

# 2020-2021 Parent/Student Handbook



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[www.sjcstx.org](http://www.sjcstx.org)

***“Keeping God in Everything We Do!”***



## **ST. JAMES CATHOLIC SCHOOL**

St. James Catholic School is a fully accredited parochial school with programs for children from eighteen months of age through eighth grade. The curriculum presents a holistic view of education, providing an environment where children can grow intellectually, spiritually, socially, and culturally. The guiding philosophy of the uniqueness of each child of God leads the staff to join with the parents in seeking to bring to every student a knowledge of his/her own worth and potential.

Admission to St. James Catholic School or participation in school programs is not denied to students on the basis of race, color, ethnic or national origin. Admission shall not be denied because of any disabling condition unless it is clear that the staff, due to inadequate professional training and/or the school's program, will not be able to meet the student's needs.

**ST. JAMES CATHOLIC SCHOOL  
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*The Administration reserves the right to make amendments  
to the Parent/Student Handbook when issues warrant such action.*

## INTRODUCTION

The goal of St. James Catholic School is to provide a Christ-centered atmosphere in which each child can be challenged to strive for the highest possible level of formation, both spiritual and academic. The administration, faculty, and staff strive to instill a love for truth and a love for learning in each student. If effective learning is to take place, an atmosphere of study and Christian conduct must exist. All students are expected to practice self-control and good order at all times for the common good of the school. St. James Catholic School looks to the home for support and cooperation in the implementation of these directives. **Your attendance at St. James Catholic School indicates your willingness to comply with the school's policies, procedures, and regulations.**

## HISTORY OF ST. JAMES CATHOLIC SCHOOL

St. James School was built in 1850 and holds the honor of being “the oldest building in the state of Texas continuously used as a school.” It was built of stone and a new type of concrete which was more durable than the “dobie” common to the area. It was used as a male academy until the year 1876. At that time, a group of Jesuit priests bought the building and opened a seminary for young men under the name of St. Joseph's. The facility sold in 1880 to the Incarnate Word Sisters, and they ran it as an orphanage and school. In 1929, St. James Church purchased the school, and it has been a parish school ever since. The Incarnate Word sisters continued to serve the school for a total of 120 years. The last Incarnate Word sister retired in 2000. In 1950, two additional classrooms were built as an extension of the original building. In 1962, the Historical Society awarded the medallion to the school. In 1973, as enrollment continued to increase, six new classrooms were built on the lot directly south of the original building. In 2003, the addition of the new Parish Family Center has added another three classrooms, new library, gymnasium, science lab, and meeting rooms to the campus.

A history can simply be a record of dates, or it can be a record of achievements. St. James Catholic School is proud to have recorded numerous achievements during its long history. Among them are the following: a committed faculty, relevant curriculum and innovative programs, the continued success of its graduates, the return of many graduates as parents of St. James students, and the support and commitment of the families toward a value-based Catholic education. Our school community looks forward to on-going achievement and development as an integral part of St. James Catholic Parish. We are proud of our past history and look forward to the future with enthusiasm.

# **ST. JAMES CATHOLIC SCHOOL**

## **MISSION STATEMENT**

***“KEEPING GOD IN EVERYTHING WE DO”***

## **VISION**

The vision of St. James Catholic School is to nourish the spiritual, intellectual, social, cultural, and physical needs of the whole child within a strong, Catholic, family-oriented environment. Our goal is to produce compassionate life-long learners, faithful stewards, and influential leaders for a diverse and changing world.

## **PHILOSOPHY**

The philosophy of St. James Catholic School is to provide a God-centered environment in which the dignity of every person is respected, children learn and grow to be responsible members of the Christian community, and they become more Christ-like in their daily actions. Working in partnership with parents, the primary educators of their children, St. James Catholic School strives to meet the spiritual, intellectual, social, cultural, and physical needs of individual students and to prepare them to assume their roles as Christian stewards of the world today and in the future.

## **GOALS AND OBJECTIVES**

To develop our students into intellectual communicators who are self-motivated, critical thinkers, and lifelong learners.

To develop our students into productive citizens who will give service to their community, show strength of character, and serve as Christian role models.

To develop students who respect all life, take pride in their appearance, and who recognize that our bodies are temples of the Holy Spirit.

To develop spirits who will be teachable and who will model Gospel values in their day-to-day interactions with others.

## **ACCREDITATION**

St. James Catholic School is fully accredited by the Texas Catholic Conference (TCC). The Texas Catholic Conference is a publication for all Roman Catholic dioceses with cities located in the state of Texas. The superintendent’s Department of the Division of Education of the TCC is directly concerned with the schools. The superintendents meet

periodically to discuss common issues and make recommendations to the Bishops. They are assisted by the Education Director of the Texas Catholic Conference Education Agency (TCCED) who is also the official representative of the dioceses in their relations with the Texas Education Agency (TEA). The TCCED coordinates and supervises the accreditation of all Catholic Schools in Texas by the Texas Catholic Conference Accreditation Commission.

### **2020-2021 THEME**

*"We love because he first loved us."*

**1 John 4:19-21**

Our theme for this school year is "**We love because he first loved us.**" We will be **encouraged to love others the way He first loved us** in our lessons, bulletin boards, prayers, and service-oriented projects. We shall examine more thoroughly what is entailed in being loving to ourselves and loving others in order to be more like Jesus.

### **CATHOLIC EDUCATION**

Parents, as well as those who take their place, are obliged and enjoy the right to educate children. The duty and the right of educating belong in a unique way to the Church which has been divinely entrusted with the mission to assist young men and woman so that they can arrive at the fullness of the Christian life. Among educational means the Christian faithful should greatly value schools, which are of principle assistance to parents in fulfilling their educational task. Parents should cooperate with the school's teachers to whom they entrust their children to be educated, while teachers have the duty to collaborate closely with parents through associations and meetings.

Code of Canon Law: 793, 794, & 796

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## ACADEMIC LIFE

### ACADEMIC RESPONSIBILITY

Parents often ask how they can help their child in school. What can they do to ensure success? While some of the responsibilities may seem simplistic, they are all essential. As you can see, it takes more than teacher input. It also takes a firm commitment from students and, equally important, parents. What happens in school is only a small part of the educational process. The follow-up at home, by both student and parents, is vital for success.

As parents and educators, we are dedicated to helping children to become responsible citizens. Students must learn not only responsible conduct behavior but also responsible academic behavior. To this end, students, especially Upper School students, are ultimately responsible for completing their own assignments and homework and for remembering to bring their own books, homework, assignments, and materials to class. Students are **discouraged** from calling home for forgotten books, homework, or materials.

**Although teachers try their best to notify parents if students have lost books or materials or have missing assignments, it is the ultimate responsibility of the student to keep track of school assignments, grades, and materials and to relay this information to his or her parent.** Students should make arrangements with teachers or outside tutors for extra help if further academic assistance is needed. At the beginning of the year, teachers will send home the times they are available to give students extra help.

#### The Teacher Will:

- Present material
- Explain the subject
- Model material
- Answer questions
  
- Provide practice
  
- Reteach and clarify
- Assess and grade
  
- Encourage students
- Create a safe environment

Acknowledge **QUALITY**

#### The Student Will:

- Listen to presentation
- Question if uncertain
- Follow examples
- Record assignments
  
- Review daily lessons discussed in class
- Do homework and turn it in on time
  
- Honor due dates
- Have required supplies
  
- Keep track of materials
- Be prepared for class

Strive for **QUALITY**

#### The Parent Will:

- Make school a priority
- Provide quiet work area
- Provide student supplies
- Monitor homework and due dates
- Ensure daily review in all academic subjects
- Reward good work and provide redirection for poor work
- Ask to see graded work
- Encourage reasonable bedtime

Encourage **QUALITY**

### QUALITY WORK IS

EXCELLENT  
CREATIVE  
MECHANICALLY CORRECT  
METICULOUS AND TIDY

ON TIME  
ERROR FREE  
PRECISE  
DESERVING OF RECOGNITION

## **ASSIGNMENT BOOKS/PLANNERS**

School assignment books/planners are required for students in grades 4 – 8. The school has specially designed planners, which are purchased from the school, for students in grades 4 - 8. All students will use these assignment books daily. The younger students have homework folders that the teachers provide. Teachers will try to ensure that students write their assignments in their books, and parents will check assignments books on a regular basis.

## **CONFERENCES**

All students will have a Parent/Teacher conference at the end of the first reporting period and at the end of the third reporting period if necessary. Additional conferences may be scheduled according to need. Special conferences are necessary when a student's work and/or behavior deteriorate to the extent that his/her welfare and that of his/her classmates suffer.

## **CURRICULUM**

The curriculum of St. James Catholic School is based on the Curriculum Standards of the Archdiocese of San Antonio, which is used by all schools in the Archdiocese of San Antonio. The Archdiocesan Curriculum Standards are based on the accreditation standards of the Texas Catholic Conference on Education and aligned with the Texas Essentials Knowledge and Skills (TEKS). The curriculum embraces the instructional shifts of National Standards and infuses our Catholic identity throughout our teaching. The curriculum includes Religion and all subjects required by the State of Texas and Texas Catholic Conference.

It is important to note that the Archdiocesan Curriculum Standards are standards and not curriculum. Curriculum encompasses the whole of what is being taught – standards, instructional resources (i.e. textbooks), instructional methods, and assessments. Our standards provide the expectation of the concepts and skills that are taught for each grade level and in the various content areas.

Instruction at St. James is in accord with the Curriculum Standards provided by the Archdiocese of San Antonio. The PK – 8 curriculum covers a basic set of core subjects in religion, math, science, social studies, language arts, Spanish, physical education, art, music, and computer technology. Textbooks are selected from the Archdiocesan-approved textbook list and are used to support instruction of the curriculum. In addition to the Archdiocesan Curriculum Standards, PK 2-4 uses the Frog Street Curriculum, one that is especially designed for Early Childhood. Extracurricular activities, such as drama, athletics, 4H, Science Engineering and Robotics, Junior Master Gardening, and PSIA, CAAC, and One Act Play Competitions are offered during or after school. Parents may review the curriculum in the school office.

## **EARLY CHILDHOOD PROGRAM – Programs available for both full day and half day**

### **Pre-Kindergarten – 3K and 4K**

Both 3K and 4K are Kindergarten "readiness" curriculum, offering manipulative activities in language arts, math, science, art, music, large and fine motor skills, social studies, computer concepts, and social interaction. Both 3K and 4K use the *Frog Street* Early Childhood programs. They also attend Mass weekly and incorporate various educational field trips. **Additionally**, 4K uses a kindergarten curriculum in both math and phonics/spelling/reading. 4K uses the kindergarten level of Saxon Math and Saxon Phonics & Spelling and *Reading A-Z* that provides both skill and comprehension activities suitable for emergent readers.

**The 18 month old and 2K (Two year old) curriculum** is flexible and informal and includes sensory, manipulative, creative, physical, intellectual and religious experiences in an atmosphere in which a child will be comfortable either within a group or solitary activity. Additionally, both 2K and 3K use the *Frog Street* curriculum that supports language, cognitive, physical, social, emotional development.

### **MID-TERM/FINAL EXAMS**

Students in the Upper School will take mid-term and final exams. Tests will be administered for academic and preparation purposes. Exams help students to recall curriculum and skills previously taught and to prepare students for taking exams when on a high school level.

### **HOMEWORK**

Homework assignments will be meaningful and fit the intellectual needs of the students. Homework will be based on material that has already been taught. It is the policy of St. James Catholic School to give homework. The purpose of homework is to foster habits of independent work-study; to reinforce learning that has taken place in school; to bring the home and school closer together. Each student must keep a written account of homework. This is his/her responsibility. Please make it a practice to ask your child about homework and also about papers to be signed.

A reasonable amount of homework may be assigned daily. Homework time may vary in length and intensity depending on the student and the grade level. Students are expected to complete all homework assignments. Academic consequences are applied when homework is not completed. Homework is a necessary part of serious academic study and should be completed on time. Parents should supervise the completion, but should **NOT** do the assignments. Parents and students should check online for an outline of the weekly homework.

#### **General Timeline Regarding Homework**

- Students in Kindergarten may have 15 minutes of homework daily.
- Students in Grades 1, 2, and 3 may have 30-45 minutes of homework daily.
- Students in Grades 4 and 5 may have 30-75 minutes of homework daily.
- Students in Grades 6, 7, and 8 may have 45-75 minutes of homework daily.

#### **Homework in the Case of Absences**

See "Absence and School Work" in this Handbook.

#### **Late or Incomplete Homework (Grades 1 – 8)**

Late and/or incomplete homework will receive a grade deduction depending upon the age of the child and the subject.

### **PROGRESS REPORTS**

A progress report will be issued at mid-quarter each nine weeks to all students in grades K - 8. Progress reports will be e-mailed home. Parents may make appointments to discuss progress reports with the teacher through the school office.

## **REPORT CARDS**

Report cards are issued four times a year at the end of each quarter for grades PK - 8. Report cards will be e-mailed home except for the final report card. Parents will receive a hard copy of the final report card.

## **GRADING CODE**

### **PK 3 and PK 4**

E - Excellent  
S- Satisfactory  
P- Progress  
N- Needs Improvement  
N/A - Not Applicable

### **Kindergarten and Grade 1**

E-Excellent  
S- Satisfactory  
P- Progress  
N- Needs Improvement  
N/A- Not Applicable

## **Kindergarten through Grade 8 Interpretation of Mastery in Standard Skills**

O - Outstanding Effort (94)                      S - Satisfactory Effort (85)  
I - Improvement Needed (75)                 U - Unsatisfactory Effort (below 70)

## **Grades 2 through 8 Scholastic Grades**

100-94            Exceptionally High Achievement  
93-85             High Achievement  
84-75             Average Achievement  
74-70             Low Achievement  
69- 0             Failure to Master Material

## **Grades 2 through 8 Conduct Grades**

O= Outstanding (0-1 write ups for the quarter)  
S= Satisfactory (2-5 write ups for the quarter)  
I = Improvement Needed (6 or more write ups in the quarter)  
U= Unsatisfactory (suspension received in that quarter)

**NOTE:** An automatic detention is equivalent to 3 write ups when determining conduct grades. Conduct grades for PK – 1<sup>st</sup> are similar to that of the older students but are based on teacher observation rather than number of write ups.

## **PROMOTION, RETENTION, AND PROGRESSION THROUGH GRADES**

Progress through the grades is a matter of achievement in the basic skills as well as of age, maturation, and social development. The majority of students will be well-adjusted and will move through the adopted course of study at the rate of one grade per year. However, some students may experience difficulty in mastering the academic phases of the school program and will profit more from school if retained one grade. **Special consultation with the parents, teachers, and principal will be arranged in sufficient time in each case.** The final decision regarding a student's promotion and/or class placement within a grade rests with the school.

The following are the specific regulations for promotion for various grade levels:

5K – Grade 1                      A student must have at least a "P" final average in reading and mathematics in order to advance to the next grade level.

Grades 2 - 5                      A student must have at least a "70" in Religion, Language Arts, Reading, and Mathematics and an overall "70" average.

Grades 6 - 8

A student must have a "70" in all six **core** subjects. A student who fails more than two subjects will not be promoted.

### **ACADEMIC RESPONSIBILITY CONTRACT**

An Academic Responsibility Contract may be issued to a student who insists that he or she wants to attend St. James School but whose past academic performance has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Academic Responsibility Contract. Such a student and his/her parent or guardian must sign an Academic Responsibility Contract with the school administration that spells out renewed cooperation.

## **ADMISSION, CLASSES, AND REGISTRATION**

### **ADMISSION**

Catholic Schools of the Archdiocese are open to all students, but preference must be given to students of the Catholic faith. If physical space makes it necessary to restrict the intake of students in a given school, priority must be given to students of Catholic parents residing in the parish and those who have demonstrated support of Catholic education in the past.

### **AGE FOR ENTERING SCHOOL**

St. James Catholic School follows the state regulation. All students must be the correct age or older by **September 1** of the year entering for grades PK 3 – Grade 2. Administration must see birth certificates and shot records for all new students, as well as transcripts or school records for all new students in K-8. **All students in PK 3 and above must be totally toilet trained, including those who were in PK 2 at St. James the previous year.**

### **CLASS SIZES**

Class sizes must be in compliance with TCCB-ED Accreditation guidelines and regulations. In all cases, class sizes are appropriate for effective teaching and learning. The Texas Catholic Conference Education Department class size directive is as follows:

<b><u>Grade Level</u></b>	<b><u>Maximum Size</u></b>
18 months - 2K	18-22 students (with full-time paraprofessional---state guidelines)
3K, 4K	18 students (up to 25 with full-time paraprofessional)
5K	22 students (up to 30 with full-time paraprofessional)
1-3	30 students
4-8	35 students

The School Council reserves the right to limit class size lower than these standards.

### **CLASS SECTIONING**

Class sections will be determined to maintain the most evenly balanced split between the two sections. They will be determined by administration and previous teachers based on gender, reading ability if applicable, work ethic, and harmonious interaction among students.

In any instances, if a child has a documented need or condition requiring special attention, the principal or his/her designee will make an effort to ensure that student is assigned to a section that has instructional staff most competent to work with that child. Students may be re-assigned at any time during the registration process or afterward.

## **RE-ENROLLMENT**

### **General Information**

Re-enrollment at St. James Catholic School is not automatically extended to every student. This privilege is reserved for those students for whom St. James Catholic School has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment at any time during the school year if attitude, behavior, and academics become negative. Parents are expected to be supportive of the school's philosophy and the educational efforts put forth by the teachers, administration, councils, and pastor. The attitude and behavior of parents and their willingness to follow school procedures and requests are also a consideration for re-enrollment of their children.

### **Parental Cooperation**

Parental cooperation is required for continued enrollment. Parents are expected to cooperate in good faith with the implementation and enforcement of all St. James Catholic policies and procedures as stated in the Handbook and requested by the principal. Parental behavior or failure to cooperate shall be grounds for removal of any student from the school. Additionally, parents are expected to speak and act in a Christian, positive manner. Disrespectful behavior, vulgar language, verbal or physical abuse may cause a situation where a family may be required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.

