, #4302.3)

## **SPECIFIC CONDUCT POLICIES**

### **Drug, Alcohol & Substance Use and Abuse**

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

Therefore, the possession, use or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or

withdrawal for cause from school. In addition, civil authorities may become involved. (Archdiocesan Policy #4303.2)

### **Harassment**

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

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is physical, visual, verbal, and sexual.

St. James the Greater School investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, it is determined that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken. Archdiocesan Policy #4303.7

### **Internet and Electronic Communication Conduct**

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

This policy applies to communications or depictions through e-mail, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (Archdiocesan Policy #4303.4)

### **Search and Seizure**

School officials with sufficient reasons to do so may search a student's locker or desk. Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials with proper reason.

With good reason, school officials can request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal. (Archdiocesan Policy #4303.5)

## **Tobacco**

As educational institutions dedicated to the promotion of the growth and well-being of every aspect of a student's life, student tobacco use is prohibited at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, St. James the Greater School is a smoke free environment. (Archdiocesan Policy #4303.1)

## **Violence and the Threat of Violence**

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

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

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

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

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

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

### Guidelines:

1. A safe learning environment requires more than the absence of physical conflict or the toleration of others who are perceived to be enemies. Violence prevention includes both reducing the risk factors that lead to violence and strengthening the protective factors that resist violence. St. James the Greater School includes the following among its prevention strategies: identifying the Christian response to situations, reflecting on what Jesus would do in problematic circumstances, emphasizing respect for every person, building students' self-esteem and sense of belonging; teaching students conflict management and stress management skills, fostering positive relationships among students and between students and adults, maximizing students' academic achievement, promoting appreciation

of differences media literacy, and providing parent education related to violence prevention.

2. The faculty and school/parish community should be made aware of the causes and signs of possible violent behavior.
3. St. James the Greater School utilizes its Care Teams to assist with addressing possible problems before violent behavior occurs.
4. All reported or observed instances of threatened or actual violence are addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling suspension, withdrawal for cause, and legal action depending on the severity of the incident.
5. If a student engages in serious, threatening, or violent behavior the following steps will be taken:
  - a. The student will be removed from any contact with the school and parents/guardians informed that a meeting will be held regarding the consequences.
  - b. Appropriate diocesan officials will be contacted (staff of the Catholic Education Office).
  - c. The student's behavior will be reviewed to determine if it is grounds for "withdrawal for cause". (Archdiocesan Policy #4303)

**STUDENT CONDUCT CODE  
(GOALS/BEHAVIOR CHARTS/DETENTIONS/HOMEWORK)**

**GOALS OF THE STUDENT CONDUCT CODE**

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

**TO ACHIEVE THESE GOALS, THE FOLLOWING GENERAL EXPECTATIONS OF STUDENTS APPLY:**

1. Items not appropriate for academics may not be brought to school. All items taken from students will be turned in to the office and returned at the end of the day.
2. School and church property should be cared for by everyone. Damage or destruction to school property is a serious offense and students and parents are liable for restitution.
3. Fighting, name calling, harassment, inappropriate words, gestures or mannerisms are not tolerated.
4. Students are never to leave school property without permission.
5. Cheating and stealing are forbidden.
6. Chewing gum is not permitted on school property during the school day.
7. No food is to be taken from the cafeteria to the playground.

## BEHAVIOR CHARTS

All students in grades K-8 will have a behavior chart to track their daily behavior. All behaviors are divided into LOW- MID- HIGH categories for grades K-8. Behaviors and Consequences are listed with each category in the Handbook.

