



2011-2012
REVISED

St. James Catholic Regional School

Student / Parent
Handbook
2004-2005
REVISED

A
Tradition
Unlike
Any Other...



St. James Catholic Regional School
A Tradition Unlike Any Other...

Tradition in Faith

Tradition through Responsibility

Tradition of Achievement

Tradition with Partnership

Success for Life

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FORWARD

This Handbook has been prepared for the purpose of making you more fully aware of the objectives, programs, policies and practices of Saint James School. You are encouraged to read all the policy statements contained in this booklet and to keep it for future reference. The statements written here are important to you and your child.

The primary purpose of education is to enable each person to become all that he/she is capable of becoming - spiritually, morally, academically, physically, emotionally, socially, culturally. This process of education begins at birth and continues for a lifetime.

Parents are the first and foremost teachers of their children. At a certain point in a child's life the parents delegate the formal part of their child's education to the school. Thus, the school is merely an extension of the home and in no way usurps the parents' right and duty to educate their children. The home and the school therefore, should be partners in the process of educating children.

Catholic schools should be faith communities in which all involved in teaching and learning grow in wisdom and faith. In this regard The National Catechetical Directory contains the following statement about Catholic Schools.

“Catholic Schools are to be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents, and members of the faculty.”

That we may achieve our objectives of being a faith community and of providing a quality education for the children entrusted to us, we ask your help and support. With the cooperation of each parent, teacher and student toward achieving each goal set forth in this Handbook, our students will make progress toward becoming all that they are capable of becoming in an atmosphere of Christian love and concern.

You make many sacrifices in order to provide your children an education in a Catholic-Christian faith community. We know God will reward you for your sacrifices in behalf of your children.

VISION STATEMENT

St. James Catholic Regional School strives to transform the world one child at a time through excellence in faith formation and education.

SAINT JAMES SCHOOL MISSION STATEMENT

St. James Catholic Regional School is a community of parents, students, and staff who are united with Christ in the commitment to:

- ❖ Awakening a call to faith formation
- ❖ Instilling a sense of responsibility
- ❖ Fostering a love for life-long learning
- ❖ Developing leadership skills
- ❖ Transforming lives to transform the world

(Revised Fall 2004/2010)

PHILOSOPHY STATEMENT

St. James Catholic Regional School, as an integral part of St. James Parish and area Catholic parishes, is committed to providing a safe, caring, nurturing learning environment where life-long learning, responsibility, diversity, and Catholic beliefs and values are celebrated.

The faculty and staff believe that learning is a continuous process throughout life. We embrace the uniqueness of each child by differentiating the learning process in order to meet the individual needs of each person. We strive to develop and instill in every child leadership skills and responsibility for self and one another. In this manner, each child's cognitive skills and social/emotional development are enhanced so that each person might achieve to his/her full potential and be successful in life.

The Roman Catholic Church's teachings are consciously taught through theology classes, prayer, worship, and service to others. We believe each person is responsible for improving the human condition as such the teachers, staff, and parents as a faith community lead the students by example. Stewardship is viewed as a way of life.

St. James School believes that education is a partnership which involves the home, school and community. We believe that parents have the best interest of their children at heart and recognize parents as the primary educators of their children. We are committed to involving families, area parishes and the community in the educational process.

Revised.....Fall 2004/2010..... (Faculty Committee/School Board)

ACADEMIC REQUIREMENTS FOR SPORTS PARTICIPATION

A weekly evaluation of the student's academic progress and/or conduct will be completed by teachers and filed in the school office. If a student is academically ineligible, this information is communicated with the coaches. Incomplete and/or failing work may result in suspension from participation until progress is satisfactory. (See appendix VII, page 30)

ACCIDENTS

The principal should be notified immediately of any accidents that occur on the school premises. The parents will be notified immediately of any serious accidents. An up-to-date Emergency Form is kept in the files in the office for immediate contact with the parents. Any change in emergency data should be reported to the school office immediately.

ADMISSION POLICY (Revised by the St. James School Board 2-21-08)

- I. **Nondiscriminatory Policy:** St. James School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, or ethnic origin in administration of its educational policies, scholarship, and loan programs or athletic and other school administered programs.
- II. **Basic Philosophy of St. James School:** The basic purpose of all Catholic schools and St. James School in particular is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students should not apply for admission to St. James School unless they (and their families) desire and intend to participate fully in the religious program of the school regardless of the religious denomination to which they belong (adapted from the Handbook of the Archdiocese of Louisville for Elementary Schools).
- III. **Enrollment Limits:** Each grade shall have enrollment limits and shall be determined as outlined below annually and will be further determined by priority of admission as outlined in Section IV.
 1. As a general policy, classes may be filled but must not exceed the limits imposed by the Office of Catholic Schools.
 2. Maximum class size is as indicated below (from the Office of Catholic Schools Handbook):
The class size shall not exceed 29 students in Kindergarten; 29 students in grades 1 through Grade 3; 31 students in Grades 4 through 6; 35 students in grade 7 and grade 8. In primary classes of more than 25 students, an aide/volunteer should be provided. The parish school board (or equivalent decision-making group) and the pastor may set a smaller limit. However, this policy should be communicated to the parish well in advance of the registration date for that school.
- IV. **Priority of Admission:** With the general philosophical principle in mind as stated in Section II, the following is the priority order of admitting students to St. James School.
 1. Children of active parishioners i.e., those baptized Catholics officially registered for at least one year in the St. James Parish/Area Parishes as of the spring registration date; who are faithful to their religious obligations; and who support St. James Parish/Area Parishes through its stewardship program.
 - a. Children of parish/area parish families with children already enrolled regardless of initial grade level.
 - b. Oldest child just reaching school age, beginning with kindergarten.
 - c. Second, or younger children in the family just reaching school age beginning with kindergarten.
 - d. Children from parish/area parish families with no children ever enrolled previously transferring into grade levels higher than kindergarten.
 2. Children of new parishioners not registered for at least one year in the St. James Parish/Area Parishes as of the spring pre-registration date.
 3. Children of Non-Catholic families whose children have participated in the program previously.
 4. Non-Catholic children
 - a. Must show intent and motivation in accord with the purposes of Catholic education and be in full agreement with Admission Policy, Section II.