The operation of the school is based on the following factors:

- The best interest of the child(ren) is the first consideration in all administrative procedures, practices, and decisions.
- The teacher is the key factor in instruction, and every child should be instructed by well-qualified professional personnel.
- The high standard of education should be maintained by continuous evaluation and revision of the curriculum, organizational structure and methodology based on the latest valid research, changing goals in society, and school objectives. Close communications should be maintained among the pastor, principal, teachers, parents, and the community.

## **RE-REGISTRATION OF EXISTING STUDENTS**

Registration of students currently enrolled begins in February and is conducted online through RenWeb and FACTS. Parents will be informed of the exact date. In the case of a family with several children, one child's registration fee can be paid to hold the family's place with the balance of the family's registration being due by May 15. Registration fees are non-refundable unless the family moves out of the area.

## **REGISTRATION OF NEW STUDENTS**

Registration of new students will begin in February of each year for the following year and is conducted online through RenWeb and FACTS.

- **Required Documents:** Copies of the certificate of Baptism (if Catholic), an official birth certificate, and the child's immunization record must be presented at the time of registration or no later than the 1st day of school. An emergency data card is kept on file for each student in the office.
- **Payment** of registration fee
- **Non-Discriminatory Policy:** The schools in the Archdiocese of San Antonio admit students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to students without regard to race, national origin, or gender.
- **Special Needs Students:** St. James School may not be able to provide specific educational needs and services required by students with disabilities. Parents will then be referred to other schools providing specific programs. Teachers and/or the principal may suggest, at any time during the academic year that a student be administered special testing procedures provided by Seguin ISD or someone recommended by the Archdiocese to help identify any special learning needs. A conference to discuss specific details of the procedure will be arranged. Requirements for Special Education Referrals are available in the School Office.
- **Transfer Students:** The scholastic, attendance, disciplinary, and health records are required to be provided to St. James Catholic School by parents requesting to transfer any student. Placement of the student is based on those records and on possible testing. Final placement is made after a trial period and teacher observations. All new students will be on automatic conduct probation for his or her first semester. At any time during the probationary period, the student's placement in St. James may be revoked.

## **RECORDS**

- **Permanent Records:** A permanent record including all academic transcripts and testing is maintained on each student according to a system approved by the Superintendent. The school, when a student transfers or graduates, retains these records.
- **Release of Records:** All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian, the parents, and to the student after his/her eighteenth birthday. A non-custodial parent may also have the right of access to the student's educational records. According to the Texas Family Code, Section 1404, 1983, the school will delete all references in the file to place of residence of the custodian of the student before releasing copies of the records. Students transferring to another school must have a signed form in order for our office to fax or mail the official records. The school office may require a twenty-four hour notice and the request in writing before copies of any records will be produced.

## **ASBESTOS**

Asbestos notification is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan located in the Principal's office. In January 2017, we had our three-year re-inspection and in January/February and June/July we have our periodic surveillances. All of these are conducted by **ASTEX ENVIRONMENTAL SERVICES**. The results of these inspections and surveillances are recorded in the Management Plan. The contact person for ASTEX is Leonora Becknal, License #10-5662. She can be reached by contacting (210) 828-9800.

## **ATTENDANCE AND ABSENCES**

### **ABSENCE POLICY**

Students are expected to be present and on time every day. Permission for "special absence" (short or long) must be prearranged. Parents may call or write a note to the principal explaining the situation beforehand. A student is responsible for work missed because of absences. Parents are encouraged to schedule vacations during regular school breaks. Missing several days of classes is detrimental even to the strongest student and causes additional hardship to the teacher.

Students who are in attendance less than 90% (162 days) of the school year may be in jeopardy of advancing to the next level. Repeated unexcused absences may be considered grounds for summer school, suspension, retention, or even dismissal. All cases will be reviewed, and final decisions will be determined by the Principal.

### **EXCUSED ABSENCE**

An excused absence is one over which the family has no control, such as:

- Student illness,
- Serious illness or death in the family
- School-sponsored trips, or
- Emergency

Medical or dental appointments, etc., are to be scheduled outside school time. Exceptions will be made if absolutely necessary, but only after a note from the parents and an appointment card from the doctor, presented either before going or upon returning from the appointment, have been submitted to the office.

A major goal of any school is to teach responsibility to the student. **STUDENTS SHOULD NOT BE OUT OF SCHOOL FOR FAMILY VACATIONS, SCOUT TRIPS, SKI EXCURSIONS, ETC. If a parent believes that a student should miss school for any reason other than illness or a family emergency (such as a death in the family), the parent must contact the Principal in writing in advance of the absence. These absences may be unexcused.**

### **UNEXCUSED ABSENCE**

Any absence that does not meet the above criteria is unexcused. A student's absence from school due to an out-of-school disciplinary suspension is unexcused.

### **ABSENCE AND SCHOOL WORK**

In case of illness, a parent must notify the office before 10:00 a.m. A written excuse from the parent is required each time a student has been absent (even if the parent has called), clearly stating the date and reason for the absence, and is to be presented to the teacher on the day the student returns. This written excuse may be turned in or emailed directly to the teacher. Excessive absences (failing serious illness) may result in the student being asked to withdraw from the school. Permission of the principal is required for a student who has been absent (all or part of the day) to participate in extracurricular activities, and will be given only in unavoidable circumstances.

Books and assignments for a student in grades 2 - 8 who is ill may be requested by calling the school office by 10:00 A.M. Calls after 10:00 A.M. cannot be honored because teachers may not have the free time to prepare the work. The books and assignments may be picked up in the

school office after 3:20 P.M. Please make every effort to pick up requested work. Students (or parents) should check RenWeb and call a classmate for the homework missed when absent.

Each student is to complete all work missed during an absence. It is the responsibility of the student to obtain and complete assignments covered during the period of absence and to make arrangements with the teacher for make-up tests and other help at a time convenient for the teacher. Students are allowed to make up work for excused absences. A student is allowed one day to make up work missed for each day of absence unless the work was due the day of the absence. Make up work for unexcused absences will NOT be given a grade.

Long-term assignments, such as science fair projects, book reports, research papers, etc., will need to be brought to school by 8:00 A.M. on the day they are due whether the student comes to school or not. Grades will be lowered for long-term assignments handed in late.

### **PROCEDURES REGARDING ABSENCES AND LATE ARRIVALS**

- If a child is absent, parents must call the school office before 10:00 a.m. to inform the administration of the nature of the absence.
- A written excuse will be required from parents after a student's absence. **A note from the physician is required when the child has been absent 3 days or more.**
  - Students arriving at school after 10:00 AM will be counted as absent one half day.
  - Students leaving before 10:00 AM will be counted absent all day.
  - Students leaving before 1:00 PM will be counted absent one half day.
  - **Students competing in school sanctioned functions (PSIA, OAP, Robotics, 4H) and their St. James siblings will be counted PRESENT if they do not leave until after Mass or first period of the day OR return for classes in the afternoon if competition is early in the morning.**

### **APPOINTMENTS AND EARLY RELEASE**

Doctor, dentist, and other pre-approved appointments will be excused. However, appointments should be scheduled before or after school if possible. If appointments outside the school day are not possible, they should be scheduled so that students do NOT miss the same class on a regular basis. It is difficult for students to make continued progress if they often miss the same class.

All students who leave campus during the school day must bring a note to the teacher in the morning and be picked up and signed-out in the school office. Please allow ample time for students to be picked up.

### **Excused Appointments**

A note should be sent with the student to the homeroom teacher if the child is to leave early for a doctor, dental, or any other excused appointments, which has been approved by the principal. Parents should sign the student out in the school office. If the student returns to school after an appointment, a parent must sign the student in at the school office. A doctor's note is required when the student returns to school. **Students immediately returning with a form from a doctor's office appointment will be considered excused, and this will not count against perfect attendance.**

### **Early Dismissal or Illness at School**

Parents are required to sign out students leaving the school for any reason. Students will not be permitted to leave with anyone other than a parent unless there has been **written authorization from a parent**. The authorization note must also include a phone number for verification. Identification may also be requested.

### **TARDINESS**

Teaching children to be on time starts very early. When they arrive on time and are picked up on time, children are learning life-long skills. **Students should arrive at least by 7:45 A.M. so that they can begin promptly.** Parents, please cooperate with your child's education by ensuring punctuality. Absence and tardiness interfere greatly with student progress, and tardiness, in particular, causes classroom disruptions.

Students arriving after 7:55 A.M. are considered tardy and **must** be signed in at the office by their parent. Tardy students and their parent, in grades PreK – 8, should go to the main office for an admittance slip. Following the guidelines above, all tardy students must get an admittance slip from the office in order to be admitted to the classroom. Upper School students should give these slips to their homeroom teachers at the first available opportunity, but they should go to their scheduled class after checking in at the office.

### **Excused Tardiness**

Tardiness to school will be excused for the following reasons:

- Court appearance (parent note and court notice required)
- Car accident
- Doctor/Dentist appointment (doctor's note required)
- Extenuating circumstances with administrative approval

### **Unexcused Tardiness**

Oversleeping, car problems, and traffic are not usually excused. In cases of major traffic accidents near the school or excessively bad weather, the principal will announce to the faculty that students arriving a few minutes late to school will be not be considered tardy.

### **Consequences for Unexcused Tardiness**

Each student begins with a clean slate for tardies at the outset of each semester, even though tardies are listed cumulatively on the report card. **Consequences will be given for tardies each semester.**

#### 3 tardies

- Call, e-mail, or letter to parents

#### 5 tardies

- Call, e-mail, or letter to parents
- Equals one day of absence and recorded on permanent record card

#### 7 tardies

- Call, e-mail, or letter to parents
- Student in grades 2-8 serves Weekly Detention.
- Subsequent tardies in increments of five (i.e. 10, 15, 20, etc.) will result in one day of absence for every five tardies and notification to parents.

## **BACKPACKS**

Students may use backpacks to carry their books to and from home. Backpacks should be clearly marked with the student's name.

## **BUILDINGS AND SECURITY**

Students are expected to take pride in the physical setup of the school. It is our intention to keep the school buildings and grounds neat and clean. Students are reminded not to mark or deface any school property. Damage to any school property must be compensated.

The classroom areas of St. James Catholic School are enclosed by fences and gates or within locked buildings. All classrooms and gated entrances to classroom areas are locked during the school day. These areas are monitored by security systems, which require access with a key or code or by being “buzzed” into the office area. Teachers and staff have keys and codes to these areas. Parents and visitors need to go to the school office where the office staff will “buzz” them in for admittance.

## **CAFETERIA SERVICE (Via Independent Contractor)**

All students eat lunch in the school cafeteria. Students may choose to order a lunch via our independent contractor service or bring their lunch from home. Prices for lunch offerings vary. Lunch menus will be available online. Food for purchase is not available between classes. Students may bring a snack for their break time as announced by their teachers. The school does not facilitate payment for items purchased. Parents are welcome to come and join their child for lunch. Parents are also welcome to bring their child/child’s class a special lunch, on occasion (e.g. pizza, etc).

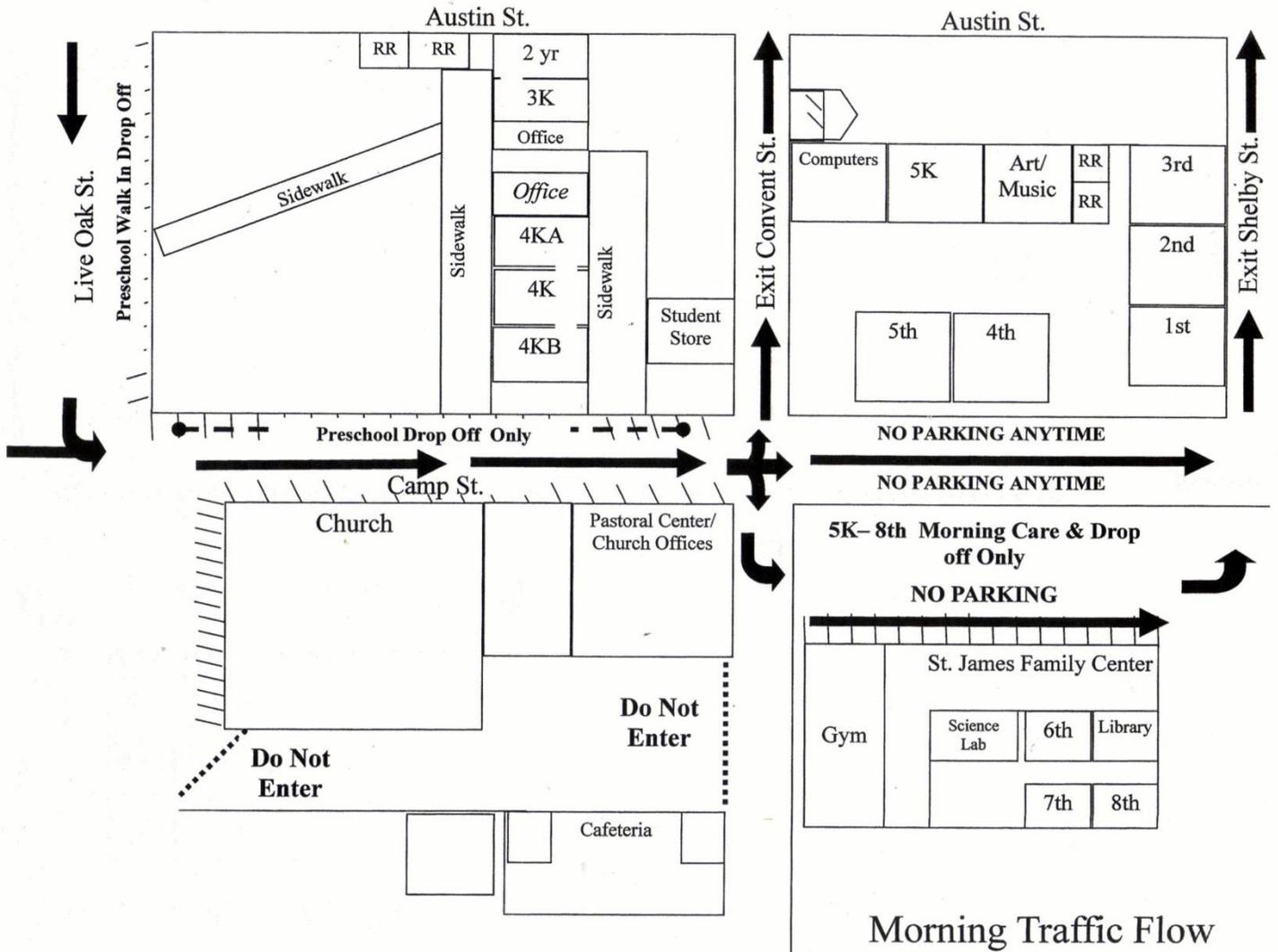
## **CARPOOL PROCEDURES AND TRAFFIC FLOW**

**ST. JAMES CATHOLIC SCHOOL ACCEPTS RESPONSIBILITY FOR CHILDREN BETWEEN SCHOOL HOURS, DURING EARLY MORNING CARE, DURING THE AFTER SCHOOL PROGRAM, AND DURING PRACTICE/GAMES FOR SPORTS FOR STUDENT ATHLETES.**

St. James Catholic School utilizes a car line system to help ensure the safety of all students. Please be sure your children enter and exit your car on the curb side. If you need to help with seat belts, please pull up in the line so that cars behind you can get around.

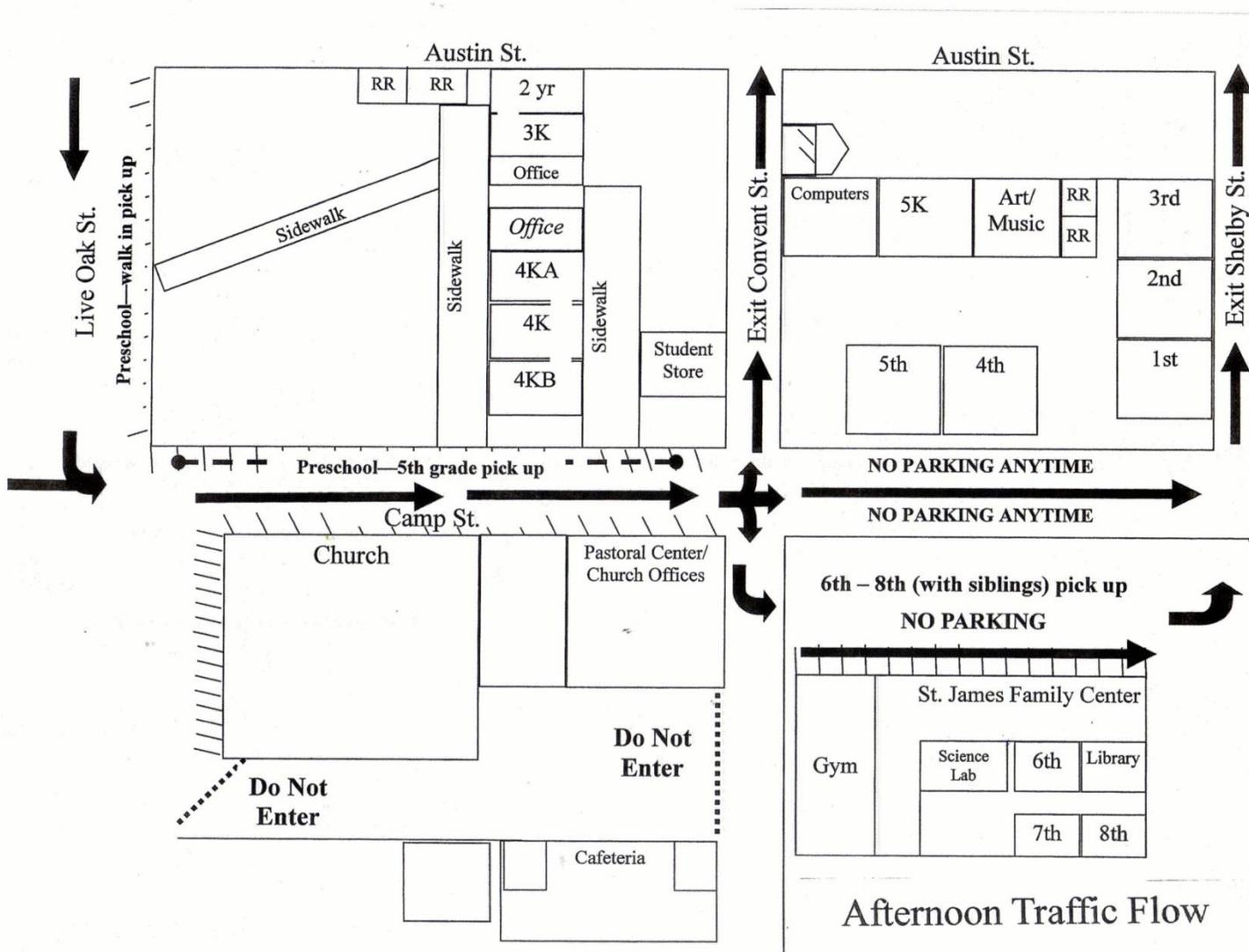
**Morning Routine:** From **7:00-7:45 A.M.**, preschool students may be dropped off on Camp Street at the playground gate. Teachers and safety patrol students will escort them to their respective classroom. 5K-8<sup>th</sup> grade students will be dropped off in front of the St. James Family Center (middle school/gym building) and escorted inside by teachers and safety patrol students to the gym, where they will be supervised until teachers pick them up. **Elementary Gates are not opened until 7:45 A.M. Please do not drop off children or backpacks at the elementary prior to 7:45 A.M.** From **7:45-7:55**, preschool parents may park and walk their children to the classroom. Lower School, Grades 5K-5th students may be dropped off at the gate to the

elementary area on Convent Street or on Camp Street on the side of the street CLOSEST TO THE ELEMENTARY. Parents can watch their children walk to their classrooms. Upper School, Grades 6-8 students will be dropped off in front of the St. James Family Center (middle school/gym building). At 7:55, all tardy students must be walked into the office by a parent/guardian. Office staff will escort them to their classroom.