### Grades 4-8

- In grades 4-8, the students will be responsible for carrying their own behavior chart at all times.
- Parent will need to sign the behavior chart every time a detention has been assigned to the student.
  - **Low --- Category A --- One demerit violation**
    - **10 Category “A Level” demerits result in a detention**
  - **Middle --- Category B --- Two demerit violation**
    - **10 Category “B Level” demerits result in a detention**
  - **High --- Category C --- Five demerit violation**
    - **Category “C Level” demerits result in a detention**

### Grades K-3

- In grades K-3, the behavior chart will be in a pocket in their assignment notebook.
  - Parents will need to sign the behavior chart **nightly** along with the assignment notebook.
  - Behaviors are listed on the back of the behavior chart and consequences are listed in the Handbook.
  - Students will color all empty squares on their behavior chart daily.
    - **Low---Category--- Teacher will write in 1 square with the behavior code.**
    - **Mid---Category--- Teacher will write in 2 squares with the behavior code.**
    - **High---Category ---Teacher will write in 3 squares with the behavior code.**
  - The behavior chart will help students, parents, and teacher track the child’s behavior.
  - Teachers will individually provide weekly rewards for positive behaviors.
- Other consequences for grades K-3 --see chart in Handbook.

## DETENTIONS

Once the student’s demerit level reaches a detention, the behavior chart will need to be signed by the parent.

1. Students will be sent to the office to call parents if behavior chart is not signed and returned the next day.
2. Failure to return behavior chart a second day will result in a second detention.

3. Administration will request parent meeting if behavior charts are not returned a third day.
4. Students who serve three detentions in a semester will meet with the administration and could be placed on suspension and/or asked to withdrawal for cause.
5. Grades 4-8- Detentions will be served on Thursday of each week for 30 minutes from 3:00-3:30 PM.

### **Upper Grade Detention Categories:**

#### **Low --- Category A --- One demerit violation** (10 Category "A Level" demerits result in a detention)

1. dress code violation
2. delaying class
3. missing assignment
4. not having needed classroom materials
5. red note in assignment notebook not signed
6. inability to produce demerit card
7. chewing gum
8. head down in class

#### **Middle --- Category B --- Two demerit violation** (10 Category "B Level" demerits result in a detention)

1. disrupting class: out of seat, talking out, throwing things, etc.
2. not engaging in assigned activity
3. playing in the bathroom or hallways
4. sleeping during class
5. cell phone, iPad, or other electronic device not put away daily
6. Unchristian-like behavior or language

#### **High --- Category C --- Five demerit violation** (Category "C Level" demerits result in a detention)

1. leaving assigned area/classroom without permission
2. display of physical aggression
3. destroying or damaging school property
4. sharing answers/homework or cheating
5. vulgar language
6. arguing or talking back
7. taking someone else's personal belongings
8. any type of bullying behavior
9. refusal to follow direct instruction of staff
10. repeatedly unable to produce demerit card

#### **Additional High --- Category C --- Consequences**

- Sent to Principal's Office

- Phone call home to parents by teacher and/or Principal
- Could result in suspension and/or withdrawal for cause as determined by the Administration

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

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

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

### **Additional Upper Grade --Homework/Assignment Policies:**

**(Late work will be reflected in the conduct grade.)**

#### **Homework Policy-**

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

**Daily Assignment-** If an assignment is not handed in on time students will be given **1 demerit** and will complete assignment during recess at the discretion of the teacher.

**Short Term Assignments (2-5 days) -** If an assignment is not handed in on time students will be given **2 demerits** for each day the assignment is late.

**Long Term Assignments (6 days or longer) -** If an assignment is not handed in on time, students will be given **3 demerits** for each day the assignment is late.

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

#### **Test signatures-**

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

## K-3 Discipline Policy

Listed below are the most common disruptive and/or harmful behaviors.