Priority within a given priority category will be given to the child whose family has been registered in the parish the longest time.

It is the full intent of the school administration that once a student has been accepted for admission he/she'll not have that enrollment terminated until he/she has completed the highest grade level offered, or until he/she terminates enrollment by choice or through disciplinary procedure. However, in readmitting students for each school year, it is more fully intended by the school administration that children of St. James Parish/Area Parishes have top priority at each grade level. Therefore, it must be realized and understood that:

- a. children of parishioners of St. James/Area Parishes enrolled in the school the previous year cannot be replaced by a new applicant.
- b. children of non-Catholic families are not guaranteed enrollment despite being previously enrolled. Their eligibility will be reviewed and considered each year.

The St. James preschool for three and four year olds follow the same admission policy as outlined above in section IV. Four year old pre-school students are not guaranteed a spot in the kindergarten class.

The implementation of this admission policy, including enrollment limits and priority of admission, is to be administered by the school principal. In order to accommodate extraordinary circumstances, the principal may, in consultation with the pastor of St. James parish and/or the school board, deviate from the policy described above.

- V. Waiting List: Due to an increasing number of applicants for admission to St. James School, it has been necessary to keep a waiting list for some grades.

In order to get a child on the waiting list a parent must complete an application for admission. The child's name is placed on the waiting list when his/her application is received in the school office. Applications are not accepted for a place on the waiting list until the spring pre-registration date or later. The child must be eligible, i.e., meet the age requirements for the school year for which he/she is applying.

Names are kept on the waiting list only for one year until the following spring pre-registration date. It is the obligation of the parents to register in the spring of each year.

As a vacancy occurs in a grade or the waiting list itself, children are admitted or moved up on the waiting list according to the admission policy as stated in section IV above.

- VI. Ages of Admission:

1. To be eligible for admission to kindergarten, a child must have reached the age of five by October 1st of the current school year.
2. To be eligible for admission to the first grade, a child must have reached the age of six by October 1st of the current school year.

- VII. Financial Consideration:

1. Saint James Parish is presently using the Stewardship program. Tithing responsibilities of St. James Parishioners are handled through the Stewardship plan.
2. No Catholic child of St. James Parish/Area Parishes (as defined in Section IV, I) will be denied admission to St. James School because of a legitimate inability to tithe or pay book fees. Determination of whether or not a parent(s) is unable to pay will be made by the pastor of St. James Church after a conference with the parent(s) and consultation with the school principal.
3. All non-Catholic families are required to pay tuition and book fees when due, without exception. Failure to pay, results in termination of enrollment and cause for no consideration for readmission.
4. All tithing, tuition, and book fees must be paid in full on or before the last full day of school. Children whose tithing, tuition, and book fees are not paid will not receive their final grades for the year unless prior arrangements have been made personally with the pastor of St. James Church before May 15 of the current school year.

AFTER-SCHOOL CARE

St. James students whose rides have not arrived by 3:00 p.m. will automatically go to After School Care and remain there until parents arrive. Parents will be asked to follow the rates for ASC. This same policy holds true for any after-school activities where students do not have rides. (For Policies see Appendix II page 23)

ALTAR SERVERS

All upper grade boys and girls from the parish are urged to become interested in assisting the priest at Mass as altar servers. The Associate Pastor is responsible for the training of altar servers.

When a student has been assigned to serve, they are expected to take this responsibility seriously. If he/she cannot serve at his/her assigned time, he/she is expected to get someone to take their place. The school office should be notified when a student is needed to serve during school hours.

ARRIVAL AT SCHOOL

Children should not arrive at school earlier than 7:30 a.m. If for some reason, children need to arrive before 7:30, parents are asked to call the principal or the school office and make arrangements for supervision.

Walkers entering at Dixie Avenue will meet an adult escort at the Middle School. Student car riders are to be dropped off at the front door of the middle school or Parish Hall. Primary students are to be dropped off at the rear of the Primary Building.

ASSAULT/ HARASSMENT/ THREATENING BEHAVIOR POLICY

In view of our Catholic teaching on respect for life, all individuals are to be treated with dignity and respect. St. James School does not condone any form of assault, harassment, or threatening behavior. Assault, harassment, or threatening behavior in any form is prohibited. The prohibition against acts of assault, harassment, or threatening behavior applies to all individuals in the school. Students/parents shall not demonstrate physical, written or verbal disrespect, harassment, threatening behavior to school personnel.

- ❖ Assault is defined as any physical or verbal attack against any other person.
- ❖ Verbal Harassment includes derogatory comments, jokes, or slurs: it can include belligerent or threatening words spoken to another individual.
- ❖ Physical Harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking of movement or any intimidating interference with normal work or movement.
- ❖ Visual Harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.
- ❖ Threatening Behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. The following will be considered when determining whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statement/gesture/action, developmental statement of student, other relevant information.