**Afternoon Routine:** From 3:10 P.M., all preschool – 5<sup>th</sup> grade students (with the exception of students with siblings in middle school) will be picked up at the gate leading into the preschool area by the grotto. Preschool parents wishing to walk in and pick up their children will need to park on Live Oak Street and use the gate to enter. From 3:20-3:30, all middle school students and their siblings will be picked up in front of the St. James Family Center (gym/middle school building). All students left on campus after these pick-up times will be taken to After School Care. After School Care for preschool will be held in the preschool classrooms. After School Care for Lower and Upper School, 5K-8<sup>th</sup> grades, will be held in the cafeteria until 5:00 P.M. After 5:00 P.M., they will move over to the preschool area/classrooms.

If there is a change in your after school plans for your child, please try to contact the school office by 2:00 p.m. If an adult other than the usual driver comes to pick up a child, please let the school office know in **writing that morning**. Please be sure your substitute driver is aware of the dismissal policy. Drivers unfamiliar to the staff should be prepared to show identification. We want to be sure your children are safe.



## **CHANGE OF ADDRESS, TELEPHONE NUMBERS, OR E-MAIL**

Please notify the school office in case of a change of address, telephone number, or e-mail, home or work. It is the responsibility of the parents to maintain current and accurate information on the emergency card and with the school office.

## **CHANGE OF CLASS**

For both courtesy and safety, students should be in single file and should stay to the right. Primary students should walk with their hands behind their backs and "with a bubble in their mouths" to keep from disturbing other classes with unnecessary talking. The older students carry their books to each class. In order not to block hallways and sidewalks, they, too, should walk quietly in single file and stay to the right when changing classes. When traveling through doorways, the first student to reach the door should hold the door open for the rest of the class. During change of class, Upper School students are permitted to get a drink and go to the restroom. Students remaining in the classroom should be in proper decorum. Going to lockers is allowed **ONLY** at certain times, not between every class, so Upper School students need to be sure that they have all their books and supplies needed for the required classes. An Upper School student who enters a classroom for instruction after the beginning bell of the class is **TARDY**.

## **CHILD ABUSE REPORTING**

A person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101*. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The report shall contain: name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect.

Reports shall be made to be made to the Texas Department of Family and Protective Services (DFPS) at their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: ([www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)). On-line reporting can be done at [www.txabusehotline.org](http://www.txabusehotline.org).

If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately. St. James Catholic School's Child Abuse Reporting policy coincides with that of the Archdiocese of San Antonio Catholic Schools policy-\*3507 Child Abuse.

## **CONFERENCES**

Our goal at St. James Catholic School is to make sure all of our teachers are available to answer all of your questions. In order to make sure parents' needs are met, we ask that parents make appointments to speak with the teachers. By making an appointment, parents are sure to have the undivided attention of the teacher, prepared to answer any questions the parent has. We cannot conference at the start of the day or at dismissal as our focus must be on the students. Also, we ask parents to make sure to take advantage of our scheduled parent/teacher conferences during the year.

Conferences with the principal should be arranged by appointment through the school office. Conferences with the assistant principal or teachers are by appointment and should be scheduled by leaving a message on voice mail or e-mail. Teacher voice mail extensions and e-mail addresses can be found in the School Directory and on the SJS website.

## **COMMUNICATION**

### **E-MAIL AND VOICE MAIL**

Teachers' school e-mail addresses and voice mail extensions are listed on the St. James Catholic School Website and in the School Directory. Some teachers prefer that you contact them by e-mail, and others prefer contact by telephone voice mail. Please check with the individual teacher about the most convenient method of contact. Parents who need to communicate with teachers should call the school office or e-mail teachers at their school e-mail address. Calls will be returned when teachers become available. Please respect the teachers' and staffs' private lives after school hours.

St. James School utilizes RenWeb, a web-based grading system. Parents are asked to review their child's grades and homework assignments on a regular basis and discuss any difficulties with the teachers. Grades are entered into RenWeb on a weekly basis.

### **FAMILY ENVELOPE AND OTHER FORMS OF COMMUNICATION**

In order to facilitate communication and to keep the parents informed of the happenings at school, St. James uses the following:

- Thursday packet
- *Cougar Call Weekly Newsletter*
- St. James Catholic School Website - [www.sjcstx.org](http://www.sjcstx.org).
- Parent Alert
- RenWeb
- E-mail through RenWeb
- Meet the Teacher, Open Houses, Family Fun Nights, Parent/Teacher Conferences
- School Council and PTC Meetings

Students will take home a Thursday packet each week, with papers for parent(s) to look over. Weekly the principal and the school office will also e-mail or insert a newsletter, containing any pertinent information, upcoming events, changes for the student body, important dates, and achievements of our students and staff. Newsletters will also be posted online on the school web site. Please take the time to look for and read this important information. Students and parents are responsible for all information included in the school newsletters.

### **TELEPHONE**

- Telephone calls may be made to the school office at 830-379-2878 between 7:30 A.M. and 4:30 P.M. Messages of an urgent nature will be delivered to the students. The office is not open on Saturdays, Sundays, or holidays.
- The receptionist will immediately make any calls with reference to accidents or illness of a student.
- Students may not make telephone calls during school hours without permission from the school office and/or from their teacher. Students may use the office phone.

- Students will not be allowed to use the school telephone to contact someone to bring forgotten items such as homework, textbooks, lunches, etc., to school.
- Cell phones are not allowed in school. If a parent wishes their child to have a phone for after school hours (off campus), the cell phone must be given to their teacher for safe keeping upon arrival. The phone will be given to the student at the end of the day, unless the student is going to Extended Care, when the phone will be turned over to a staff member. If a student is caught with a cell phone at an unauthorized time, or using it in an unauthorized manner, disciplinary action may be taken and/or the phone may be confiscated and given to the principal. Parents must come in to claim the phone from the principal.

## **COMPUTER ETHICS FOR ALL STUDENTS**

St. James Catholic School is proud to offer all students access to our school's computer networks and the Internet. The Internet is provided for students to conduct research and to obtain educationally appropriate material for school purposes only. Access to these network services is given to students who agree to act in a considerate and responsible manner. This access is a privilege - not a right.

### **COMPUTER ETHICS VIOLATIONS**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition, a copy of the "Technology Acceptable Use Policy" is found in the Appendix of this Handbook. The "Technology Acceptable Use Policy Agreement" is signed by the student and parent at registration or the beginning of the year and is kept on file for the duration of the student's enrollment at SJS. The following are not permitted:

- Willfully damaging computers, software, computer systems or computer networks
- Trespassing in, modifying, moving, or deleting another's folder, work, or files FOR ANY REASON
- Using the network or Internet to plagiarize or violate copyright laws
- Intentionally wasting limited resources or printing without permission
- Employing the network for commercial purposes
- Use of floppy disks, CDs, or flash drives (regardless of source or content) without the permission of the network administrator
- Using the network to send, deliberately access, or display offensive and/or obscene messages or pictures
- Using computers to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people
- Using the network or Internet to harass, insult, or attack others
- Entering chat rooms, blog sites, or posting sites such as MySpace, Xanga, LiveJournal, Friendster, Facebook, Excite, Talk City, ICQ, etc.
- Checking or sending e-mail
- Downloading software from the Internet without the permission of the network administrator
- Changing, modifying, or adding software/hardware of any kind
- Accessing the Internet or using computers without permission from the teacher
- Removing orange Speedskins from the computer keyboard after the teacher has instructed students to use Speedskins to improve word processing skills.
- Because the Web is a public forum with unrestricted access, St. James Catholic School restricts permission for the posting of information related to the school, our staff, and our students on the Internet. The posting of any information in any format related to the school on any Web site, bulletin board, chat room, e-mail, or other messaging or social media system that is deemed threatening or impugning to the character of another person is subject to disciplinary action.

### **CONSEQUENCES OF VIOLATION**

Violation of the policies and procedures of St. James Catholic School concerning the use of computers and networks will result in disciplinary action:

- **First Offense:** Student will lose computer privileges/Internet access, plus detention. Length of privilege suspension will be determined by the administration/teacher.

- **Second Offense:** A student may be removed from class and recommended for in-school suspension
- **Third Offense:** Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers, of the Internet, or instances when students have used St. James Catholic School Internet access to violate the law or to compromise another computer network.
- **Computer Damage/Breakage:** A student or the student's parents will be responsible for any computer damage or breakage costs caused by that student.

### **INTERNET GUIDELINES FOR HOME**

In addition to school policies for Internet access, the following suggestions are made for our families to review with their children or use in establishing their home rules:

- Avoid chat rooms
- Avoid blog sites, such as MySpace, Xenga, LiveJournal, Friendster, Facebook, etc.
- Realize that sites you access will trigger similar material on your computer for years
- Never give out last names of family or others
- Never give out addresses or specific locations (towns or streets) of any outings, meetings, games, practices, etc.
- Never give out phone numbers of family or others
- Never arrange a rendezvous
- Tell an adult immediately if something seems unusual or inappropriate
- Avoid students having own e-mail accounts with their own private passwords
- Keep computers in a room that is accessible to all family members
- Avoid sites that look or sound inappropriate
- Know that some sites can be "teasers" and it may not be clear what it is. If you get into one, exit immediately and inform your parents
- Consider establishing a specific time of day where only that time can be used for access by children, thereby providing greater supervision
- Consider the purchase of filtering software
- Notify your Internet service provider if you begin to receive inappropriate material

### **CONDUCT AND DISCIPLINE**

Realizing that self-control is essential to good classroom order and to effective education, St. James Catholic School expects from students a sense of responsibility for their own behavior and provides a supportive process for helping the students achieve self-discipline. Discipline policies set consistent, firm, and reasonable limits for behavior. To assist students in the process of achieving self-discipline, the faculty emphasizes the principles of conduct: respect, reverence, and responsibility.

The primary purpose of St. James Catholic School is to prepare students to live effectively in the present as Christian young people and in the future as Christian adults. Consequently, the academic and spiritual development of students takes the primary position in relation to all other school programs and activities.

## **CODE OF CONDUCT**

The following five standards of conduct are offered as guidelines to the development of responsible, civic-minded, Christian students.

1. Exercise self-control.
  - Use courteous language.
  - Resolve conflicts in a mature manner.
  - Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies.
  - Be honest.
  - Make ethical and morally responsible choices.
2. Demonstrate a positive attitude.
  - Take a leadership role.
  - Be polite.
  - Be cooperative.
3. Respect the rights and feelings of others.
  - Behave in a manner that does not disrupt others.
  - Treat others with courtesy and respect.
4. Take responsibility for school property and the property of others.
  - Respect the school buildings, grounds, and property.
  - Keep the campus free from trash and graffiti.
  - Respect the property of other students, teachers, or staff.
5. Support the learning process.
  - Attend all classes regularly and on time.
  - Be prepared for class (i.e., bring assignments, books, and supplies).
  - Complete school work, projects, quizzes, and tests on one's own.
  - Participate in class activities.
  - Obey classroom policies.

## **CONDUCT IN PUBLIC PLACES**

The people of the Seguin and South Central Texas area look to St. James Catholic School students to conduct themselves in public places as an indicator of the education they are receiving at St. James Catholic School. Therefore, it is their duty to conduct themselves in an appropriate and well-behaved manner at all times.

## **ACTIONS AND CONSEQUENCES OF CONDUCT**

### **Academic and Behavioral Awards and Honors**

Students who take their academic and behavioral responsibilities seriously and achieve superior grades and conduct will be recognized with appropriate awards and honors:

- Students (grades 2-8) who achieve all A's (excluding penmanship) will be placed on the "A Honor Roll---Principal's Honor Roll."
- Students (grades 2-8) who achieve no grade lower than a B (excluding penmanship) will be placed on the "A/B Honor Roll---Honor Roll."
- Students (grades 2-8) who achieve Perfect Attendance (no absences or tardies---either unexcused or excused) will be recognized with Perfect Attendance certificates.
- Students will be recognized for Exemplary Conduct (no write ups or other more serious disciplinary measures).

- How and when students will be recognized for their achievements will be determined by the faculty and administration and announced to students and parents.
- A Valedictorian and Salutatorian will be named at eighth grade graduation. These honors are determined by the average of the report card grades for all four terms in eighth grade in all classes. If there is a tie of the exact grade average, then both seventh and eighth grade term grades in all classes will be averaged.

### **Academic Consequences**

Students who choose not to fulfill the academic expectations of SJS also choose penalties:

#### **Lower School (Grades K - 5)**

- Failure to turn in homework or projects on the assigned due date may result in a grade deduction.

#### **Upper School (Grades 6 - 8)**

- Failure to turn in homework or projects on the assigned due date will result in a grade deduction.
- Students who engage in any form of academic dishonesty (cheating, copying homework or giving one's own work to another to be copied, submitting another's work under one's own name, plagiarism, forging a parent's signature, or giving or receiving information during a test or quiz) will receive a zero for the assignment and/or an automatic detention. Students who engage in an academically dishonest manner more than once during the year may be suspended.

### **Behavioral Consequences**

Students who choose to violate School Rules and engage in misconduct, and thus detract from the community, also choose to accept disciplinary consequences.

### **DISCIPLINE**

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Therefore, any write up which would result in a breakdown of this atmosphere will be handled by school authorities with action appropriate to the situation. Students of St. James Catholic School are to have respect and courtesy for all persons and for all property.

### **DISCIPLINARY GUIDELINES**

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

- Seriousness of the offense
- Student's age
- Grade level
- Ability and functioning level
- Frequency of misconduct
- Student's attitude
- Effect of misconduct on the school environment

## **DISCIPLINARY MEASURES**

For misconduct one or more of the following disciplinary measures may be taken:

- Withdrawal of privileges or time apart from classmates for a portion of the day
- Written assignment
- Conference
- Lowering of the conduct grade in a class
- Write ups
- Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Expulsion

## **CONDUCT GUIDELINES (PK - K - GRADE 1)**

Simple conduct guidelines are posted in the classrooms. These include the following:

- Be a friend to everyone.
- Keep hands and body to oneself.
- Take care of school property.
- Use indoor voices and walk quietly.
- Listen and follow the directions of the teacher.
- Sit properly.

The discipline policy for PreK, kindergarten, and Grade 1 involves the following guidelines and consequences. Below is the discipline policy for PreK, kindergarten, Grade 1.

### **PreK, Kindergarten, and Grade 1 Discipline Policy and Disciplinary Consequences**

The discipline policy for PK – Grade 1 involves a daily review of the rules that the children are to follow. If a pattern of misbehavior develops, a note will go home. If necessary, a meeting will be held between parent/teacher and the principal (if needed) to set up a behavior modification plan for the student. This is an agreement that the teachers fill out each day detailing the child's behavior. It will go home daily so the parent can also monitor the child's behavior. This step will continue as long as necessary.

## **DISCIPLINARY PROGRAM (GRADES 2 - 8)**

### **Lower School**

Students in Grades 2 - 5 are expected to follow the conduct guidelines listed in the Code of Conduct. Students in these grades will have a Behavior Box for each day in their Assignment Books. Not following these guidelines results in write ups. The conduct guidelines for behavior have been streamlined in the Assignment Book as follows:

1. Avoids unnecessary talking
2. Acts courteously
3. Follows directions promptly
4. Comes to class prepared (supplies and books)

Write ups will be noted in the Behavior Box of the day when the write up is committed. The assignment books go home with the child daily. Parents need to sign the assignment books daily or weekly depending on the request of the teacher. Most detentions are based on the week's conduct. Parents may also be notified of their child's disciplinary issues by e-mail or phone call.

### **Upper School**

Students in Grades 6 - 8 are expected to follow the conduct guidelines listed in the Code of Conduct. Not following these guidelines results in write ups. In Grades 6 - 8, each teacher has a Discipline Roster, which students sign for Level One violations. Discipline Rosters are turned in to the Principal at the end of each week, and detention letters, if needed, are sent home on Monday or an e-mail notifying parents is sent. Parents of Upper School students are always welcome to call the Principal to receive an overall or weekly report of their child's conduct. Parents may also be notified of their child's disciplinary issues by e-mail or phone call. Specific conduct questions should be addressed to the respective teachers.

### **LEVEL ONE**

Students in Grades 2 - 8 will be asked to sign a Discipline Roster (Grades 6 - 8) or Behavior Box in the Assignment Book or student folder (Grades 2 - 5) for the following write ups. Three or more sign-ups on any roster or folder in a given week will result in the student's serving detention on the following Tuesday after school from 3:30 - 4:00 for students in Grades 2 - 5 or from 3:30 - 4:30 for students in Grades 6 - 8. A detention notice will be sent home or e-mailed to notify the parent of the detention. The notice must be signed and returned to the Principal or homeroom teacher the next day.