Low --- Category A	Middle --- Category B	High --- Category C
Off-task--Playing in class with tools & supplies	Refusal to work or participate in class	Disrespectful behavior--Arguing and/or talking back to teachers or other adults.
Disrupting class by talking out, walking around, throwing things or touching others	<b>Repeatedly</b> disrupting class by talking out, walking around, throwing things or touching others	Using hurtful actions--physically pushing, fighting, kicking others, or unwanted touching
Not following directions	Playing in bathrooms and hallways.	Using hurtful words and Unchristian like language.
Unwilling to share	Taking someone's personal items, thoughts & words	Leaving classroom without permission.
		Destruction of property of others or school
		Taunting/threatening behavior
		Cheating

## K-3 Discipline Policy Consequences for Each Category

Low --- Category A	Middle --- Category B	High --- Category C
Teacher notation in <b>one</b> square on behavior chart.	Teacher notation in <b>two</b> squares on behavior chart	Teacher notation in <b>three</b> squares on behavior chart
	Complete <b>THINK</b> Sheet	Complete <b>THINK</b> Sheet
	Walk on the " <b>Thinking Path</b> " at recess. Time determined by teacher	Walk on the " <b>Thinking Path</b> " at recess. Time determined by teacher
		Sent to Principal's office
		Phone call to parents by teacher and/or Principal

**High --- Category C ---Behaviors ---** Could result in suspension and/or withdrawal for cause at the administration’s discretion.

### K-3 Discipline Policy Consequences for Each Category

Low --- Category A	Middle --- Category B	High --- Category C
Teacher notation in <b>one</b> square on behavior chart.	Teacher notation in <b>two</b> squares on behavior chart	Teacher notation in <b>three</b> squares on behavior chart
	Complete <b>THINK</b> Sheet	Complete <b>THINK</b> Sheet
	Walk on the “ <b>Thinking Path</b> ” at recess. Time determined by teacher	Walk on the “ <b>Thinking Path</b> ” at recess. Time determined by teacher
		Sent to Principal’s office
		Phone call to parents by teacher and/or Principal

**High --- Category C ---Behaviors ---** Could result in suspension and/or withdrawal for cause at the administration’s discretion.

### UNIFORMS

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

The appearance and dress of the students is the primary responsibility of parents/guardians. However, St. James the Greater School has established policies, guidelines and regulations for students’ appearance. Because students are perceived as representatives of the school, the school has a reason and a right to expect students to dress appropriately and groom themselves. (Archdiocesan policy #4303.6)

**GIRLS**

\*\*\*These items must be ordered from and purchased through:

***Just Me Apparel***  
 232 Old Sulphur Spring Road  
 Manchester, MO. (636.391.3551)  
[www.justmeapparel.com](http://www.justmeapparel.com)

- **St. James the Greater Pre K and Grades K through 3** – ‘Carden’ plaid jumper (aka ‘shift’) \*\*\*
- **Grades 4 through 8** – ‘Carden’ plaid skirt \*\*\*

- *All grades - Accompanying the uniform, students may wear black ankle-length leggings with or without the St. James logo. Those who have already purchased grey or black leggings with the St. James logo through Just Me Apparel may continue to wear them. ( School Board Policy approved 11/2/15)*

**Items that must be ordered through school:**

- Forest green polo shirts with St. James logo – to be ordered through school
- Optional: Forest green fleece with St. James logo – to be ordered through school in the fall.

**Shoes:** Tennis shoes only – regular-height heels (no platforms). Shoes must have closed backs and toes and cannot light up or play music.  
No skate shoes (i.e. “Heelies”) are permitted.

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

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

**Jewelry:** Although earrings are allowed, girls are not allowed to wear dangling or wire earrings to school because of the danger when having P.E. class or pulling off and on their sweatshirts, etc.  
No ankle or wrist bracelets or necklaces other than a religious medal; no body piercings.

**Hair:** Girls’ hair must be a natural color.

**BOYS** (Pants and shorts may be purchased at the store of your choice.)

**Pants:**

**St. James the Greater Pre K and Grades K through 5 –**

- Navy blue long pants or navy blue shorts (no cargo pants or shorts).
- Shorts may be worn until November 2<sup>nd</sup> and beginning again on April 1<sup>st</sup>.
- Excluding Pre K, boys must wear a plain black or brown belt on their pants.