SJS will follow the disciplinary action policies set forth by Archdiocese. Disciplinary action will be individualized and proportionate to the act. The student must understand what he/she has done, and the consequences of the act.

If a student is in violation of the above policy, the following consequences should be taken.

1. Removal from the situation and placed under supervision
2. Parent/guardian notification, Pastor and Superintendent of Schools are appraised
3. Detention
4. Suspension
5. Expulsion

The school counselor is available to consult with families and school staff when dealing with assault, harassment, or threatening behaviors. (Documentation is kept in the office of incidences of assault and the consequences of this action)

ASSIGNMENT BOOKS AND SUPPLIES

Specially selected assignment books for grades 2 - 8 are purchased at registration and given to students at the beginning of the school year. Students are expected to bring and use these in all their classes.

Students doing departmental work in Grades 6-7-8 are expected to carry supplies (notebooks, paper, pencils, pens etc.) to each class throughout the year. Supply lists for the next school year are mailed to each student with the final progress report for the current year.

Students in grades 4 through 8 are required to have a flash drive. Students may bring one from home or may purchase one at registration.

ATTENDANCE

Parents are required to send their children to school. St. James School must follow Kentucky state law. Kentucky state law defines truancy as any child who has been absent from school for three days or tardy on three days without valid excuse. According to current state law # **KRS 159.150**, a student is considered habitually truant on the sixth (6th) unexcused absence. All truants will be reported to the principal. The principal will then decide the appropriate actions necessary. The truant student may then be turned over to the appropriate Director of Pupil Personnel for either Elizabethtown's or Hardin County's school district. The principal will also notify the Superintendent at the Office of Lifelong Formation and Education.

Parents are asked to call the school (765-7011 ... Middle School 765-5587 ... Primary School) before 8:00 a.m. whenever your child will be absent. In the event that child is absent due to a communicable virus or disease, parents should notify the school so that the teacher can be alert for symptoms in other children. If parents do not call the school, the secretary will call to verify the absence.

If a student is sick and does not attend school, they may not participate in any school sponsored activities that day or evening.

When a child is absent from school, a dated written note stating the reason for absence must be presented to the teacher on his/her return to school. This note must be written and signed by the parent. If illness requires a doctor's visit, a note from the doctor stating the **date a child may return to school** must be turned into the office.

Prolonged absence may result in no grade being given on the report card for that quarter unless the work is made up. A child who has been absent for 30 days or more should expect to repeat the grade unless proper provisions have been made between the teacher and parents or tutor for keeping the child abreast of his/her work during the extended absence.

Absences from school and early dismissals cause a hardship on both the students and the teacher. The number of days allowed to make up/complete missed assignments will be equal to the number of days the student was absent. Tests are to be taken the day of the student's return to school. Students are responsible for returning assignments on time. No work will be given prior to a student's absence. Students who are absent for an extended amount of time may be given special consideration.

Help your child establish good attendance habits by seeing that he/she is at school and ready to learn on time.

BICYCLES

We discourage the riding of bicycles to school since it is so dangerous on the street.

If a child does ride a bicycle to school, he must walk it across the intersections approaching the school and on the school grounds. The bicycle must be parked at the bicycle racks provided on the school grounds and is not to be ridden during the school day. All bicycles parked at the school should be locked if possible. The school will not be responsible for the safety of the bicycle.

Bicycle riders are to leave with the children who walk home.

BLOODBORNE PATHOGENS

Blood borne pathogens, including HBV (hepatitis B) and HIV (human immunodeficiency virus) can cause infection.

Contaminated surfaces (from cuts/abrasions/nicks/mucous membranes of the nose, eyes and mouth) are a major cause of the spread of hepatitis. HBV can survive on environmental surfaces dried and at room temperature for at least a week. For this reason, if a child gets blood on his/her clothing, a parent will be required to bring a fresh change of clothing to the school immediately.

BOOK RENTAL

In order to hold down the expense of the book bill as much as possible, all hardback books are rented and returned to the school at the end of the school year. Consumable books that have been written in such as many of the primary books, workbooks, etc., are kept by the student.

The student is responsible for the care of all textbooks. They are to be covered at all times (free book covers are available at the school). You will be expected to pay for the replacement of any book that is lost, damaged, or badly marred in any way. Books that are to be returned at the end of the school year may not be written in at any time.

The book bill is \$310.00 per student in grades K-8. This is subject to change based on yearly budget.

An application fee of \$75.00 per student is required in the spring when a student is pre-registered. The remainder of the book bill is required at the regular school registration. The application fee is considered nonrefundable and holds a space for that student.

USE OF SCHOOL NAME/LOGO, EQUIPMENT AND FURNITURE

No school items (furniture, equipment, etc.) shall be borrowed or loaned that would be leaving the church or school premises unless it is related to a church or school sponsored function. (Adopted by St. James Parish School Board 11-15-92.)

No one may use the St. James School Logo without the expressed written consent from the school principal.

BUS TRANSPORTATION

The Hardin County school buses will transport our children to and from school (if you live in the county school district) provided you live on a bus route and the proper connections can be made on a bus route regarding time.

A list of county families interested in bus transportation is compiled after registration and submitted to the Hardin County Director of Transportation who works out a bus schedule on a family-by-family basis.

This process usually takes a week or two after the opening of school. Parents should be prepared to transport their children to and from school during the time this process is being completed.

Bethlehem High School offers, as a courtesy to St. James School parents, bus transportation in the **morning** from the northern end of Hardin County. The bus picks-up students at St. Brigid church, St. Christopher church and Memorial Methodist day care then drops them off at St. James Primary Building. Parents need to sign up for services at the July registration.