#### **Level One Write ups:**

- Chewing gum/candy
- Misbehavior (not abusive or threatening)
  - Disrupting classroom instruction
  - Excessive talking/noise
  - Disregarding teacher's instructions (includes student cell-phone ringing)
  - Inappropriate physical conduct/language/horseplay
  - Misbehavior in church, cafeteria, playground, hallways, restrooms, common areas
- Writing/passing notes
- Unprepared for class (books, pens, other materials)
- Rudeness

### **LEVEL TWO**

The teacher will fill out a Discipline Referral for each of the following Level Two write ups and submit this to an administrator. A conference may be held between the student and the administrator. **A minimum of one detention will result.** The teacher or administrator will notify the student's parents of the detention to be served on the following Tuesday.

#### **Level Two Write ups:**

- Disobedience/answering back
- Dishonesty/cheating/lying
- Use of cell phone, iPod, or MP3 player during class

- Bullying
- Leaving school grounds without permission
- Vulgarity/profanity
- Disrespect toward school personnel or person in authority
- Verbal or physical abuse of a fellow student
- Refusal to sign the discipline roster
- Repeated or flagrant violations of Level One write ups
- First violation of computer ethics policy (See "Computer Ethics" section.)
- Any other behavior which the administration considers serious

### **LEVEL THREE**

Violation of a Level Three write up means the student is subject to immediate suspension (ISS: in-school or OSS: out-of-school). Suspension, whether internal or external, is determined by an administrator. Students may be given up to three days' suspension. Efforts will be made to notify a parent before a student is suspended. However, parents may not be notified of the decision to remove a student from class before removal occurs if the administration deems the action to be immediately necessary.

During an in-school suspension the student must complete all assigned work and take all assigned quizzes and tests. The student will receive academic credit for the work/quizzes/tests completed while serving an in-school suspension. Students serving an out-of-school suspension must also complete all assigned school work, quizzes, and tests; however, the student will receive a grade of zero for all quizzes and tests missed during the suspension.

While a student is suspended, he or she may not participate in or attend any extracurricular activities. A student may be suspended without having served any detentions. Parents must accompany the student to school following an out-of-school suspension for a re-admittance conference with the Principal.

Students who are suspended may be placed on Disciplinary Probation, and serious consideration will be given to his or her continuance at St. James Catholic School.

### **Level Three Write ups:**

- Repeated and willful disobedience and disrespect, arguing with faculty, staff, or school/church personnel
- Vandalism or destruction of property
- Fighting/injury to self or others
- Flagrant use of cell phone, iPod or MP3 player during class
- Threats/intimidation of others/harassment/encouragement of violence
- Inappropriate magazines, books, CD's, or tapes
- Stealing
- Smoking, possession, transmission, or use of any type of tobacco substances
- Making statements or joining activities, whether on or off school grounds, that are perceived to be detrimental to the school
- Second violation of computer ethics policy (See "Computer Ethics" section.)
- Any other behavior which the administration considers serious

## **LEVEL FOUR**

To ensure the safety and security of all members of the community, violation of a Level Four write up means the student is subject to immediate separation from St. James Catholic School.

### **Level Four Write ups**

- Knowing and willful possession, transmission, or use of illegal drugs on school campus, on/or during related functions
- Knowing and willful possession, transmission, or use of a weapon of any kind on school campus, on/or during related functions
- Knowing and willful possession, transmission, or use of alcohol on school campus, on/or during related functions
- Injury to self or others of a serious nature
- Threats/intimidation of others/harassment/encouragement of violence
- Third violation of computer ethics policy (See "Computer Ethics" section.)
- Any other behavior which the principal, in consultation with the pastor, considers serious and detrimental to the safety/security/welfare of the school

In the case of expulsion, students are dismissed from the school and no longer able to attend or be readmitted to St. James Catholic School. Expulsions may be used in the event of any single serious offense or a series of repeated offenses, which in the judgment of the principal constitute chronic and/or incorrigible conduct, behavior, or habits.

**THE PRINCIPAL (OR HIS/HER DESIGNEE) WILL HAVE THE AUTHORITY TO PRESCRIBE ALTERNATIVE DISCIPLINARY MEASURES WHEN SUCH ACTIONS ARE NECESSARY.**

**Pay/Replacement Plan:** Certain offenses warrant immediate payment for repair and maintenance or replacement of property.

- Stealing
- Defacing books, equipment, and furniture
- Vandalizing school or personal property
- Destroying school or personal class materials
- Lost report cards, texts, workbooks.

### **OVERALL DISCIPLINARY CONSEQUENCES**

- Three detentions in a semester will lead to Student / Parent / Administrator conference.
- Four detentions in a semester will lead to an in-school suspension.
- Five detentions in a semester will lead to an out-of-school suspension and a discussion with the student and parents on the student's future at St. James Catholic School.
- A student being suspended for a second time may instead be liable for expulsion.

## **BULLYING PREVENTION POLICY**

St. James Catholic School does not condone bullying of any kind. All students, employees, parents, and volunteers of St. James Catholic School are to be treated with dignity and respect. Bullying must not be tolerated during the school day, during any school sponsored activities on or off the school grounds, nor at any other time. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of “Love your neighbor as yourself,” destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

**Bullying** means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student’s education and substantially disrupts the operation of a school.

St. James Catholic School’s Bullying Prevention policy coincides with that of the Archdiocese of San Antonio Catholic Schools policy-\*3302 Bullying Prevention.

St. James Catholic School’s faculty and staff work to establish and maintain a safe and supportive learning environment for all students through a variety of Bullying Prevention activities. Promotion of kindness, respect for one another, respect for the school and respect for one another’s personal property are central to these activities. Bullying Prevention activities include class activities and guidance lessons, school-wide assemblies, and individual and/or group sessions with the school counselor. Parents are encouraged to support a Bully Free campus by talking to their children about bullying and visiting <http://stopbullying.gov> for more information.

### **Allegation of Bullying and Investigation Procedures**

Students and/or their parents or guardians may file their own written or verbal reports of conduct they consider to be bullying. These reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher or the school counselor, who will forward them directly to the principal for review and investigation. If a student or parent wishes to submit an anonymous report, he or she may do so by leaving the report in the Counselor’s Concerns box outside of the Counseling Office.

All incidents of alleged bullying shall be investigated and documented by the principal and/or pastor and the teacher. Care shall be taken to ensure that the children and parents are kept separated during the investigation process. In order for the alleged bully and victim to feel comfortable in telling their side, they will be interviewed individually.

Since bullying behaviors are defined to be repetitive actions, the disciplinary action for bullying may be cumulative over multiple incidents, victims, and/ or years. Final action taken will be determined by the principal or pastor. When acts of bullying are verified and a disciplinary response is warranted, students are subject to a full range of disciplinary consequences from detention, to suspension or expulsion.

Parents of all parties involved in allegations of bullying will be notified with a personal phone call or face-to-face meeting in a timely manner.

Following any allegation of bullying behavior, St. James Catholic School's counselor, in cooperation with faculty and staff, helps to establish and maintain a safe and supportive learning environment for all students (targets, aggressors, and bystanders) involved in the incident(s). Counseling response activities may focus on different aspects of spirituality, peace and forgiveness. Activities can include increased monitoring, increased counseling support through class activities and guidance lessons, group and/or individual counseling sessions, or referrals for additional counseling support services through other resources.

## **HARASSMENT**

St. James Catholic School is committed to a policy of non-discrimination within all school programs and activities. Harassment of employees or students is not condoned in a Christian environment and is strictly prohibited at St. James Catholic School. All allegations of harassment will be taken seriously and promptly investigated.

### **Harassment-Free Environment**

The schools of the Archdiocese of San Antonio do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students, regular or temporary, part-time or full-time employees, volunteers, itinerant instructors, and consultants.

Sexual harassment must be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when: submission to such conduct is made either explicitly or implicitly, a term or condition of a student's academic success or achievement of any other nature. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student. Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment. Verbal harassment is defined to include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

### **School Responsibility**

1. Implement this policy through regular meetings with all administration, including the pastor in the case of a parish school, ensuring that they understand the policy and its importance.
2. Make all staff members, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive environment.
4. Establish practices designed to create an environment free from discrimination, intimidation, or harassment.

### **Student Responsibility**

1. Conduct himself/herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal. If he/she is not available, report incidents to other school personnel.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

### **Complaint Filing and Investigation Procedures**

The following procedures must be followed for filing and investigating a harassment claim: The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the principal. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so. If the complaint is against the principal, the person must report the incident to the pastor or the Superintendent of Schools. As soon as the verbal report has been given, school personnel must report the incident to the parent and superintendent. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations and the name of the person bringing forth the allegations. Once the facts of the case have been gathered, the principal, in consultation with the pastor and the superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion. If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **DISCIPLINARY PROBATION**

Disciplinary Probation is defined as a trial period, determined by the administration, wherein the student attempts to rectify his or her behavior. Disciplinary Probation may include counseling, a Responsibility Contract, denial of privileges, such as athletics, participation in club or organization activities, or holding an office in a club or organization. This is a period of conditional re-enrollment and may be lifted if positive steps are taken by the student to improve his or her behavior. A student may be placed on Disciplinary Probation without having been suspended.

### **DISCIPLINARY RESPONSIBILITY CONTRACT**

A Disciplinary Responsibility Contract may be issued to a student who insists that he or she wants to attend St. James Catholic School but whose past behavior has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Disciplinary Responsibility Contract. Such a student and his or her parent or guardian must sign a Disciplinary Responsibility Contract with the school administration which spells out renewed cooperation.

Students who have served repeated detentions or suspensions during a school year and who are planning to return to St. James Catholic School for the next school year may be issued a Disciplinary Responsibility Contract for the first quarter of the following school year as a condition of re-enrollment.

## **PRINCIPAL'S DISCRETION**

If, during the course of the school year, a situation arises that is not addressed in the *St. James Catholic School Parent/Student Handbook*, the principal, in consultation with the pastor, is empowered to implement procedure that supports the common good of the school community.

**\*\* THE ADMINISTRATION RESERVES THE RIGHT TO INCREASE OR CHANGE PUNISHMENTS IF A MORE FITTING PUNISHMENT IS WARRANTED.**

## **SCHOOL - HOME PARTNERSHIP**

As members of a Christian community, St. James Catholic School expects the very highest standards of conduct and courtesy of both students and their parents as well. Any student who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, may lose privileges, receive write ups or extra written assignments, confer with the teacher and/or administration, or receive a detention. He or she may also be suspended, expelled, or asked to withdraw from school. These same standards apply to parents as well, and parental behavior may result in suspension or expulsion of the parents' child(ren), separate and apart from the child's conduct.

Parents and teachers must be in a partnership for the school to successfully educate the students who are enrolled.

- The parent can expect to be treated with respect at all times and to have access to teachers and administration at mutually convenient times when concerns arise.
- Teachers and administrators can expect to be treated with respect at all times and to have access to parents at mutually convenient times when concerns arise.
- Parents who have a concern should first contact the teacher directly. If a satisfactory solution is not reached, then a three-way conference of parent-teacher-principal/assistant principal will be scheduled. The student will be involved in most conferences and problem-solving decisions. This will enable the student to take ownership of his/her education and choices. **A strong, cooperative partnership between home and school is an essential ingredient in effective education.**

## **CONFIDENTIALITY**

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

## **COUNSELING**

The school has on staff a Licensed Professional Counselor who meets TCCED requirements for a school counselor. The school counselor's role involves interactions with students, groups of students, faculty, and parents in order to respond to and address the social, emotional, physical, spiritual, and educational needs and development of students. The school counselor may provide guidance activities for groups of students. The counselor is available to speak to students at the request of the student, parent, teacher, or administrator at certain times during the school day. All conversations with the school counselor are confidential unless they involve someone's health or safety. If further counseling services are needed, the parent may request these, or the administration or counselor may refer them.

## **CUSTODY**

This school abides by the provisions of the Buckley amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If a court order specifies that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. If legal interpretation is needed, the cost of this will be charged to the parent raising the question. . Copies of the custody section of a divorce decree should also be given to the school. This will help the school in determining when, if ever, the child can be released to the non-custodial parent.

## **DIRECTORY**

A directory of all families is available from St. James Catholic School.

## **ELECTRONIC DEVICES AND CELL PHONES**

Students are not allowed to possess on campus electronic devices such as radios, beepers, compact disc players, iPods, MP3 players, etc. without prior permission from the teacher or administration. Because of after school activities and the need to reach parents after school hours, cell phones are allowed with the following restrictions:

- Cell phones **MUST remain turned off and remain in the student's back pack during school hours or given to the homeroom teacher upon arrival.**
- If the cell phone rings during school hours, the student will receive an automatic write up for disregarding teacher's instructions (Level 1---Write up 4b).
- If the problem of a cell phone's ringing during the school day becomes chronic, the cell phone will be taken up by the teacher and put in the office for the parents to pick up the phone. The student may lose the privilege of having the cell phone at school.
- Students using cell phones, iPods, or MP3 players without teacher permission (whether audio, text message, or camera feature) during class are subject to an automatic detention or suspension. These devices will remain in the school office until the parent/guardian picks them up.
- The school is not responsible for any lost or damaged cell phones or electronic devices.

## **EMERGENCY SCHOOL CLOSINGS**

### **INCLEMENT WEATHER**

Should the school need to close due to bad weather or any other emergency, information will be broadcast on KWED (1580 AM) and displayed on the school website and/or by Parent Alert. St. James School follows Seguin ISD procedures for school closings or delays due to weather. If the school is open, but you find that the roads are hazardous in your area, please wait until the traffic eases before you venture out. Children are not counted tardy when they arrive late on bad weather days. Please use discretion and good judgment about whether to come to school in bad weather.

## **EVERYDAY WAYS TO HELP ST. JAMES SCHOOL**

During the school year, box tops and proofs of purchase for certain items are collected, allowing the school to earn money to purchase supplies for the classrooms. How can you help? Just save your Box Tops for Education, Coca Cola Rewards, used ink cartridges, and other announced items and send them to school in a sandwich bag with your child's name and class written on it.

## **EXTENDED DAY PROGRAM (AFTER SCHOOL CARE PROGRAM)**

St. James Catholic School After School Care, or Extended Day program, is under the direct supervision of the principal; therefore the students receive the consistency of both the guidelines and the staff he/she is familiar with throughout the day.

The After School Care program is not a day care program and legally cannot operate as one. After School Care may only be open on days the school is open and will be closed on school holidays. It may not be available on days prior to major school holidays or on other occasions when the faculty needs to be together. These days may or may not be on the school calendar; the days will be published as soon as they are available. After School Care is open only to registered SJS students.

### **After School Care**

Once the school day ends, the students are expected to leave the school grounds after 3:30 p.m. If children are on the campus after 3:30 p.m., the students must either be in After School Care, practicing sports with their coach, or with an activity sponsor or teacher.

The After School Care Program is open from 3:15 p.m. to 6:00 p.m. The program closes early or is not available on a limited number of days during the year. Please reference your calendar for these dates. Our program includes professional care, supervision, recreation, and enrichment activities. It serves working families who need supplementary care after school hours and who desire a Christian atmosphere. Care is provided for all St. James School students in grades 2K-8th. Within a large family environment, the program strives to provide individual attention, security, consistency and fair treatment for children of working parents.

The After School Care Program is staffed by devoted and committed personnel. These individuals strive to continue the mission and philosophy of the school curriculum. Respect for self and others is stressed. Students will be allowed free play time, snack time, and encouraged to complete homework on a daily basis. As staff and resources are available, organized activities will be provided for enhancement.

### **Fees and "Pick-Ups"**

After School Care is available for a nominal cost. Flat monthly rates are due at the same time as your monthly tuition. Your After School Care payments are due with your tuition and are paid through FACTS. Daily rates for drop-ins are available. Daily drop in charges are billed monthly for the previous month's activity. Delinquent accounts may result in withdrawal of the child/children from the program.

Staff members are employed only until 6:00 p.m. Please use common courtesy to respect the time of closure. **An additional fee of \$5.00 per family for every 5 minutes (according to the school clock) after 6:00 p.m. that they are late will be assessed for late pick-ups.**

**CHILDREN ARE RELEASED ONLY TO THE PARENT/GUARDIAN OR INDIVIDUALS DESIGNATED ON THE EMERGENCY DATA CARD. After School Care personnel reserve the right to request proper identification. If a child will be leaving with anyone else, then a written note must be submitted. Any family with special custodial care provisions must submit a copy of the court decree to the school office before the After School staff can respond.**

### **Illness or Accident**

- In cases which appear to be of a minor nature, First Aid will be administered on the premises. (Medication will not be administered by mouth unless both a written statement from a physician detailing method, amount and time schedule, AND a written statement from parent authorizing the staff to assist a child in taking such medication are on file.)
- In cases which appear serious, the On-Site Administrator will make an effort to carry out the instructions as given on the Emergency Data card.
- Parents will be expected to make provision for taking sick children home.
- Please note any special instructions regarding your child's medical needs on the Emergency Data card.

**If the parent does not supply adequate emergency instructions or if the instructions given cannot be followed at the time of the emergency, the Program staff will act according to their best judgment for the welfare of the child.**

### **Homework**

Each day from 4:00-4:30 a homework period is scheduled for grades 1-8. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The After School Care staff has no way of knowing what homework, if any, has been assigned to which students.

Any parent who does not wish for their child/children to do their homework during this time should present a written note to the On-Site Administrator. These children will be required to stay with the group, and they may draw or read quietly for the 30 minutes.

### **Toys and Electronic Devices**

It is requested that children not bring toys or electronic devices from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family atmosphere. If a personal toy becomes a problem, it will be confiscated until the parent comes to pick the child up. The toy will then be released to the parent/guardian.

**Nutrition** At times, the After School staff will provide a snack for the group. If your child has special diet problems, please be sure to notify the staff in writing.

## **Discipline Code**

Every child is expected to abide by the rules, respect staff members, respect other students, and respect all property. If a child violates these standards, we will first take action by removing the child from the group and seating him/her aside from the group for a 5-15 minute period (depending on the age of the child and the specific action). If the child does not respond to this corrective measure, he/she will be referred to the administrative representative on duty and the parent will be notified immediately or upon pickup (depending on the severity of the problem). If the problem continues beyond this conference, the child **may** be required to be removed from the program.