**Grades 6 through 8 –**

- Navy blue or khaki long pants & navy blue or khaki shorts (no cargo pants or shorts).
- Shorts may be worn until November 2<sup>nd</sup> and beginning again on April 1<sup>st</sup>.
- Boys must wear a plain black or brown belt on their pants.

**Items that must be ordered through school:**

- Forest green polo shirts with St. James logo – to be ordered through school.
- Optional: Forest green fleece with St. James logo – to be ordered through school in the fall.

**Shoes:** Tennis shoes only – regular-height heels (no platforms). Shoes must have closed backs and toes and cannot light up or play music. No skate shoes (i.e. “Heelies) are permitted.

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

**Jewelry:** Boys are not allowed to wear earrings to school; no ankle or wrist bracelets or necklaces other than a religious medal; no body piercings.

**Hair:** Boys’ hair must be a natural color. Hair must not touch the collar on the uniform shirt.

**Gym Uniform:** Gym uniforms may be ordered through school.

**Grades 3 through 8 (boys & girls)** – the gym uniform consists of black shorts with St. James logo, and a gray T-shirt with St. James logo.

Tennis shoes (with strings or Velcro) and socks must be worn during gym class.

*(Please note: Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students do NOT wear a gym uniform!)*

## **VISITORS**

School entrance doors are locked at all times to provide a safe environment for our children. All visitors must report to the school office at the front entrance on Tamm Avenue. Visitors must always use the front door of the school. There is a doorbell to the left of the door.

Visitor/volunteer must register at the front desk and receive a badge. The badge must be worn during the time the visitor/volunteer is in the building.

WITNESS STATEMENTS FOR STUDENTS WHO ATTEND CATHOLIC SCHOOLS

KINDERGARTEN

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

GOD LOVES ME,  
I LOVE GOD.

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

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

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

GRADES 1 – 2

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

GOD LOVES ME  
I PROMISE TO LOVE GOD BY:

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

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

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

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

- BEING RESPECTFUL OF OTHERS
- HELPING OTHERS IN NEED

-BEING KIND AND INCLUDING OTHERS WHEN I PLAY

GRADES 3-4-5

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

GOD LOVES ME.

I PROMISE TO LOVE GOD BY

-PARTICIPATING IN THE MASS AND SACRAMENTS,  
ESPECIALLY SUNDAY EUCHARIST

-SPENDING TIME PRAYING EACH DAY.

-LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE  
TEACHINGS OF JESUS.

-RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

-LEARNING WHAT JESUS EXPECTS OF ME.

-RESPECTING MY BODY AS A GIFT FROM GOD

-BEING A PERSON WHO IS TRUTHFUL AND FAIR.

-BECOMING THE BEST PERSON THAT I CAN BE

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

-HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.

-GIVING GOOD EXAMPLE AS JESUS DID.

-PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF  
MY PARENTS/GUARDIANS, TEACHERS AND CHURCH

-BEING RESPECTFUL AND NOT HURTING OTHERS OR  
MAKING FUN OF THEM

GRADES 6-7-8

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

GOD LOVES ME.

I PROMISE TO LOVE GOD BY

-STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—  
AND HIS CHURCH

-PARTICIPATING IN THE MASS AND SACRAMENTS,  
ESPECIALLY SUNDAY EUCHARIST  
-DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY  
PRAYER  
-READING SACRED SCRIPTURE TO HELP ME UNDERSTAND  
GOD'S PLAN OF SALVATION

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

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

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

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

Dear Parents and Guardians,

Please read the entire handbook, then sign and return this page to the school office by Friday, August 24, 2018.

Thank you.

Michael Biggs  
Principal

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I have read the 2018-2019 edition of the St. James the Greater School Handbook and am aware of all the "Policies and Regulations".

Family Name: \_\_\_\_\_