Each child is expected to abide by the bus rules. It is the duty of parents to see that their child obeys these rules. If any child does not obey the rules, the school system has the authority to dismiss the child from riding the bus.

The bus safety rules are as follows:

1. Obey and respect the requests of the driver.
2. No part of the body is to be extended outside the bus at any time.
3. Cross the road in front of the bus at least ten feet and look both ways before crossings.
4. Do not distract the driver.
5. Keep the bus neat and clean.
6. No pets or animals are allowed on the bus.
7. Objects that are large enough to take up seating space are not allowed on the bus.
8. Do not change seats after the bus starts.
9. Be ready to get on the bus when it arrives at your stop
10. Do not approach the bus until it has come to a complete stop.

11. Do not push or shove when entering or leaving the bus
12. Never stand when the bus is in motion
13. Take seats if there are seats available and never in the doorsteps.
14. No student shall be permitted to ride a bus other than his own without a written request from a parent and

approval

of the principal.

A student may not become a bus rider unless he/she has permission from the Hardin County School System. This is done initially through the list compiled as mentioned above. Parents wishing bus transportation after registration day must contact the principal who obtains the necessary permission and information from the Director of Transportation.

We are required to keep very accurate records regarding bus students and report to the Hardin County School System. We must know how many students ride and how many are absent from riding the bus each day. Therefore, if a student is going to ride a bus who is not normally a bus student, a note from his/her parents is necessary.

CALENDAR

State law requires a school year of 185 days. Of these days, four are to be holidays and six are to be Professional or In-Service days. St. James School closely follows the Hardin County School system calendar. Although we follow their calendar, we will not be doing what Hardin County does when it comes to scheduling professional development days or in the event inclement weather occurs.

CHILDREN'S LITURGY

Children's Liturgies are a regular part of St. James School's program. Teachers and students prepare these liturgies in cooperation with the parish priests and D.R.E. Liturgies are scheduled for grades 1 - 8 in such a way that all children have the opportunity to share liturgies with both parish priests.

COMPUTER/TECHNOLOGY

Parents and students must read and agree to the Acceptable Use Policy/Internet and Technology User Agreement (see appendix VIII). This policy will be distributed at registration. A form must be signed and returned before access to the Internet during the school day will be permitted.

By having access to the Internet, your child will have the opportunity to participate in online activities that will enhance his/her education. These educational sites will also reinforce classroom instruction. Due to limited funds to purchase software, the Internet connection has made it possible for your child to have immediate access to educational sites. These designated sites will be previewed, bookmarked, and set up by the technology coordinator. Primary (K-3) students will not be searching websites. Middle school students may search on the Internet for educational purposes including research. If you choose not to have your child participating in online activities, he/she will be involved in other instructional activities not requiring Internet.

Students in grades 4 through 8 are *required* to have a flash drive. Students may bring one from home or may purchase one at registration. Students may not borrow another student's flash drive. Students will receive a warning the first time they arrive for computer class without a flash drive. Second time, they lose computer privileges. If they come to computer class without a flash drive, students will do handwritten work.

There are several pages on the school's web site that will display student's work (art, poems, essays, etc.) and pictures of students highlighting school activities. With parent permission, student's work, grade, first name, and/or photograph may be published, only if related to a class project or other school activity. Such work shall not reveal personally identifiable or prohibited directory information. Personal information, not related to education, will not be permitted. Students personal email address, home address, last name, and/or phone number will not be included.

Only the technology department will perform all installations of hardware and software on school computers.

CURRICULUM

Our curriculum is established to meet the policies and directives as set forth by the Office of Catholic Schools of the Archdiocese of Louisville and the State Department of Education and to realize the objectives as set forth in the philosophy of the school.

Religious Formation is the core of our program. Daily religion classes are an integral part of an academic environment that seeks to immerse students, teachers and parents in Christian vision and values. All activities are pursuant to our ministry to teach as Jesus did. They are evaluated in light of that primary ministry.

The Academic program recognizes the diversity of our students and reflects our responsibility to help each child reach his/her full potential. Major emphasis is given to the basic subject matters of Reading, Handwriting, Mathematics, and Religion. Supplementing these basic subjects are Phonics, Spelling, English, Social Studies, Science, Health, Music, Art and Technology.

In addition to the core curriculum classes, Physical Education, Library Research Skills and Computer Literacy classes are held each week.

CUSTODY ARRANGEMENTS

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, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

If there is a special custody arrangement for a child, a copy of the court documents stating those arrangements must be given to school. A copy will be placed in the child's folder for future reference. The school cannot be placed in the position of arbitrating a child's departure or parent's visitation rights.

DISCIPLINE

Discipline is defined as "power within" and not regimentation. Intellectual discipline is based on the ability of one to think clearly and logically in the light of correct principles. Moral discipline is defined as the habit of always acting in conformity with right reason. We believe that both are necessary in developing responsible character.

The goal of Christian discipline is self-discipline. The student freely chooses one form of behavior over another and he/she must learn to accept the consequences of that chosen behavior. The student who chooses specific actions which violate the rights of the school community must be dealt with in Christian justice.

Order is essential in effective management of any school and in guiding the student's growth in habits of virtue and in Christian attitudes. We try to emphasize positive approaches in matters of discipline. However, when confronted with real disciplinary problems resulting from lack of self-discipline, these procedures will be followed in sequence as a normal rule:

PROCEDURES:

1. Teacher conference with student to seek an understanding and solution. Conduct Referral Reports (Pink Slips) may be sent to parents notifying them of their child's disciplinary problem.
2. Consequences set up: Loss of privileges, extra work, work detail, removal from extra-curricular activities, detention etc. (with permission of parents)
3. Conference of teacher, student, and principal.
4. Plan for improvement formulated -- consequences set up such as, isolation with supervision, loss of privileges, conference with parents.
5. Probation period put into effect.
6. Suspension in/from school (depending on local discretion).