**Rules include** but are not limited to the following:

1. Each child is expected to participate in activities as directed by the staff.
2. No child is to leave the supervision of his/her teacher without expressed permission.
3. No foul language or profanity will be tolerated.
4. No biting, pinching, hitting, kicking, or bodily harm to another individual.
5. No running on sidewalks.
6. Each child will be expected to help clean up his/her toys, crafts supplies, and to generally straighten the play areas.
7. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love, and concern.
8. Children who consistently misbehave or are non-cooperative may lose the privilege of participating in special activities such as water play, field trips, etc.

**Basically, all rules which apply for students during regular school hours are applicable to the After School Care program as well.**

## **EXTRACURRICULAR PROGRAMS**

### **STUDENT ACTIVITIES**

St. James School encourages the participation of students in various clubs, activities and organizations approved and sponsored by the administration. New clubs and organizations are added from time to time, while some groups may cease to function due to lack of student and/or teacher support. Outside organizations will not be allowed on the campus without prior approval and sponsorship of the principal.

**Students who wish to participate in extra-curricular activities must maintain an average of at least "70" in each subject.**

1. **Academic Contests:** Spelling, Religion, Geography, and Academic Fair contests are held. In addition, those students interested in extra-curricular academics may participate in the Private Schools Interscholastic Association (PSIA) competition and Catholic Academic and Arts Competition (CAAC).
2. **Athletics:** St. James has organized athletics for students in grades 5-8. Activities include: cross country, volleyball, basketball, football, and track. Students who participate in any athletics program must have a physical examination before they practice in any organized sport. The rules for eligibility and participation are:
  - a. A student must be in attendance at school on the day of the event or activity.
  - b. A student must be passing **ALL** subjects at each grading period.

3. **Parties/Social Functions/Dances/Retreats:** All social events of clubs, classes, and organizations must be approved by the Principal and be put on the official school calendar. Retreats must be approved by the principal.

## STUDENT ORGANIZATIONS

1. **Student Council:** The purpose is as follows: to promote the welfare of the student body, represent the students, promote better student-teacher relations, furnish citizenship training, develop interest in civic affairs and school spirit, encourage improvement for all students, and inform School Council of activities. The student body shall elect the officers and representatives.
2. **Cougar Inspiration Leaders (Cheerleading):** The Cougar Inspiration Leaders add greatly to the school's spirit. Any 3<sup>rd</sup>-8<sup>th</sup> grade girl may participate in cheerleading. Each member must maintain good grades and conduct. The cheerleading fee is \$60.00 to help defray expenses.
3. **National Junior Honor Society:** Students in 7<sup>th</sup> and 8<sup>th</sup> grade who have an academic average of 85 and above, in all core subjects, good citizenship, and exhibit leadership skills in various activities at and/or outside of St. James School may apply for consideration as a member. Grade averages in sixth grade will determine eligibility for 7<sup>th</sup> grade students. A selection committee reviews applications and selects students for induction into our "Inspired to Excellence" chapter.
4. **National Elementary Honor Society:** Students in 5<sup>th</sup> and 6<sup>th</sup> grade who have an academic average of 85 and above, in all core subjects, good citizenship, and exhibit leadership skills in various extra-curricular activities at and/or outside of St. James School may apply for consideration as a member of the "Inspired to Lead" Chapter.
5. **4H Club:** The St. James 4H Club is open to students in grades 3 - 8. The goal is to help members develop citizenship, leadership, and life skills through experiential learning programs. Cloverkids is open to younger students as a stepping stone to later joining 4H.
6. **S.E.T:** The S.E.T. Club, or Science Engineering and Technology Club are open to students in grades 3 – 8. This club focuses on hands on learning methods and develops cooperative learning, team building, engineering skills, scientific method, programming, and GIS and GPS mapping techniques.
7. **Junior Master Gardener:** Junior Master Gardener provides outdoor learning and gardening experiences for students.

## **FIELD TRIPS**

Field trips are a privilege and not a requirement of the curriculum. Field trips are planned to enhance the school curriculum; therefore, they are scheduled on school days. All students are expected to participate in these learning experiences. If for some reason, a student's parent elects not to allow his/her child to participate, the child must be in attendance at school. Proper conduct and courtesy are expected of all students at all times on field trips and during school-sponsored events after school. Field trip activities will be specified by teacher and not deviated from at location. Students are never to ask chaperones for money. The teacher has the right, along with approval of the Principal, to designate whether or not a student may attend a field trip. If discipline is a concern, the child may not be allowed to attend or a parent may be requested to accompany the child on the trip.

The St. James school bus or other contract services will be used for any out of town trips. On occasion, private vehicles (cars, vans, etc.) will be used for excursions or trips in town and some athletic events. Costs for field trips will be billed to the family's account. Field trip costs will be invoiced through FACTS and are to be paid as "incidentals" on the 20th of the month.

**Only licensed drivers registered with Archdiocese** may transport students. Students must wear seat belts (one child per seat belt); all vehicles used to transport children must have the appropriate number per vehicle and type of seat belts and child safety seats to accommodate all passengers.

### **ON ALL SCHOOL SPONSORED TRIPS:**

1. The teacher is in charge of and in control of all school groups.
2. NO student may take a school trip without prior written consent of his/her parent/guardian.
3. Transportation shall be provided by or approved by school authorities.
4. Write up of the rules and regulations set down by the teacher and principal are the basis for excluding students from future trips or activities.
5. Chaperones will be assigned proportionately according to the size of the group. For insurance purposes, the bus shall be filled with students attending the trip first and space remaining assigned for parents. If two classes are combining for a trip, any available parent space will be divided between the two classes.
6. Teachers will plan and schedule all field trips or excursions through the principal's office.

**For all field trips, a separate permission slip is required.**

A student who does not have a signed permission slip will not be allowed to go on a trip. Parent phone calls WILL NOT be accepted in place of the signed form. A non-standard form such as a handwritten note stating "Johnny can go with you today," WILL NOT be accepted since a parent/guardian could always maintain that he/she was not aware of the true destination. Parents who have forgotten or misplaced the proper form may copy the form from the Parent/Student Handbook and give it to the teacher prior to departure of a class trip. The form may also be downloaded off of the Internet at [www.sjcstx.org](http://www.sjcstx.org) and sent or faxed to the school office.

**THE PRINCIPAL MUST APPROVE ALL FUND-RAISING FOR FIELD TRIPS BEFORE FUND-RAISING IS DONE.**

## **FINANCIAL PROCEDURES**

### **TUITION SCHOLARSHIP**

Families of students enrolled in 5K-8th grades who are in need of tuition scholarship should contact the school office. A limited number of local scholarships are made available through the generous donation of parishioners. In addition, the Archdiocese of San Antonio has a scholarship program, Hope for the Future, for students enrolling in kindergarten through eighth grade. Applications are required to be completed and financial documentation submitted. In order to qualify for the St. James Tuition Scholarship, the family must **FIRST** apply for the Hope for the Future Scholarship, attach a copy of the Hope application to the St. James application, and submit these to the school office. Hope for the Future applications are submitted online. Information about these tuition scholarships and the Glenewinkel Family Foundation Scholarship and Franz Family Scholarship is outlined on the school website.

Additionally a two-scholarship, the Superintendent's Transfer Grant, is available to students transferring from public school or another private, non-Catholic school in grades 1-8. The Superintendent's Transfer Grant is for \$1,000 for the first year enrolled and \$500 for the second year. More information and the downloadable form for the Superintendent's Transfer Grant can be found on the Archdiocesan website [www.archsa.org/hope/superintendents-transfer-grant](http://www.archsa.org/hope/superintendents-transfer-grant)

Full time employees of St. James Catholic School receive a 50% tuition discount for their children. Part time employees receive a 25% discount. No other discounts apply if employees utilize this discount for their children.

### **FEES**

Each year there will be registration fees for each child, which includes the use of textbooks, workbooks, ancillary materials, and other classroom and program materials. A student is not fully registered until these fees are paid, and **all registration fees must be paid in full before a student begins the new school year**. Rates will be set at the beginning of the registration period. PTC dues will be collected at the beginning of the school year. Any sports fees for organized sports will be announced and collected before the student participates in that sport.

St. James has a cafeteria that provides hot lunches, salads, and sandwiches through the vendor *The Cougar Den*. Fees associated with lunch selections vary. Fees are accumulated and billed monthly on the 20th through the FACTS incidentals on behalf of the *Cougar Den*.

### **TUITION AND INCIDENTALS**

A financial contract specifying tuition requirements and payments is required to be completed and on file. This contract has been implemented as a communication tool to clarify obligations for families. This contract is part of the online enrollment process through RenWeb and FACTS. Tuition payments are set up through FACTS. Payment dates and details are listed on the "Tuition Contract and Payment Preference Form" and/or the information provided by FACTS. Parent(s)/guardian(s) are required to be current on all tuition payments each month.

Tuition payment dates are selected by each family. This date should be one that best meets your payroll schedule. Parents will be e-mailed by FACTS 3-5 days in advance of Tuition, Afterschool Care, and Summer Program care to the e-mail address on RenWeb or FACTS. This e-mail should be kept current at all times.

Incidental charges ((lunches, field trips, t-shirts/hoodies, athletic fees, and other miscellaneous charges) will be e-mailed 10 days before your account is auto-debited on the 20th of each month. Accounts using a credit/debit card will be assessed a usage fee of 2.75% and will be disclosed on your notice.

**Tuition for the school year paid in full by August 1 will receive a 3% discount. There are no tuition or registration charges for the fifth or subsequent child of a family whose other four siblings are currently enrolled at St. James Catholic School during that same school year.**

### **TUITION DELINQUENCY POLICY**

Tuition is due by the date stated in the "Tuition Contract and Payment Preference Form"--- selected by the family. Any account, where payment has not been received on the tuition due date, will receive notification of non-payment, and a \$25.00 late fee charge will be added. Additionally, there will be a \$30.00 FACTS charge for any insufficient funds, and you may also incur bank charges for insufficient funds from your bank. Payments not made on time will be reprocessed on the 20th of the month and may be subject to additional fees.

If you see that a payment might not be processed against your bank account, it is to your advantage to contact the school business office at 830-379-2878 and request a short-term extension of due date to avoid an NSF Bank Fee, late charge, and a FACTS fee.

ACH transactions are processed by FACTS by 12:00 PM CST on the business day preceding the scheduled date. After 12:00 PM CST, no due date changes can be processed, and the transaction will be processed against your account.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

#### **30 days past due:**

- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the school's Business Manager to bring the account up to date or to create an alternative payment plan with the school.

#### **60 days past due**

- When an account becomes 60 days past due, the school's principal will issue the financially responsible party a written notice by certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notice, if payment is not made (or written arrangement for payment, the student(s) will not be permitted to continue to attend classes. When payment (or written arrangements) has been made, the student(s) will be permitted back in class. If student(s) is not in attendance for 8 consecutive class days because of delinquent tuition, St. James Catholic School may terminate enrollment.

In the event of any unpaid or tuition or fees, St. James Catholic School will pursue any and all legal means to recover these unpaid debts. Delinquent accounts may be turned over to a collection agent, Seguin Police Department, or attorney to assist the school in collecting the

tuition and fees owed. In this event, the parents will be held responsible for the payment of attorney's fees and the costs associated with collecting the tuition and fees owed. Families should be aware that one avenue for the school to pursue in these cases includes sending a letter to the Internal Revenue Service (IRS) reporting the tuition as unreported income or receiving assistance from the County Attorney's office or District Attorney's office for prosecution.

### **Exclusion Policy:**

- Non-payment of a prior year's tuition and any past due incidentals will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.
- When payment (or written arrangements for payment) are more than 60 days overdue, the student may not be permitted to attend school until this matter is resolved.

### **FEES AND FINES**

St. James Catholic School will withhold the release of report cards and transcripts if the student owes outstanding fees or fines for the following: tuition and/or cafeteria payments, After School Care payments, defaced, damaged, or lost books, books not returned, library fines, or unfinished PTC credits. **Additionally, students will not be allowed to return the following year if tuition, fees, or fines are still owed.**

### **MONEY AND VALUABLES**

1. Students should never bring more than the amount of money needed for expenses to be used on a given day.
2. Students should refrain from wearing expensive watches and jewelry or bringing to school expensive items that might get lost or stolen.
3. Radios, CD/MP3 players, electronic games, and other items of this nature are not allowed on campus or on field trips. These will be confiscated and returned to the parent. Exceptions may be granted with prior approval by the principal.
4. Students should not request to borrow money from another student, parent, or teacher at any time.

### **GIFTS AND DONATIONS**

All gifts and donations are appreciated. The following policy governs the acceptance of these donations:

1. Supportive of the vision of Catholic Education in the Archdiocese of San Antonio
2. Appropriate to the mission and purpose of the school
3. Appropriate to the developmental level of the students affected
4. Creates no unanticipated or excessive financial burden for the school/program (construction, wiring, additional equipment, etc.); all expenses related to the gift are to be borne by the donor
5. Complies with all tax rules and regulations governing gifts
6. Requires limited maintenance
7. Compatible with other equipment/property currently owned by the school/program
8. Carries no unreasonable restrictions by the donor
9. Becomes the property of the school
10. Creates no unanticipated additional staff requirements

A response will be given to the donor in writing. If the gift is accepted, appropriate forms related to charitable giving will be provided to the donor. St. James Catholic School is a 501(c)(3) non-profit organization. All contributions are tax-deductible to the extent permitted by law.

### **WITHDRAWAL**

If a family leaves St. James Catholic School before the end of the school year, formal written notice must be provided to the Principal a minimum of 15 calendar days prior to the last day of attendance. Tuition will be due through the last day of attendance, or through a minimum of 15 calendar days after formal written notice is provided, whichever is later.

### **FIREARMS**

Guns, rifles and other firearms or weapons are NOT allowed on campus anywhere at St. James Catholic School or St. James Catholic Church.

### **GRIEVANCE PROCEDURE**

Our goal at St. James Catholic School is to make every effort to ensure effective communication between families and staff, but from time-to-time a misunderstanding will occur. Please refer to the following guidelines and procedures:

1. Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff-related grievance, an attempt must be made to settle the matter first with the staff member.
2. If no satisfactory solution is reached, the family should contact the Principal/Asst. Principal.
3. Allow yourself time to consider all options. Please respect a 24-hour grievance policy and do not confront teachers, coaches, or administration while emotions are high. **Under no circumstance is a parent to disrupt a teacher during class time.** Please respect everyone's privacy and do not call teachers at home.
4. If you have a concern that involves a child other than your own, please talk to the teacher about this concern. Do NOT talk to the child with whom you are concerned.

Hopefully, we can resolve any concern informally in an open, cooperative, Christian atmosphere. In this spirit, we may model peacemaking with each other for our children.

### **GRIEVANCE POLICY (NON-EXPULSION/NON-TERMINATION)**

All complaints that do not result in expulsion or termination will be resolved at the local school level.

St. James School will provide an opportunity for individuals to be heard in redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. The students in the presence of their parents/guardians will present student complaints. Complaints/concerns may be heard from individuals, parents, parent organizations and employees.

### **Student and Parent Grievance**

1. Parents are to visit first with the child's teacher regarding any concerns.
2. If the parent feels that the issue has not been satisfactorily resolved, he/she may request a conference with the teacher and the principal.

3. The principal may take up to three (3) school days to render a decision should a compromise not be reached or amicable solution be reached during this conference.
4. If the parent is not satisfied with the principal's decision, he/she may request a hearing with the School Council. Father Dennis Darilek is a member of the School Council. Such request must be in writing and submitted in a sealed envelope addressed to the School Council Secretary and delivered to the Church office at least ten (10) school days prior to the School Council's next regularly scheduled meeting so that the item can be placed on the agenda. The School Council Secretary and Father Dennis Darilek will open the Envelope together. The School Council Secretary will contact the Council President within 24 hours of the filing. If the next scheduled meeting is more than 30 days from the Principal's decision, special allowances will be made to accept less than 10 days notice to post the item on the agenda or a special meeting will be called to ensure a decision is made within 30 days. The council shall review the written submission and hear any information in person from the aggrieved in an executive session. The council will then discuss the grievance information in a closed session meeting.
5. The School Council shall notify the aggrieved within 3 school days of the decision. The council will render a decision in an executive session with the aggrieved present. The decision becomes a recommendation to Father Dennis Darilek. The pastor's decision shall be considered final.

**NOTE:** The Archdiocese Handbook Policy #4607 states that all disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Grievance Council will hear these matters.

### **Student and Parent Grievance with Principal**

1. If the grievance is against the principal, the parent shall request a conference with Father Dennis Darilek. Father Darilek may take three (3) school days to render a decision. Fr. Darilek will consult with a Resolution Committee for recommendation if needed. The Resolution Committee can be 3 members of council that are fair and impartial to the situation at hand. The pastor's decision shall be considered final.

### **GRIEVANCE POLICY FOR STUDENT EXPULSION**

The following section and procedure shall apply only to instances of student expulsion or employee termination. All complaints that result in expulsion or termination will be resolved at the local school level.

#### **Procedure**

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal ("conference") for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the school council Secretary within (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.

2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council ("LGC"), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within (7) school days of its receipt of the grievance. The LGC will render a decision with (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the Grievance Committee, an appeal may be made to the Pastor, Father Dennis Darilek, with three (3) school days of the decision of the Grievance Committee. Father Darilek will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of Father Darilek' receipt of such an appeal. Father Darilek will then render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied with the decision of Father Darilek, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five (5) school days of the pastor's decision.
5. Pending outcome of the formal grievance, only the principal or pastor may, with or without condition, abate the expulsion.

#### **LOCAL GRIEVANCE COUNCIL - COMPOSITION**

1. The Local Grievance Council shall be composed of three members appointed by the local School Council.
2. Individuals appointed to this Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment to the local Grievance Council is for one year and is renewable.