We feel the following rules of good conduct will aid in making our atmosphere pleasant and conducive to learning.

EXPECTATIONS for GOOD CONDUCT:

I. Respect Others:

1. Respect the rights and property of others. (all school property and materials)
2. Show respect to others: PLEASE, PARDON, and THANK YOU should be a part of our vocabulary at all times. (Yes Sir/Ma'am should be used when addressing adults as a sign of respect)
3. Show respect for the educational process: take advantage of every opportunity to learn, be on time, and represent the truth in all matters.

II. Follow Directions:

1. Maintain self-control and practice acceptable conduct at all times. (Always walk in the school building and control limbs.)
2. Practice proper safety procedures.
3. Complete all school work in accordance with the teachers' instructions.
4. Use appropriate voice level as determined by the teacher for the activity.
5. Hallways and stairs are to be kept quiet in respect for the atmosphere of study.
6. Chewing gum is forbidden at school at all times.
7. **No gum** at school related academic functions: events such as KYA and Governors Cup.

III. Cafeteria Expectations:

1. Talk in a moderate tone of voice in the lunchroom.
2. Polite table manners are expected in the lunchroom.
3. Tables and chairs are to be left free from food and crumbs.
4. No food is to be taken from the lunchroom to the classroom or the playground.
5. Students are to follow the cafeteria flow.

We feel the following to be serious violations of proper Christian behavior which will have to be dealt with firmness (consequences see Assault/ Harassment/ Threatening Behavior p.3):

SERIOUS VIOLATIONS:

1. Threatening, harassing, or assaulting behavior.
2. Bringing knives, guns (or any other item that could cause physical harm) to school.
3. The possession, transmission and/or use of tobacco, drugs, or alcohol. Students holding a cigarette will be presumed to be smoking.
4. Defacing or destroying school property or the property of other persons at school
5. Fighting.
6. Stealing.
7. Falsely reporting threatening, harassing, or assaulting behavior.
8. Disobeying school bus rules.
9. Lack of respect in church.
10. Generally disrespecting the rights of others.
11. Cursing, sassing, defying of authority, and any kind of back talk or improper language.
12. Truancy (see Attendance and Tardies)

St. James School has the right to discipline students for off-campus behavior that is detrimental to the school climate; thus making it a school issue. St. James School also reserves the right to search students' lockers and desks.

DISMISSAL

Students are dismissed at 2:30 p.m. in the Primary Building and at 2:40 p.m. in the Middle School Building. Walkers are expected to leave immediately. Children are expected to return to their homes immediately after dismissal from school unless the parents permit them to do otherwise and they have permission from the teacher or adult who will be monitoring their activity. (**Students in grades 5 - 8 must have a Service Request form completed if they are staying after school for service hours.) It is urgently important for students who walk to the corner of Miles and Poplar or Miles and Dixie or to where a traffic officer is stationed to assure a safe crossing of the street.

Children who ride buses are to go at the assigned time to the room designated as the "bus room" where a teacher will preside until the bus arrives.

Primary students will be picked up at the rear of the Primary Building. Middle School students will be picked up in front of Batchelder Hall, if there is to be a pick up at the Primary Building. If not, the student will be picked up in front of the Middle

School.

Because extra-curricular activities begin immediately after school, students not picked up by 2:55 p.m. will be sent to wait in the school office. Parents/guardians will need to come to the office for their child. Two late parent pick-ups will result in a late fee.

Students staying after school for academic teams, tutoring, service hours or for any other reason must notify their parents before coming to school that day. Students performing service hours must have the completed Service Request form from the requesting teacher or staff member.

If someone other than you (the parent) will pick up your child, or if your child is going home with another child, we must have a note or the child will not be allowed to go. This is for the welfare and protection of the child.

We ask you to be cautious and alert for the children as you drive through the school property not only at dismissal time, but any time you enter the school premises. Please do not talk on cell phones as you drive through the parking lot.

We also ask you to be courteous to each other. Please pull forward so a number of cars can be loaded at the same time. If your child is not out when you arrive, please pull out of the line of traffic so as not to keep others waiting behind you and creating a traffic jam in the driveway or out on the street.

Dismissal is at 2:30 p.m. in Primary School and 2:40 p.m. in the Middle School. All students must be picked up at this time unless they go to After School Care as prearranged, ride the bus or are involved in extracurricular activities. Teachers are very involved in attending classes or in-services and conducting numerous extra curricular activities (e.g. academic teams, chess, tutoring, BETA, cheerleading, chorus, track, etc.). The teacher may have a classroom filled with unsupervised students waiting for their leadership while he/she must provide baby-sitting services for a few students whose parents have not picked them up. After two (2) late pick-ups a fee of \$5.00 will be charged. The fee will be paid to the office.

SPECIAL NOTICE ... Students, involved in extra curricular activities will be assessed a fee in the same-manner as regular dismissal tardiness if the students are not picked up at the designated time. This includes sports as well as academics. The adults in charge of these events have volunteered to give of their time and talent and they deserve to have their time respected by the recipients of these services.

DRESS CODE

The revised Archdiocesan policy states that local school authorities shall establish guidelines regarding uniforms and dress codes. Students who are not in compliance with the dress code may have to call to get the necessary attire. Students who are not in compliance (shirt untucked, no belt) may also be given written assignments from individual teachers.

ALL STUDENTS...Clothing may be purchased from retail outlet of your choice.

Neatness, moderation and modesty should guide the selection of student dress. All attire shall be in good repair (i.e. no holes, rips or tears). No attire that has a bleached or worn look is acceptable. The best rule to follow is: **WHEN IN DOUBT, DON'T WEAR IT.**

SHIRTS: (Girls & Boys Grades K-8).... Plain white, light blue or navy blue polos, oxfords, turtlenecks or mock turtlenecks (at least a one-inch stand up collar) in long or short sleeve (no sleeveless) shall be worn tucked into waistbands. If desired, shirts may be monogrammed with the SJS logo. There are to be no other logos or imprinting. * Undershirts worn under uniform shirts must be **solid** uniform colors; navy blue, light blue, or white.

SWEATERS/SWEATSHIRTS: Plain white, light blue or navy blue cardigan/pullover sweaters, sweater-vest, or sweatshirts may be worn if they are worn over a code shirt. If desired, sweaters/sweatshirts may be monogrammed with the SJS logo. They are not to hang below hips. Sweatshirts are to have a band around the waist and are not to have a hood. There are to be no other logos or imprinting, small or large. A "dickey" may only be worn under a sweater or sweatshirt.

Fleece pullovers that do not have a waistband and hooded sweatshirts are considered outside wear and are not to be worn in the classroom. **GREY SWEATSHIRTS** are **NOT** part of the dress code. Windbreakers and jackets may be worn to school and while traveling between buildings. They are not to be worn in the

classroom.

BELTS: Plain navy, brown, black or tan belts are to be worn by both boys and girls in grades 3 through 8 with pants/shorts/skorts that have belt loops. (No ornamentation) Any other students choosing to wear a belt must follow the dress code previously stated.

SHOES/SOCKS... Plain, neutral colored tennis/athletic **SHOES REQUIRED** at ALL TIMES. (i.e. No bright colors or plaids or pictures) Shoes shall be clean with shoestrings tied. Wheel accommodating shoes, backless shoes, clogs, slings, sandals, boots or any shoe with a sole over one inch are not permitted. **Plain** white, navy or tan socks, hosiery or tights are to be worn at all times with dress code items. (No insignias are permitted.) Socks are to be visible above the shoes.

PANTS: (Grades K-8)...

(GIRLS).... Female students may wear **plain** solid khaki (tan) or navy blue skirts, jumpers, capri pants, shorts, skorts (all shorts and skorts should be no shorter than two inches above the bend of the knee and no longer than the middle of the knee) or slacks. *Capri pants, shorts and skorts are not to be worn after October 1 or before April 1st.

(BOYS).... Male students may wear **plain** solid khaki (tan) or navy blue shorts (no shorter than two inches above the bend of the knee and no longer than the middle of the knee) or slacks. *Shorts are not to be worn after October 1 or before April 1st.

ALL "pant" items are to have a zipper closure with a button, snap or hook; or elastic waistband. All articles are to be plain with no embroidery trim on the pockets or other areas. They are to be constructed from non-cling material such as cotton polyester (corduroy included) and will exclude denim (jeans), sweatpants, and windpants. Any logos on these items must be discrete, no larger than 2"x2" and located on back hip portion of garment. Shorts and slacks are to taper in towards feet or be "straight leg" (no "wide legs" or "flares" at the bottom), fit at waist and crotch (no "low riding"), and be hemmed so they do not drag on the floor. Bib overalls are not acceptable.

HAIR should be a neat hairstyle of reasonable length. **Bangs should be no longer than the eyebrows, with the eyebrows showing.** Boys' hair is to be off the collar. Unnatural hair colors and hair sculpting will not be permitted. Hair colors and styles that draw excessive attention will not be allowed.

MAKEUP/ NAILS/ PERFUME – Female students may wear modest, natural facial makeup. **NO EYE MAKEUP** will be permitted. No mascara, No eye liner, No eye shadow.

- *Artificial nails are not permitted.* Only **clear** nail polish may be worn by female students, no French Tips.
- PERFUME and SCENTS including scented hair spray are **not** permitted, for consideration of other students and teachers. TATTOOS (permanent or temporary) are not acceptable.

JEWELRY shall be kept to a minimum to avoid undue distractions and for safety reasons. Female students may wear stud/button earrings. No earrings shall extend below the earlobe (no hoop or dangle earrings). Male students are not permitted to wear earrings to school or any school related function. No body piercing of any type will be allowed. Earrings are **NOT** permitted during PE.

NO CODE DAYS will be scheduled, by school officials, to recognize particular events. Hair, makeup, jewelry and shoe guidelines will be followed on no code days. Continued support of guidelines is essential in making these days successful.

Sports teams, academic teams, cheerleaders, Boy Scouts, Girl Scouts, chorus and any other school-affiliated group will be permitted to wear their designated attire on meeting days when the meeting is held immediately after school.

FIELD TRIPS-Dress guidelines will be established by the teacher as needed (after consultation with the Principal).

If a student is found to be out of code, students may have to change into clothing that is kept at school. Parents may be called to bring items if students are not in compliance with the dress code. For example, if a student comes to school without a belt, parents may be called.

On PE days all students are to meet PE dress code, which will include proper footwear. Grades 4 -8 will be given time to change into appropriate attire to meet PE dress code. (See P.E. dress code below)

DRESS CODE/GROOMING ARBITERS: The Pastor/Principal/Teacher has authority to have any child remove or correct

any clothing or grooming item that is deemed inappropriate for school. PARENTS will be notified if prompt compliance has not been obtained.