#### **LOCAL GRIEVANCE COUNCIL – DUTIES AND PROCESS**

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the Council is to uphold the principal's decision, then the process moves to No. 8.
3. If the decision of the Council is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the Grievance Council.
5. Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the Council. The aggrieved party will make the first presentation. At no time is there to be cross-examination of direct discussion between parties to the grievance.
6. After both presentations have been completed, the Council will enter into closed session to consider the oral and written presentations.
7. The Council may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The Grievance Council will render its decision in writing according to the prescribed Grievance Procedure.

## **HEALTH AND SAFETY**

### **ACCIDENTS**

In the event that a student is seriously injured, the principal or the school receptionist will contact a parent or contact person. If no one can be reached, 911 will be called. If it is determined that the child must be transported for emergency medical care, the original signed copy of the parent's release to obtain medical care (usually on student's emergency card that was completed at the original time of registration) and a school staff member must accompany the student and stay with the student until a parent is present. An accident report must be completed and kept on file for every incident occurring on school premises for which professional medical care was sought. The school does not assume any responsibility for either medical or hospital expenses of a student.

### **ACCIDENT INSURANCE**

Accident insurance is available to students through St. James Catholic School. Negotiations concerning insurance are strictly between the insured and the insurance company.

### **CRISIS MANAGEMENT PLAN**

St. James Catholic School has on file a Crisis Management Plan. All procedures follow the Archdiocesan Policy. This plan is in the Faculty Handbook and/or Faculty Safety Manual, and the faculty has been given instructions on each of the following areas:

#### Acts of Nature

Ozone Alert

Tornadoes

Weather Closing

#### Environmental and Building Disasters

Fire

Explosion with Fire

Gas Leak

Electrical

Water Loss

Hazardous Material

#### Disruption of Campus Life

Aggressive Intruder

Child Abduction

Drugs/Alcohol on Campus

Hostage Situation

Infectious Disease

Stranger on Campus

Student Left at School

Threats (Bomb/Telephone)

Death on Campus

Bus/auto accident on Trips off Campus

\* All Threats of Violence will be taken seriously.

In the event of the death of a student or a student's close relative, the school has procedures in place to help the child and/or all those affected.

### **FIRE DRILLS AND SAFETY DRILLS**

St. James Catholic School conducts fire and safety drills during the course of the year in compliance with the State of Texas. Evacuation routes are posted in each room. Students shall move to designated areas quickly and in silence.

## FORMS AND HEALTH REPORTS

A health examination is required for all first time entrants or all new students to the school system in the Archdiocese of San Antonio. This information must be turned in for registration to be complete. For participation in sports, a physical examination is required each year to be completed **after June 1** for the upcoming school year.

A health file must be maintained on each student, which will include a record of immunization, vision and hearing screenings, pertinent medical information, and doctor's name. Health records are treated as confidential. They are available to the principal, school nurse, and the professional staff. The student's original health record is given to the receiving school when the student transfers to another school. A copy of the health record will be kept as part of the permanent record. **Students with incomplete immunization requirements will not be admitted to class by state health laws.** Physician's or clinic's rubber stamp or signature must validate all immunization records.

## ILLNESSES

This school provides a health office, overseen by the school receptionist or designated person, to handle illnesses and emergencies that arise during the school day. The child's condition will be assessed, and he will be allowed to rest in the office for a brief period. However, if his condition does not improve such that he can return to class within one hour or if he has a temperature of or over 100 degrees, he will be sent home. **It is important that we have a current phone number for a parent or designated person who could be notified to take the child home.** A child may leave only with one of the above and MUST BE signed out in the nurse's office upon leaving campus. A physician's note is required to excuse a child from PE or outside recess. In the event of an incident occurring during the day, the school health coordinator will write a note.

In order to prevent the spread of disease, we ask that you do not send your child to school if he is exhibiting any symptoms of illness or running any fever. If he has been ill, it is required that he be free of fever for 24 hours prior to returning to school. Also if he has missed more than three consecutive days due to illness, a note from your physician is required.

**Regarding 2K students, students having 3 or more bowel movements within a 6 hour period will be sent home and not allowed to return until 24 hours after the last bowel movement.**

### Guidelines for Excluding Students from School (lice specifically)

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperatures of 100 degrees or above	Fever free for 24 hours
Vomiting, nausea, or severe abdominal pain	Symptom free
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red, inflamed, or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered, physician diagnosed as non-infections
Earache	Symptom free
Pediculosis (head lice)	Nit free
Other symptoms suggestive of acute illness	Written physician release

## **IMMUNIZATIONS**

A child will not be registered if he does not meet the Texas Health Department immunization requirements for students who attend school in the Archdiocese of San Antonio. **A complete copy of the student's immunizations, validated by a physician, must be furnished to the school health coordinator before he/she may enter school on the first day.** A copy of the **official Birth Certificate** is required for all new students in PK, Kindergarten, and Grade 1. A hospital birth certificate is **not** acceptable.

### **Medical Exemption From Immunization**

According to Archdiocesan Policy #4800 and 4801A and B: All schools are required to comply with the Texas Department of Health immunization requirements for students. An exclusion for medical reasons will be considered if a parent/guardian presents a written request to the school principal with the appropriate documentation. The principal, in consultation with local school administration, will make the final decision.

In accordance with state law, the parent/guardian must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or to any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. If not a lifelong condition, it is expected that the child will be vaccinated as soon as the medical condition improves and the child's physician judges that it is safe to do so. In order that every child in school be protected from communicable disease and physically able to participate in the school programs, the Texas Department of Health has established minimum health requirements. Health and safety instructions and services shall be provided for all students in compliance with the guidelines of the State Health Department and other agencies. Each school must follow the regulations and guidelines in the TCCED Health Manual.

## **MEDICATION POLICY**

**ONLY necessary** medications (prescribed for, but not limited to, the treatment of Diabetes, Epilepsy, ADD/ADHD, and Asthma) may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school, and at bedtime for optimal coverage. All necessary medication prescribed for a student by a doctor must have the **Archdiocesan Medication Permit Form filled out and signed by the physician and parent.** This form may be obtained from the school office. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in the original labeled container. Medications sent in baggies or unlabeled containers will not be given. The **parent** is responsible to bring all medication to the office and to pick up unused medicine or it will be destroyed at the end of the school year. All medication must be kept in a locked cabinet/drawer in the school office and administered in the school office. Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.

## **PEST CONTROL**

Texas state-regulated structural pest control regulations are followed when treating school for any type of pest control.

## **SCREENINGS**

State law mandates vision, hearing, and scoliosis screening. Screenings will be done unless parents provide documentation from a physician that testing has been done and the school has a written statement from the parents that they do not wish for it to be done again.

If a child is having difficulty in school due to a possibility of difficulties with attention or focus on classroom studies, speech difficulties, or possible emotional health or academic issues, the school may request that a screening be done to identify these difficulties that could hinder the learning process. The Principal has information concerning diagnostic services.

## **LIBRARY**

Grades PK - 5 attend library at least once a week, and the literature teachers take Upper School students to the library on a regular basis. Individual students may attend more often at each teacher's discretion, or teachers may take students to the library for research and other curricular activities.

### 1. Circulation:

a. The library is open from 7:30-3:30 Monday-Fridays on regular school days.

b. Students generally may have two books checked out at a time, as long as they do not have overdue materials. An additional book may be checked out for research. Books are checked out for two weeks at a time, with one two-week renewal allowed. Overdue notices are sent with the Thursday Packet. No overdue fines are charged. Fines are assessed for damaged books. Cost of replacement is charged for lost books.

### 2. Special Library Programs

The library has an online Accelerated Reader Program. When children take the tests, they become eligible for prizes. Points are not cumulative from year to year. Other special reading incentive and library programs will be announced throughout the school year.

3. Library donations are encouraged to help build our book and video inventory. Books chosen from those available on a special shelf can honor birthdays or other special occasions. Memorials are also given and acknowledgments sent to appropriate parties. Books purchased at other places may be accepted on a case-by-case basis.

## **LOCKERS**

Student lockers in the Upper School are available for textbooks and school supplies that are required at that time. The school reserves the right to inspect the lockers, gym bags, book bags, and purses at any time. Students are not permitted to go to lockers during class time, and students will change books at their lockers at specified times.

## **PARENT ORGANIZATIONS**

### **SCHOOL COUNCIL**

The St. James Catholic School Council is an advisory council to the principal and pastor. The School Council assists the principal and pastor in developing and implementing policies and programs in order to achieve and maintain the mission statement of the School. The School Council holds monthly meetings. These open meetings are publicized in advance. Everyone is welcome. Meetings are typically held the last Tuesday of each month except in the summer. Anyone wishing to address the Council should submit his or her intentions in writing seven (7) days before the meeting to the president or principal. The St. James' school and church community will be notified when elected positions become available. An election committee serves to screen applicants and make recommendations for either the election ballot or appointment of an individual(s) to the School Council.

### **PARENT-TEACHER CLUB (PTC)**

The purpose of this club is to foster unity and understanding between the home and the school through the monthly PTC meetings held at the school, campus clean-up days, or fundraising events. In participating in these meetings and events, you get to meet other St. James parents and children. Families and faculty automatically become members of PTC. An annual fee of \$20.00 is paid at registration.

Each family must complete 20 service credit hours during the year. You can earn 10 service credits by attending the monthly PTC meeting ( 1 service credit per meeting). Campus clean-up events occur monthly on a Saturday and are normally 4 hours long. Campus clean-up events are valued at 1.5 service credit hours per each hour worked. Attending one event will earn you 6 credit hours. Fund raising events are valued at 1 credit hour per each hour worked.

Service credit hours can easily be fulfilled by attending the following:

<b>Event</b>	<b>Credit hrs. (per family for each adult member working)</b>
All PTC meetings	10 hours
One campus clean-up	6 hours
One fund raising event	<u>4 hours</u>
	20 hours

If you do not want to participate in the service credit program, you can pay an upfront fee of \$400.00 or have \$40 per month deducted from your FACTS account. **See Volunteers for further explanation of PTC Service Hours.**

## **RECESS AND OUTSIDE PLAY**

- Students must always keep the person on yard duty in sight.
- Students may not throw any object, i.e. ball, rock, stick, pecan, etc. at another person, at passing cars, at stray animals, nor at any building.
- Students may not climb trees or go on the roof of any building.
- Students may not gather nor play in the restrooms.
- Students may not go into the hall, church, or classrooms during recess. Teachers will make alternate arrangements for bad weather days.
- Students are not to engage in conversation with any stranger.

- Students may not jump the fences. If a ball, frisbee, etc. needs to be retrieved, students must get permission from the person on yard duty to retrieve it or an adult must retrieve it.
- Students may not stand on the picnic tables.
- Students may not double up on swings, or other equipment; no standing on swings or slide; slide feet first; no walking up or down the slides.
- Students may not sit on the utility pole, nor may they swing on handrails.
- No fighting, rough-playing, shoving, teasing, name-calling, kicking, or other inappropriate behavior.

## **RELIGIOUS FORMATION**

### **Formal Religion Program**

Every student at SJS receives age-appropriate religious instruction. Non-Catholic students are also required to participate in religion classes. The *We Believe/Blessed Are We* Series, Sadlier/RL Benziger Publications, is used for grades PK - 8. The spiral learning approach introduces and reinforces doctrine, Scripture, and the liturgical year every year on every grade level. Lessons include ideas, suggestions, and additional background information, and connections to the *Catechism of the Catholic Church*, the *National Directory for Catechesis*, Catholic Social Teaching, liturgy tips, teaching tips, and special needs. This series offers a web site that can be used by parents, students, and teachers.

### **Prayer, Liturgical Programs, and Assemblies**

The students experience many kinds of prayer. Throughout the year we have classroom prayers and scripture readings. As a school, we attend weekly Mass every Friday morning at 8:00 A.M. Parents and family members are always invited to attend. We ask parents to allow their students to sit with their classes during Mass, as it is part of their religion curriculum (learning parts of the Mass, proper behavior and responses, etc.). Classes rotate the responsibility of preparing the Mass. All students are to be on their best behavior while attending Mass and other liturgical services. Courtesy is expected of all students during any assembly program, and students are always to give guests and speakers a respectful welcome.

### **Altar Servers**

Altar server duty is rotated among those students who have taken the required training. Servers are asked to arrive by 7:40 a.m. on the day they are to serve. If a student does not arrive by 7:50, another student will be asked to substitute. Occasionally, servers may be asked to serve a funeral Mass during the school day.

### **Sacramental Programs**

The second grade program covers the doctrine necessary for the preparation of the student for the reception of the sacraments of Eucharist and Reconciliation. Students have the opportunity at school to celebrate the Eucharist at weekly Mass and Reconciliation during specified times of the year.

### **Service**

Service is an integral part of the Religion Program. At the Friday school Masses, students are encouraged to bring non-perishable goods to church, which are taken up at the Offertory collection and then donated to the Christian Cupboard. We ask all families to try and participate each Friday. In addition, we also respond to special needs that arise during the school year. Students also perform other acts of service, such as visiting nursing homes, throughout the year.

# **SCHOOL GOVERNANCE AND RESPONSIBILITIES**

## **GENERAL INFORMATION**

The principal, with the cooperation of the pastor, is the chief administrator of the school. Programs and decisions about matters pertaining to teachers and students, to scholastic programs and extracurricular programs, to the day-to-day operation of the school, rest with the principal. The School Council is an advisory council to the pastor and principal.

The smooth operation of the school is dependent upon the effective leadership and responsibility assumed by members of the local community, including employees of the school, the pastor, and local councils. Listed below is a summary of the key roles of each of these individuals and groups.

## **PASTOR**

The administrative responsibility of the Pastor for the school includes the care of the total parish plant and those matters that are not included within the authority of the School Council by reason of its Constitution or within the professional responsibility of the Principal.

## **PRINCIPAL**

The role of the Principal within the Catholic school is to provide Christian educational leadership for the school and . . .

- To interact with the local council as an ex-officio member
- To work closely with Pastor, Office of Faith Formation, and faculty to achieve a climate that fosters Christian growth and formation
- To oversee all student services in program evaluation, assessment, discipline, health, and parent communication
- To oversee the implementation of instruction in curriculum, instructional strategies, accreditation process, and teacher evaluation
- To administer all school programs, insuring compliance with regulatory bodies related at the local, state, and national level
- To oversee the efforts of special programs such as parent organizations and athletic programs
- To work with the Maintenance Engineer to insure a safe environment
- To interact with colleagues to insure the smooth operation of services
- To develop and manage the school budget along with the local School Council
- To interact with the community as a representative of St. James Catholic School

## **ASSISTANT PRINCIPAL**

The Assistant Principal will assist the Principal in the administration of the school by

- Assisting the students in academic, social, and behavioral development
- Serving as an additional administrative contact for parents
- Helping to organize special events and activities to enhance instruction
- Serving as a resource to faculty for their continued development
- Arranging for substitute teachers when needed
- Serving as the administrator for the school if the Principal is off campus for a meeting or other event.

## **PK / AFTER SCHOOL CARE DIRECTOR**

The PK/After School Care Director will assist the Principal in the administration of the school by

- Assisting the PK and ASC students and staff in academic, social, and behavioral development
- Helping to organize special events and activities to enhance PK and ASC instruction
- Supervising PK and ASC faculty
- Serving as an additional administrative contact for parents
- Arranging for substitute teachers when needed
- Ensuring that all state licensing requirements are met

## **SCHOOL HOURS**

### **REGULAR SCHOOL DAY HOURS**

Regular school hours are Monday through Friday, 7:55 A.M. to 3:20 P.M. for students in grades 6 - 8 and from 7:55 A.M. to 3:10 P.M. for students in PK - 5. On regular school days, Half day Preschool students are dismissed at 11:30 A.M.

### **ARRIVAL TIMES**

Regular time supervision of students begins at 7:30 A.M. at designated areas in the gym for grades K-8 and in the PK building for PK students. Before school supervision begins at 7:00 A.M. in these same areas.

### **EARLY DISMISSAL**

There are days throughout the school year when the school is dismissed early. Grades PK - 8 typically dismiss at 12:00 P.M. for early dismissal. Lunch is not served on noon dismissal days. The exact times and days will be listed in the school newsletter. On most Early Dismissal Days, After School Care will be available for those who need it. Children left after 12:15 p.m. will be placed in Extended Day. Students staying in After School Care on early dismissal days must bring a lunch.

### **SCHOOL OFFICE HOURS**

The school office is open from 7:30 A.M. – 4:30 P.M. on regular school days. From 4:30 – 6:00 P.M. parents will be buzzed into the office/preschool area to pick up After School Care students. The school office may close earlier on Early Dismissal days.

## **SCHOOL SUPPLIES**

All students should be properly supplied with paper, pencils, erasers, pens, etc. Students/parents are responsible for replenishing these supplies whenever needed. Please see the school supply list for specifics. Specially designed school planners/assignment books for grades 4-8 need to be purchased from the school. School supplies may also be ordered through *FACTS Class Bundl*. These may be ordered online through a link on the school website, and the supplies will be shipped to your home.

**HARD-COVER BOOKS MUST BE COVERED AT ALL TIMES.** Fines will be assessed for book damage. Damage beyond the normal wear will be assessed fines, and major damage will be assessed at the replacement cost of a new book. **LOST BOOKS WILL BE CHARGED AT REPLACEMENT COSTS.**

## **SEARCHES**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect any locker at any time. In addition, the school may inspect personal possessions of students, including backpacks. Searches of lockers or personal possessions must be conducted by a faculty/staff member and witnessed by another faculty/staff member.

## **SMOKING ORDINANCE**

In accordance with the City of Seguin smoking ordinance, smoking is prohibited in all school facilities.

## **SOCIAL FUNCTIONS AND GRADUATION**

### **GENERAL INFORMATION**

Children of elementary age need continual guidance and help from their parents in developing social graces. Parents are encouraged to arrange opportunities for family gatherings and activities. Such activities encourage open communication and trust.

Attendance at school-related functions is also encouraged. Students in grades 6 - 8 have the opportunity to attend school-sponsored socials at certain times throughout the year. No activity (sports, dances, parties) may carry the name of the school or any class within the school unless it is officially sanctioned by the school administration.

### **AFTER SCHOOL ACTIVITIES**

Students attending non-chaperoned after-school activities must remain with their parent/guardian. Children are not allowed on the playground or elsewhere on campus without parental supervision.