P.E. DRESS CODE:

Grades 4th, 5th, 6th, 7th and 8th will be required to wear proper shorts/skorts and shoes to all P. E. classes. Shorts/Skorts should be loose fitting and comfortable. No buttons or zippers will be allowed. These grades will also be required to bring deodorant to all classes. A portion of their grade will be determined on being prepared for class.

Grades K, 1st, 2nd, and 3rd should continue to wear clothing that is comfortable and loose fitting. Tennis shoes are required. Your child will not be allowed to participate in tight fitting clothes, dresses or inappropriate shoes.

Shoes (K - 8th grades) Proper athletic footwear is required at all P.E. classes. Students will not be allowed to participate if they are wearing slick shoes, sandals, clogs, boots, wheel accommodating shoes, etc.

Jewelry (K - 8th grades) Jewelry will not be permitted in class. Earrings, watches, and rings are a safety issue and will not be permitted in class.

Long Hair (K - 8th grades) Long hair needs to be worn away from the face in a style that does not interfere with their exercises. *Hair will get messed up in P.E. class.*

Being prepared for class: Classes begins promptly. If your child is wearing jewelry, inappropriate shoes or clothing, a portion of their grade will be reduced.

Please make every effort to prepare your child for their exercise class so that all of the students can benefit from their interaction. P.E. classes will focus on Teamwork, Sportsmanship and Responsibility.

EARLY DISMISSALS

If situations arise making it necessary for parents to take children out of school during the school day, we ask that the procedure outlined below be followed.

1. Notify the school office by a note in advance of the time for leaving; this note is read and signed by the principal and taken to the teacher so both are informed.
2. When arriving for early pick up of a student, report to the office and your child will be called from the classroom. You must also complete the sign out sheet in the office. If a student returns from an appointment during school hours, he/she must report to the office before returning to the classroom.
3. If a person-other than the parent is sent to pick up the child, it is necessary that this be known.

EMERGENCY CLOSINGS

During inclement weather school may be closed. School Snow Days will be set at the discretion of the principal independently from Hardin County Schools and Elizabethtown Independent Schools. (Example: If Hardin County Schools are closed and Elizabethtown Independent Schools are open, St James will be on a hour delay.) You will receive a One Call from the school announcing any school decisions based upon the weather. Also, listen to your local radio stations between 5:30-7:00 a.m. to find out if there will be school. If a student is late due to snow covered road conditions he/she will not be counted tardy. If a student does not attend school, he/she will be counted absent. Parents are to use their judgment on safety issues.

ON BAD WEATHER DAYS, LISTEN TO YOUR RADIO FOR A SPECIFIC ANNOUNCEMENT THAT APPLIES TO ST. JAMES. Please do NOT call the school. This ties up lines for emergency needs.

Radio Stations--WQXE 98.3 FM WKMO 101.5 FM WASE 103.5 FM

The administration of St. James School will attempt to have school closing information broadcast on Louisville television stations. Watch WHAS – Channel 11, WAVE – Channel 3, WLKY – Channel 32 for specific announcements that apply to St. James Elizabethtown.

There are times when school may be called off after the school day has begun. Announcements regarding the early dismissal

of school will be made as soon as possible at the discretion of the principal independently from Hardin County Schools and Elizabethtown Independent Schools. On days when the weather becomes bad after the children are already in school, you will receive a One Call from the school announcing any school decisions based upon the weather. The school will also make arrangement to have the announcement made on the local the radio stations listed above.

Frequently during bad weather the Hardin County school buses leave early. We will assume that if the buses leave early, you want your child to ride unless you notify the office otherwise.

EMERGENCY FORMS

To enable the office to contact the parents in the event of an emergency, special forms are on file for each family. However, we urge parents to let your children know in the morning if you do not plan to be at home that day. Notification of changes on these forms is very necessary so that the school files can be kept up-to-date.

EMERGENCY PLAN

In accordance with the Archdiocese of Louisville, St. James has developed an Emergency Plan to deal with any natural or man made disasters. If a disaster were to occur, please tune-in to the local radio stations for further instructions.

If epidemics/pandemics occur, we may not know all the specifics until they begin to unfold. We would need to be flexible and adaptable as information becomes known. St. James School’s EMERGENCY PLAN would give us a workable framework within which to work. As always, St. James School would follow the policies set forth by the Archdiocese of Louisville.

EXTRA CURRICULAR ACTIVITIES

The following extra curricular activities are offered by St. James School.

- Basketball:
 - Boys/girls leagues ... grades 4 - 8
 - Intramural grades 1 - 4
- Book Bee grades 4 - 8
- Cheerleading grades 6 - 8
- Choir grades 1 - 8
- Cross Country/Track:
 - Cross Country..... grades 3 - 8
 - Fun Run..... grades 1 - 4
 - Track..... grades 5 - 8
- Governor’s Cup grades 6 - 8
- Golf..... grades 5 - 8
- Jump Rope Club..... grades 3 - 8
- Knowledge Masters..... grades 6, 7, 8
- National Geographic Bee grades 6 - 8
- Rosary Making..... grades 3 - 8
- Safety Patrol grade 6
- Service Club..... grades 7 - 8
- Soccer..... grades 6 - 8
- Swim Team grades 1 - 8
- Tennis:
 - Quick Start Tennis.... grades K - 5
 - League Play..... grades 6 – 8
- Volleyball (Girls):
 - Intramural..... grades 1 - 4
 - League Play.... grades 4 - 8
- Video Club..... grades 5 - 8
- Whiz Kids grades 4 & 5

FIELD TRIPS

Educational field trips may be taken as a supplement to subject matter being taught. Permission slips are issued by the teacher to the parents in advance of the trip. These must be signed by either parent and returned to the school prior to the field trip day. If the above is not carried out, your child will not be permitted to attend with his class. Teachers must accompany the children on these trips. (See back of handbook for sample Field trip permission form.) If a parent is asked to chaperone, they may NOT bring a younger child on the trip. Chaperones are expected to give their undivided attention to the students for whom they are responsible.