### **BIRTHDAYS**

Students may come out of uniform on their birthday, or on the day of their choosing if their birthday falls during a holiday. Students may not come out of uniform on a Mass Day or any other day which requires a Mass uniform. They may choose the day before or day after to receive their Birthday OOU. See Uniform Code for guidelines. **If birthday students wish to bring lunch (i.e. pizza) for their class on their birthday, the parents MUST notify the teacher AND the cafeteria manager at least one week in advance.**

### **PARTIES**

1. All grades may have Christmas and Valentine parties in their classrooms. Other parties are left to the discretion of the principal and teachers.
2. Invitations to private parties may not be passed out in the classroom unless all students are invited. If select students are invited, invitations may be distributed after school.

3. Permission must be given by the teacher to bring "goodies" to the classroom for any celebrations. Special attention should be made to bring healthy and nutritious foods.
4. No treats may be brought to school for any celebration unless the whole class is included. Again, the teacher must give permission for treats.

## **GRADUATION**

Graduation from St. James Catholic School marks the end of important memories and development and the beginning of new endeavors. The graduation Mass is planned by the school, and the reception is planned by the 7th grade parents and the 7th grade class with the 6th graders and their parents also helping. St. James also celebrates graduation from kindergarten, and PTC sponsors the reception for this special event.

## **SPECIAL PROGRAMS**

### **ACCELERATED READER**

Accelerated Reader is a reading management software program that provides teachers and parents with information about the student's reading level. Accelerated Reader is used as an incentive program to get students excited about reading, to help students select books best suited to their individual reading levels, to improve student reading and comprehension skills, and to monitor student reading progress. The librarian administers Accelerated Reader and works in conjunction with the teachers to serve the students.

### **ACADEMIC FAIRS AND BEES**

Students may have an opportunity to participate in various academic fairs and bees at St. James School. These may include, but are not limited to, Academic Fair, Geography Bee, Religion Bee, Spelling Bee, etc. More information about these events is available from the teachers.

### **CATHOLIC ARTS & ACADEMIC COMPETITION (CAAC)**

The goal of CAAC is to provide a platform that will engage students in the active learning process as we focus on the four pillars of CAAC: Catholic Identity, Arts & Humanities, Academic Achievement, and Competition Community. This competition occurs among students of all Archdiocesan Schools.

### **D.A.R.E.**

D.A.R.E., or Drug Abuse Resistance Education, is a nationally recognized program that is offered to fifth graders by the Seguin Police Department. This program is held during school once a week for eleven weeks.

**PSIA ACADEMIC COMPETITION AND ONE ACT PLAY** - PSIA stands for Private Schools Interscholastic Association and is for first through eighth grade students. It is the equivalent of academic competitions like TAPPS in high school or UIL competitions in public schools. With 19 contest categories covering a wide range of disciplines, PSIA provides an exciting opportunity for private school students in grades 1 through 8 to engage in academic competition with their peers throughout the state of Texas. PSIA remains the most comprehensive academic extracurricular program in the nation for students in grades 1-8. Students find new excitement in learning ... achieve mastery... test their skills and knowledge ... know the satisfaction of their best performance ... receive recognition for academic excellence. **One Act Play (OAP)** is the drama event of PSIA.

## **STAR READING, MATH, AND EARLY LITERACY**

The *Renaissance STAR Reading, Math, and Early Literacy* testing program is administered to K-8 students to help identify strengths and areas for improvement in these areas. These test results help teachers to meet the needs of students.

## **TECHNOLOGY AND TECHNOLOGY USE POLICY**

We at St. James Catholic School strive to prepare our students for their future, academically and beyond. Technology must certainly be a major component in that preparation. We are taking the necessary steps to ensure that all students have an opportunity to master the elements of technology they will need to have a productive future. We understand that technology should be one of the major tools by which students learn to manage the ever-increasing base of knowledge they will need to achieve success.

All students from kindergarten through eighth grade attend regularly scheduled computer literacy classes in our fully networked Computer Lab. The school is networked, allowing for Faculty/Staff e-mail and supervised Internet access from every classroom and lab. Additionally, St. James School has Smart Boards (Mimio interactive boards or interactive display boards) in every classroom that allow for interactive instruction and learning. Instruction is also enhanced with iPads that also allow for interactive learning.

A copy of the Acceptable Use Policy for Technology Agreement is also located in the Appendix of this Handbook. Student and parent/guardian signatures are required.

## **STRATEGIC PLAN**

The St. James Catholic School Five Year Strategic Plan is located on the school's website [www.sjcstx.org](http://www.sjcstx.org). The Strategic Plan is reviewed yearly by the School Council, faculty, and Administration.

## **TEXTBOOKS**

The Archdiocesan Education Office has approved all textbooks that are used at St. James Catholic School. Textbooks are the property of the school and are for the students' use on a yearly basis. All students will obtain and return textbooks in good condition. Students are responsible for proper care of their textbooks, and all textbooks must be covered.

Students will be fined for lost or damaged books. If the textbook is lost or damaged beyond use, the replacement value will be billed to the parent/guardian plus 10% shipping and handling fee and 10% replacement/restocking fee. The replacement value will depreciate after 3 years by 10% each year of use. In cases of excessive damage to a book that is still usable, a fine of up to the cost of the book's replacement will be charged.

## **TRANSFER**

When a student transfers to another school, the principal and teachers should be notified in advance. All books must be returned. Upon request by the new school, a transfer form will be

issued and all school records will be mailed directly to the registrar. **\*\*No transcripts of grades, health records, etc., will be released to the receiving school until all financial obligations have been met.**

## **UNIFORM POLICIES AND DRESS CODE**

The uniform code of St. James Catholic School plays an important role in the school: it unifies us as a community, it takes the focus away from how we look and places it on how we act, and it discourages us from spending unnecessary money on items we may not need. All students should take pride in the St. James uniform and remember that they represent their school when seen in uniform. Students are expected to be in uniform when they are on campus, and **all** students are expected to fully comply. All faculty and administrators are responsible for calling a student's attention to anything that is not uniform. Uniforms are monitored on a regular basis. Parents will be notified if continued disregard of uniform policy is noted.

The School Council of St. James Catholic School, in consultation with the principal and faculty, has adopted a **Formal Uniform (adopted in August 2016)**. After receiving requests from many parents for a more formal looking school uniform, the uniform described below was selected and will be required for all students in grades K-8 on Mass and other designated school days. The formal uniform may be worn every day if the family wishes.

The formal uniform will be supplied by Flynn O'Hara Uniform Company and can be viewed online and purchased online at <http://www.flynnohara.com> or at the company's retail location in San Antonio. To view online, go to <http://www.flynnohara.com> and enter St. James Catholic School (Seguin) or our 78155 zip code in the search box. To visit the Flynn O'Hara Uniforms, the address for the store is 2108A NW Military Hwy, San Antonio, TX 78213. A sample of the boys' and girls' uniforms is in the school office.

## **REQUIRED FORMAL UNIFORM DESCRIPTION**

**The Formal Uniform is required to be worn on all Mass days and other days specified by the principal. Each student in K – 8 must have a formal uniform. The Formal Uniform is described as follows:**

Girls – Short sleeve over-blouse with pointed convertible collar, navy plaid jumper/skirt, navy or plaid tie, navy cardigan sweater with the school insignia

Boys – White oxford shirt, plaid tie, belt, khaki pants, navy cardigan sweater with the school insignia

Ties will be worn to Mass by all students and throughout the day by both boys and girls in grades 5-8.

**The main components of the Formal Uniform should be purchased from Flynn o'Hara Uniform with the exception of the boys' or girls' white oxford cloth shirts and boys' belts. (These may be purchased anywhere).**

## OPTIONAL DAILY UNIFORM

The following uniform options, (called **Daily Uniform**), may be worn on other days when the Formal Uniform is not required.

### DAILY UNIFORM

Girls - Jumper/Skirt, short sleeve overblouse with pointed convertible collar, khaki walking shorts, or khaki long pants with belt, socks, shoes. A navy blue polo shirt with school emblem patch may be worn with shorts or pants.

Boys - Khaki Pants/Shorts, belt, tucked in white oxford shirt, socks, shoes. A navy blue polo shirt with school emblem patch may be worn with shorts or pants.

A jacket must be worn on days when temperature is 45 degrees or lower.

**For 2018-2019, students may wear any of the following on all other days not requiring the formal Mass uniform:**

- A. The Formal Uniform outlined above and shown on the Flynn O'Hara website as required
- B. The daily uniform outlined above and shown on the Flynn O'Hara website (not required)
- C. Khaki bottoms (shorts, pants, skirts, jumpers, skorts) and dark navy blue polo with school emblem patch sewn on. Skirts should be no shorter than the top of the knee, and girls' shorts and skorts should not be shorter than 2 inches above the knee.

## UNIFORM REQUIREMENTS

**PK STUDENTS:** PK 3 and PK 4 students are urged to wear either the Formal Uniform or khaki bottoms with dark navy blue polo with school emblem patch on Mass days. This is not required but a suggestion for unity with the rest of the school at Mass. PK may wear either the school uniform, khaki and navy, or appropriate play clothes and tennis shoes the rest of the week.

### GIRLS (Grades K – 8) \* Required

- \* K-2 Skort Khaki
- \*K-5 Jumper Navy blue plaid, no shorter than the top of the knee
- \*6-8 Skirt Navy blue plaid, no shorter than the top of the knee
- \*K-5 Blouse Short sleeve over blouse or white oxford with pointed convertible collar and no emblem.
- \*6-8 Blouse Short sleeve over blouse
- Polo Shirt (Optional) Navy blue short sleeve polo shirt with school emblem sewn on. Maybe worn with uniform shorts or slacks, but not with the jumper or skirt. The polo shirt may NOT be worn on Formal Uniform days.
- Sweater Navy blue cardigan (Optional), Navy blue V-Neck Pullover (Optional), Navy blue V-Neck Vest (Optional)
- \*Emblem Sewn on left side of cardigan sweater and polo shirt (over the “heart”). These patches are available in the school office.

- Sweatshirt Ordered through the school office. The SJS sweatshirt may NOT be worn on Formal Uniform days.
- Shorts Khaki cuffed walking shorts, knee-length, no shorter than 2” above the knee
- Pants Khaki pants
- \*Tie The navy looped tie is required on Formal Uniform days with the jumper. The school plaid looped tie is required on Formal Uniform days with the skirt.
- \*Gym/Modesty  
Shorts Uniform modesty or short gym shorts to be worn under jumpers/skirts (These may be purchased anywhere).
- \*Shoes Keds School Days navy and white non-scuff athletic saddle shoe OR **all white** solid color laced leather athletic shoes with non-marking soles and non-marking outsoles. Laces must be white. Shoes meeting SJS uniform specifications are available at School Shoes Unlimited in San Antonio (all year round) or Academy (usually at beginning of school year). Shoes may be purchased elsewhere as long as they meet uniform specifications. The younger children may have all white Velcro tennis shoes.

### Boys (Grades K – 8)

- \*Pants Khaki pants (flat front or pleated)
- \*Shirts White oxford cloth button-down collar, with short or long sleeve, no emblem
- Polo Shirt Navy short sleeve polo shirt with school emblem sewn on. The polo shirt may NOT be worn on Formal Uniform days.
- \*Sweater Navy blue cardigan (Optional) Navy blue V-Neck Pullover, Navy blue V-Neck Vest (Optional)
- \*Emblem Sewn on left side of cardigan sweater or polo shirt (over the “heart”) These patches are available in the school office.
- Sweatshirt Ordered through the school office. The sweatshirt may NOT be worn on Formal Uniform days.
- Shorts Khaki walking shorts, knee-length, no shorter than 2” above the knee
- \*Tie Boys’ adjustable tie in school plaid, not required except for Formal Uniform days. Older boys may wear a regular tie in school plaid.
- \*Shoes **All black** solid color laced leather athletic shoes with non-marking soles and non-marking outsoles. Laces must be black. Shoes meeting SJS uniform specifications are available at School Shoes Unlimited in San Antonio (all year round) or Academy (usually at beginning of school year). Shoes may be purchased elsewhere as long as they meet uniform specifications. The younger children may have all black Velcro tennis shoes.

### ACCESSORIES

- \* Bows Navy, white, black, or red
- \* Belts Navy, black, or brown; must be worn with skirts, shorts, and pants with loops

\* Socks Girls are to wear solid, plain, and white crew or solid, plain, white or navy **opaque** knee-high socks or tights (in cold weather). Leggings may NOT be worn. Boys are to wear solid, plain, and white or black crew socks. **Socks that are below crew length, such as golf, tennis, short cuff, or sports socks, are NOT permitted. Socks may NOT have decorations, embellishments, or logos.**

T-shirts **Only plain white T-shirts** may be worn under shirts or blouses

Jackets Jackets and windbreakers (preferably red, navy, black, or gray) may only be worn **outside** the classroom. The SJS uniform sweater, the St. James fleece jacket, the SJS sweatshirt, and the SJS cheerleader jacket may be worn in the classroom. **Only the uniform sweater may be worn in the classroom on Formal Uniform Days.**

## AVAILABILITY

Uniforms will be available at the Flynn O'Hara School Uniform Store at 2108A NW Military Hwy. San Antonio, TX 78213, [www.flynnohara.com](http://www.flynnohara.com) A uniform sale at 15% off occurs all during the month of June. **The components of the Formal Uniform (except for boys' white oxford shirts and belts) must be purchased from Flynn O'Hara School Uniforms.**

School shoes (Keds School Days navy and white athletic shoes or all white non-scuff leather athletic shoes for girls and all black, non-scuff leather athletic shoes for boys) are available at School Shoes Unlimited in San Antonio, 2019 Vance Jackson, San Antonio, Texas 78213, 210-734-9003, [www.schoolshoesunlimited.com](http://www.schoolshoesunlimited.com). **Shoes may be purchased elsewhere.**

## PRESCHOOL STUDENTS

PK students are allowed to wear non-uniform clothing. It is preferred that on Mass days PK students wear the Formal Uniform or navy tops and khaki bottoms. However, parents should use discretion in selecting appropriate attire for a Christian environment. Since they participate in a lot of outdoor play, it is important that their shoes have rubber soles. Cowboy boots and dress shoes are inappropriate unless there is a dress-up day designated by the teacher. Light-up shoes are not appropriate for Fridays because we go to Mass. Girls should wear shorts under their dresses.

## PE UNIFORMS

PE uniforms are **NOT** required. **Students will wear their school uniforms to PE.** If girls have on skirts or jumpers, then they shall remove these and wear the modesty shorts they have on underneath their skirts/jumpers. They will put these back on when PE is over. **The exception is for students in grades 5-8 who have PE last period of the day. They may quickly change to dark, appropriate length shorts/athletic shorts, an SJS t-shirt, and tennis shoes so that they are ready for athletics after school.**

## REGULATIONS REGARDING ACCESSORIES (GRADES K - 8)

- **Belts:** Solid navy, black or brown must be worn with skirts, skorts, shorts and pants with belt loops (braided belts, which are easier for little fingers, are recommended for K-3)
- **Shoes:** Athletic shoes must be worn. See the prior sections about the types of required shoes. Shoes should remain clean. **No writing is allowed on shoes, clothing, or skin.**
- **Socks:** Girls are to wear solid, plain, and white crew or solid, plain, white or navy **opaque** knee-high socks or tights (in cold weather). Leggings or jeggings may NOT be worn.

Boys are to wear solid, plain, and white or black crew socks. **Socks that are below crew length, such as golf, tennis, short cuff, or sports socks, are NOT permitted. Socks may NOT have decorations, embellishments, or logos.**

- **T-shirt**: Only plain white T-shirts may be worn under uniform shirts or blouses.
- **Jewelry**: Earrings, worn by girls only, **one** stud in each earlobe (no exceptions). One ring, one necklace, and/or one watch (no alarm) may be worn. Please keep jewelry simple and to a minimum. Hair bands may not be worn on the wrist. No tattoos, whether permanent or temporary, are acceptable. No aerosol sprays of any kind are allowed in the school.
- **Hair**: Hair styles for boys and girls should be neat and simple in **own natural hair color**. Hair should not be streaked, high lighted, or dyed. **Hair length for boys should be no longer than the top of the shirt collar and cut over the tops of the ears.** Boys may not have sideburns, and those with facial hair must be clean shaven. Conservative haircuts only are permitted with no distracting haircuts with lines/carvings, mohawks, etc. **Boys' hair must be cut and cannot be pulled up into a pony tail, braids, or bun or pinned back to keep it above eyebrows, off the collar, and/or above the ears. Both boys and girls MUST have their hair out of their eyes or above their eyebrows.** Girls' hair bows **must** be in uniform colors; **flat** hair clips must be solid gold, silver, red, black, white, or navy.
- **Make-up**: Only clear or light colored fingernail polish may be worn. Girls may wear light makeup. Abuse of this policy will result in a private conference on an individual basis. The principal reserves the right to judge "light" makeup.
- **Hats**: During cold weather, stocking caps may be worn to and from school only.

**Sweaters/Jackets/Coats/Hoodies**: When the weather is cold, students may wear sweaters/jackets/coats/hoodies (preferably navy, black, white, or gray) of their choice to and from school and outside. Jackets and windbreakers (preferably red, navy, black, or gray) may only be worn **OUTSIDE** the classroom. **The SJS uniform sweater, the St. James fleece jacket, the SJS sweatshirt, and the SJS cheerleader jacket may be worn in the classroom.** No other logos are allowed.

### **OUT OF UNIFORM (OOU) DRESS CODE**

Out of Uniform days will be celebrated on Wednesdays (except for the first Wednesday of the month/Spirit Day and Picture Days). Students are not required to wear their school uniforms on Wednesdays; however students may wear their uniforms. Students must be neat, tidy, and appropriately dressed. **Inappropriate dress includes the following:**

- Clothing in disrepair or with holes in the clothing, whether considered fashionable or not
- Shoes or sandals without socks
- Spaghetti strap shirts, tank tops, or sleeveless shirts, unless it is worn under a cardigan or with a layering top (this includes dresses with these type of sleeves)
- Shorts above mid-thigh
- Mesh shirts or revealing blouses
- Bare midriffs
- Mini skirts

- Low-riding or baggy jeans
- Tight fitting pants, leggings, jeggings, skirts, shirts, or blouses
- T-shirts with inappropriate logos or advertising (this includes, but is not limited to, t-shirts advertising alcoholic beverages or t-shirts promoting rock groups)

## **BIRTHDAYS**

Students will be allowed to have an OOU Day on his or her birthday (or on the school day closest to the actual birthday). Students whose birthdays are in the summer should make arrangements with the homeroom teacher as to when to celebrate their Birthday OOU Day

## **SPIRIT DAYS**

On the first Wednesday of every month, "spirit days", students may wear blue jeans or capris with St. James spirit shirts. **Parents may be called to request a change of clothing if what their child is wearing is not acceptable.**

## **VISITORS**

All visitors, including school parents, must report to the school office when entering the school. Visitors should sign in and obtain a visitor badge, no matter how frequently they visit or how well known they are by school personnel. They should sign out when leaving the school. Teachers have been instructed to direct visitors to the office before giving admission to their classrooms or anywhere else on school grounds. These policies are for the protection of the students and staff and to minimize disruption to the classroom.

**Parents are welcome to visit the school classrooms, but must call a day in advance to clear the visit with the office and the teacher. On the day of the visit, the parent must sign-in first at the office and obtain a visitor's badge.**

Visitors and volunteers may not enter any classroom without permission from the school office during business hours. **Everyone entering St. James Catholic School is expected to come to the office. No guns or other firearms are allowed on campus.**

## **VOLUNTEERS**

The school could not offer the quality of education, service, and sense of community that it does without parental involvement as volunteers, committee members, and supporters. All jobs are important, and the students are delighted to know that their parents are working for the school. St. James School is in need of volunteers who are interested in donating any amount of their time each week in a variety of ways. No college degree or experience is required. If you are interested in helping, please come by the school office and talk with the principal.

1. Classroom volunteers to assist the teacher with clerical duties, cutting out materials, etc.
2. Library volunteers to assist the librarian with the operation of the school library.

3. Clerical volunteers to the office personnel in keeping records, duplicating forms, typing bulletins and/or answering the telephone.
4. Special skills' volunteers to assist the teacher in such areas as arts and crafts, music or drama, and computer activities.
5. Lunchroom volunteers to assist the teachers in supervising the students at lunch.
6. Playground volunteers to assist the teachers/aides in supervising the students with games during the lunch break.
7. Maintenance and gardening volunteers to assist in general maintenance of building and equipment and care of plants, flowers, lawn, and shrubs.
8. Transportation volunteers, with Archdiocesan permits, to take children to and from scheduled appointments, school field trips, or personal needs.
9. Room parents
10. Volunteers for fund raising events, providing food for events and teacher luncheons

Volunteers should be dependable. If unable to come at the assigned time, they are asked to notify the school office. Confidentiality is expected of all volunteers. All volunteers who work around children or at the school during the day must have had a criminal background check and Safe Environment training. These are both good for three years.

### **ROOM PARENTS**

Room parents are responsible for the following:

1. Coordinating classroom parties as requested by the teacher
2. Assisting with coordination of field trips as requested by the teacher
3. Contacting other parents in classroom regarding fundraising activities
4. Generating participation of other parents in PTC functions.

**Room parents earn Volunteer Hours, not PTC Service Credits.**

### **VOLUNTEER HOURS AND PTC CREDITS**

St. James Catholic School has two types of volunteer service: Volunteer Hours and PTC Credits. Both are very important at St. James School, and in many cases, they overlap.

#### **Volunteer Hours**

Volunteer Hours will be counted for the Presidential Volunteer Service Award, a national award created in 2003 by the President's Council on Service and Civic Participation to recognize the valuable contributions that volunteers are making in our communities and encourage more people to serve. Individuals with over 100 hours of volunteer service to St. James Catholic School will be recognized at the Volunteer Appreciation Mass and Breakfast held in May and will receive the official President's Volunteer Service Award pin, a personalized certificate of achievement, and a congratulatory letter from the President of the United States. **ANY type of volunteer service** to St. James Catholic School will count towards this award. **The service must be unpaid volunteer service and NOT donations, corporate sponsorships, purchases of necessary items, auction items, etc.** Volunteer Hours for 2018-2019 are counted from April 2, 2018 - April 1, 2019.

#### **PTC Service Credits**

PTC provides an avenue for parents to be more involved in the school. PTC's involvement is twofold: first, to foster an environment for all parents/guardians of students in PK2 through Grade 8 to work and socialize together with a common goal – improvement of the school and secondly, to provide fund raising opportunities for the school in order to help keep tuition affordable for all.

There are two requirements for all PTC members:

1. \$20 dues paid at the beginning of the school year
2. 20 hours of service credit or \$400.00 (Each credit is worth \$20.00)
3. PTC Service Credits may be earned from May 1, 2017 - April 30, 2018.

Service credits can be earned in several ways:

1. One hour service credit is given for one hour of time volunteering at PTC events
2. One hour service credit is given for \$20 of food or drink donation for PTC events (maximum of 5 credits per event)
3. One hour service credit can be purchased for \$20
4. One hour service credit per family for attendance at PTC meeting
5. One hour service credit per \$20 value for donation of items for Casino Night Auction
6. Special services rendered to PTC sponsored events can earn credits that will be determined on an individual basis.
7. One and a half service credits for every hour worked at monthly Cougar Campus Clean-Ups

***Parental involvement with their child's class and field trips is encouraged but cannot count toward PTC credits. Also, be advised that attending a class party or contributing food for a party does NOT count as service credit hours. However, parents who volunteer for field trips, work in the classroom, act as a Room Parent, etc. will receive Volunteer Hours even though they do not receive PTC Service Credits. Conversely, donations count as PTC Service Credits but not as Volunteer Hours.***

- All individuals who are in direct contact with children will require a criminal background check as well as completion of the Safe Environment training required by the Archdiocese. Also please note that the required training hours can be counted as Volunteer Hours, so be sure to record them! CBC's and Safe Environment are good for three years!
- Sign-up sheets for PTC sponsored events are available at the Meet the Teacher/Info Fair (PTC table), at PTC meetings, and on Sign Up Genius online. Reminders will be sent through RenWeb e-mail. E-mails may also be sent out, as assistance is needed for PTC events, which will include the contact information for the person responsible for the event. Correspondence for PTC may be sent to [stjamesptc@yahoo.com](mailto:stjamesptc@yahoo.com).
- PTC service credits can be earned beginning May 1. You will need to enter them in or send in to the SERVICE HOURS NOTEBOOK. A PTC officer will enter these into RenWeb, which will be updated monthly. Any of the required 20 PTC Service Credits (worth a total of \$400.00) not earned by May 1 will be expected to be paid before the end of May. Additionally, any credits earned after May 1 and during the summer break will be credited towards the following year's service hours. Please note that it is the parents' responsibility to contact one of the PTC officers to complete their hours from the opportunities available. In addition, no one under 18 years of age may work commitment hours.

Families are responsible for documenting PTC service credit hours and Volunteer Hours in the "SERVICE HOURS NOTEBOOK" located in the School Office.

- There is a designated page for each family at St. James Catholic School to document your time spent volunteering at a PTC event at the school or the funds spent on a donation you are

providing. Please be advised that if you want credits for a donation, a receipt must be provided and your name along with the items donated must be written and put in the envelope provided in the notebook.

- When participating in a PTC event away from the school (Church Festival, Guadalupe County Fair Booth, etc.), you will be responsible to sign in and out on the "Sign-In Sheet" available at the event. Additionally there will be a sign in sheet at each PTC meeting.
- **PLEASE NOTE: Parents may NOT bring their younger children when they are volunteering due to health and safety regulations.**

Please know that once you fulfill your minimum of 20 service credits, it is important to continue to support the PTC and ensure your hours are logged for the various events; we will continue to monitor how many hours are actually logged.

## **DIRECTIONS FOR HOW TO RECORD VOLUNTEER HOURS AND PTC SERVICE CREDITS ARE FOUND ON THE NEXT PAGE.**

### **RECORDING SERVICE HOURS**

Families are responsible for keeping a record of their Volunteer Hours and PTC Service Credits and documenting them in the “**SERVICE HOURS NOTEBOOK**” which is kept in a visible place in the school office.

- There is a designated page for each family at St. James Catholic School.
- Please round your time up or down to the nearest ¼ hour.
- If you reach 20 hours of PTC Service Credits before the end of the year – don’t stop recording!  
(It is important for us to know how many hours are logged for the various fundraising events / committees.)
- A copy of the Service Hour Summary form that you can download and print will be available on the school website at [www.sjcstx.org](http://www.sjcstx.org)
- Forms can be completed and sent to the school office if you are unable to come in and record your service hours in the “**SERVICE HOURS NOTEBOOK**”

**EXAMPLE OF HOW TO RECORD HOURS IN “SERVICE HOUR NOTEBOOK”**

**THE ABC FAMILY**

(ABC Family’s recorded Hours to Date: 10 Hours)

<b>DATE</b>	<b>ACTIVITY</b>	<b>TIME/\$\$ SPENT</b>	<b>VOLUNTEER HOURS</b>	<b>PTC SERVICE CREDIT</b>	
August 20 <sup>th</sup>	Set up chairs & tables for school event	2 hours	X		
September 3 <sup>rd</sup>	Help in library	2.5 hours	X		
September 10 <sup>th</sup>	Cut/sorted Box Tops for Educ.	1.5 hours	X		
October 25 <sup>th</sup>	Hospitality Committee / Purchased Food	\$20.00 = 1 hour		X	
Sept. 29	Worked PTC kids booth at Fall Festival	3 hours	X	X	

**NOTE: The Sept. 29 event counted for BOTH PTC Service Credits and Volunteer Hours, but it is still only 3 hours, not 6 hours.  
If you have receipts to turn in, put them in an envelope and staple them to your family's page in the SERVICE HOURS NOTEBOOK.**

Each family is responsible for stopping by the front office window to record their hours and turn in any receipts within 30 days of completing each volunteer activity, OR you may fill out the Service Hours Summary form available online on the school website and turn it in within 30 days of completing each volunteer activity.



## **WEATHER GUIDELINES**

The Archdiocese of San Antonio issues guidelines for outdoor activities concerning days of high temperature, high ozone, cold temperature, and lightning. School personnel follow these guidelines to ensure the safety of students during school hours. The athletic director is responsible for informing coaches of these guidelines for sports activities, practice, and games that are held outside of school hours.

# Appendix

# St. James Catholic School Student Acceptable Use Policy

## Introduction

ST. JAMES CATHOLIC School incorporates technology as a natural part of the educational process. The use of educational technology empowers students and fosters development of life-long learning skills through access to the latest equipment, information and resources.

Computers and technology are integrated into every facet of the educational and administrative process. ST. JAMES CATHOLIC School endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all students in order to prepare them for the classroom and workplace of tomorrow.

ST. JAMES CATHOLIC School's educational technology includes School-wide and school - wide computer networks utilizing direct Internet access. Distance learning, streaming web-based video content, electronic mail and fax services are also available. Secure access firewalls and content-filtering software are utilized in order to protect students from inappropriate content on the Internet/World-Wide Web.

The ST. JAMES CATHOLIC School Student Acceptable Use Policy explains and defines responsible and ethical use of educational technology for all students. All rules embodied herein guide students in appropriate and acceptable use of school's technology, and are designed to protect both the student and the school. This policy also governs the use of student-owned personal electronic devices including wired or wireless desktop, portable and handheld computing devices, cameras, and cellular telephones.

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional purposes in accordance with school guidelines and regulations. Access to these systems is a privilege, not a right.

All parents/legal guardians and students are required to acknowledge receipt and understanding of the Student Acceptable Use Policy document and must agree in writing to comply with all regulations and guidelines contained herein.

Students will not be allowed access to any educational technology or computer equipment in ST. JAMES CATHOLIC School until their Student Acceptable Use Policy Authorization Form has been signed and returned to the school office.

Once their authorization form has been returned, each student of appropriate age will be issued a unique login identification code allowing access to the appropriate educational information systems. Students may choose are assigned a password.

All passwords are confidential and must not be revealed to other students.

**Parents, legal guardians or students with questions or concerns regarding the Student Acceptable Use Policy should contact the principal.**

ST. JAMES CATHOLIC School declares the following unethical and unacceptable behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or expelling the student, and/or initiating legal action in any case in which the student:

- Using the network and/or any attached equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including “cyber-bullying” and “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Using the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, weblogs and bulletin boards;
- Using the network and/or any attached equipment to obtain and/or distribute illegally (“traffic”) via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer file sharing software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing “Denial of Service” or similar attack code and/or infection of computers or servers with viruses or malware;
- Discloses his/her password to another student or attempts to disclose or discover another student’s or teacher’s password;
- Attempts to copy school-owned software for personal gain, attempts unauthorized transport of school-owned software beyond school boundaries, attempts to install privately-owned software onto a computer or the network or transmits any non-public-domain software via electronic mail or the Internet;
- Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing device without teacher permission and supervision;
- Using ST. JAMES CATHOLIC School network or computer resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;

- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites, private electronic mail accounts, weblogs (blogs) or bulletin boards;
- Gains or attempts to gain unauthorized access to external resources or entities via use of Internet proxy sites and/or proxy servers designed to bypass school monitoring, security and content filtering devices;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or uses an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group, including “cyber-bullying” and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;
- Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Once logged into the system, students will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the student logged in. Students will be held accountable for their computer whether they or another student initiate the activity and must not let other students access their computer. Students must properly log off the system before leaving their computer.

Group computer usage in which multiple students simultaneously share access to a single computer is permitted only under direct teacher supervision. It is the responsibility of the teacher to monitor group activity and prevent illicit use.

### **Usage of Personal Electronic Devices:**

Students are restricted in their usage of student-owned personal electronic devices on school property and at school -sponsored events. Personal electronic devices include but are not limited to student-owned desktop, laptop, tablet and handheld computing devices, whether wired or wireless, USB drives, cameras and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Students are prohibited from using a Blackberry or “smartphone” device (combination cellular phone including handheld computer and web browser functionality), traditional cellular phone or a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates school policies, including illicit and illegal use.
- Students are prohibited from using **any** cabled, USB or wireless (Wi-Fi) IP phone device, such as the Vonage V-Phone or MagicJack, on the school network.
- Students are prohibited from using film or digital cameras and film or digital camcorders in any way that violates school policies, including illicit and illegal use.

- Students are prohibited from using any handheld media player device (such as an iPod) or any portable handheld computing or gaming device (similar to a PSP) in any way that violates school policies, including illicit and illegal use.
- Students may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB “pen” or “jump” drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software.
- Students may not load a bootable, alternate operating system on any school-owned computer or attempt to boot a school computer directly from any student-owned source or media, including floppy disks, CD/DVD discs or USB devices (“pen” or “jump” drives, USB keys, USB hard drives or USB CD/DVD drives).

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

#### Disclaimer

The school shall not be liable for any student’s inappropriate use of electronic communication resources, violations of copyright restrictions, users’ mistakes or negligence or costs incurred by students. The school shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The school’s attempts to block, restrict, impede, or otherwise seek to limit student access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor student content maintained on school systems. It is the policy of ST. JAMES CATHOLIC School to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by students are not considered confidential and may be monitored at any time by school staff to insure appropriate use of the educational technology.

ST. JAMES CATHOLIC School has the right to restrict or terminate Internet, network or computer access at any time for any reason. The school also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

#### **Consequences of Violations of the Student Acceptable Use Policy**

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Student Code of Conduct, including:
- In-school-suspension or out-of-school suspension;
- Expulsion; and Legal action and/or prosecution by the authorities

#### **Remedies and Recourse**

Students accused of violating the Student Acceptable Use Policy have full rights to due process and appeals as set forth in school Policy and the Student Code of Conduct.

# St. James Catholic School

## Student Acceptable Use Policy Authorization Form

I understand that this form must be signed and returned to the School Office before my child is allowed access to St. James Catholic School's networks, computer systems and the Internet. By signing below, I acknowledge that I have received and read the St. James Catholic School's Student Acceptable Use Policy in the "Parent and Student Handbook" governing the use of educational technology and understand that I am obligated to become acquainted with the rules, procedures and policies outlined in the student handbook.

I certify that I understand this policy, and that I have read and reviewed it with my child and explained its implications.

I understand that I will be held accountable for my child's actions, and that disciplinary and/or legal action will result from violations of this policy.

I authorize my child to use the computers (including educational computers, the educational network, E-Mail, the Internet and World Wide Web) at St. James Catholic School.

As a parent, I understand that this form **must be signed and returned to the school.**

By signing below, I acknowledge that my child and I have received and read the school's Student Acceptable Use Policy in the Student Handbook governing the use of educational technology and understand that my child and I are obligated to become acquainted with the rules, procedures and policies outlined in the Student Handbook and the disciplinary procedures and penalties contained in the Student Code of Conduct.

I certify that both my child and I understand this policy and that as a parent I have read and reviewed it with my child and explained its implications.

I understand that both my child and I will be held accountable for my child's actions, and that disciplinary and/or legal action will result from violations of this policy.

I authorize my child to use technology (including computers, the instructional network, e-mail, the Internet and World Wide Web) in this school.

Student's Full Legal Name	School	Grade
Parent/Legal Guardian Signature	Date	
Student Signature (Required if Student is 8 Years Old or Older by Sept. 1)	Date	

Add additional children's names and signatures below.

**ST. JAMES CATHOLIC SCHOOL**

**PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT**

I understand that it is my responsibility as Parent/Guardian to become familiar with the policies and procedures outlined in the St. James School Parent/Student Handbook.

I understand and agree that my child/children, \_\_\_\_\_

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shall be held accountable for the behavior and consequences outlined in the Parent/Student Handbook at school and at school-sponsored and school-related activities. I understand any student who violates the school policies shall be subject to disciplinary action.

I understand that as the parent/guardian I am responsible for: (1) maintaining open communications and cooperation between myself and the teacher, staff, and principal so as to benefit the education of my child/children, (2) adhering to the tuition payment system outlined in the handbook, and (3) following the grievance procedure outlined in the handbook in order to resolve any concerns/conflicts in regard to discipline, policies, and/or regulations.

The Principal and/or the School Council retains the right to amend the Parent/Student Handbook for just cause and parents will be notified in writing if changes are made.

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Parent/Guardian Printed Name

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Date

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Parent/Guardian Signature