If parents choose that a student not attend a field trip, he/she will be counted absent on the day of the trip. The student is to stay at home since the school does not have the provisions to provide an extra educational setting when the class and teacher are gone for the day.

Due to safety issues, space limitations and trip destinations, parents must be approved by homeroom teacher to act as chaperones on field trips. Parents are not permitted to attend field trips unexpectedly or follow buses to field trip destinations.

FIRE, TORNADO AND EARTHQUAKE DRILLS

A fire drill is required every month. A tornado drill is held every two months. Earthquake drills and Hostage-Emergency drill are also practiced. The rules of silence and movement are to be observed by every child.

FIRST COMMUNION

Parents should feel that it is their responsibility, as well as that of the teacher, to help prepare the child to receive the sacrament. Amy Kramer, Elementary Religious Education Coordinator, chairs this program through the Parish Office Building.

FIRST CONFESSION (SACRAMENT OF RECONCILIATION)

Students in Grade Two will be prepared for their first reception of this Sacrament. Students in grade 4 will also study the sacrament and have a common reception of the Sacrament.

FLOWERS AND BALLOONS

The practice of sending flowers and balloons is not appropriate in the school setting. Therefore, these items are not to be brought or delivered to school.

GRADING SCALE

A	100 - 93	I	Incomplete
B	92 - 84	S	Satisfactory
C	83 - 75		
D	74 - 70		
U	69 and below		

CONDUCT AND EFFORT

A	Satisfactory
B	Needs improvement
C	Unsatisfactory

Junior High, grades 6 - 8, follow the same progress report schedule as the elementary school. Their grades are given by percentages. All test grades are double in weight compared to all other grades given in class.

GRIEVANCES

The role of the school board is not to arbitrate grievances. In an effort to resolve all problems in a timely manner, the school board has adopted the following policy regarding grievances:

1. Always try to resolve the problem at the lowest level first. You must first attempt to resolve any conflict at the point of origin. If the problem is in the classroom, speak to the teacher first.
2. Always request an appointment for your meeting. This will provide the full attention of the person with whom you are meeting and not disrupt other scheduled events.
3. If you have tried to resolve the conflict at the lowest level and feel you need further assistance, the next level would be the principal and finally the pastor. Again, an appointment is encouraged.

GUIDANCE

The teachers are available before and after school to help you and your child. If his/her behavior or response should indicate the need of further professional help, the principal and parents should be informed by the teacher. Some parents may need to be informed of Special Education that their child needs but cannot be provided at our school. If you need help and/or information, please contact the teacher for an appointment.

SCHOOL COUNSELOR (Family Builders Program)

St. James School is a member of the FAMILY BUILDERS CONSORTIUM through the Archdiocese of Louisville. A counselor is available two days each week for work with students and families. Referrals, appointments and requests can be made through the school office.

HEALTH REGULATIONS

State law requires that each child entering Kindergarten has a physical examination, eye examination by a licensed ophthalmologist and that all immunizations be up-to-date. Any student in grades 1 - 8 entering the school for the first time must have a Kentucky Immunization certificate.

State Law also requires ALL students entering the 6th grade in the fall have an updated MMR shot. (Measles, Mumps and Rubella). These shots can be given either by the family physician or by appointment at the Health Department. Each child must have on record verification of receiving this immunization.

Forms for the physical examination and immunization must be signed and dated by the physician. These forms are available to you at spring registration or any time at the school office. These health certificates should be brought on Registration Day.

HONOR ROLL GUIDELINES

Kindergarten, first, and second grades will not have an honor roll or a citizenship list. Grades 3-8 will form honor roll and citizenship list based on the guidelines stated below.

ALL A HONOR ROLL: Students must have ALL A's or S's. This includes conduct, effort and special classes.

A/B HONOR ROLL: Students must have ALL A's, B's, or S's. This includes conduct, effort and special classes.

A minus (-) or a plus (+) added to a grade does **not** affect honor roll.

CITIZENSHIP: Students that do not qualify academically may be placed on a citizenship list. To form this list, teachers may select 1-4 students who are exceptional citizens in the classroom. Individual teachers may elect not to give a citizenship award.

In order to receive an honor roll certificate at the end of the year, students must be on the honor roll all four quarters of the year.

HOMEWORK

Every day school consists of six and three-fourths hours, of which most is devoted to structured learning. Therefore, extensive homework every night is not necessary or desirable. We try to keep assignments meaningful and helpful to the individual students. If a child needs to be helped at home, parents should be informed by the teacher as to what is needed.

If the student uses his time well at school, the maximum time for assigned homework should be:

Grades 1 & 230 - 40 minutes

Grades 3 & 440 - 50 minutes

Grades 5 & 660 - 75 minutes

Grades 7 & 875 - 90 minutes

(Taken from the Archdiocese of Louisville Catholic School Handbook)

This, of course, is only a rough estimate and will vary with different children, depending upon their work rates, and the concentration of their study and the student's academic goals.

Parents are asked to make sure their students complete the daily assignments. Assignment books are required in Grades 2 - 8. If in doubt about what your child has written in assignment book (e.g. "no homework" is written frequently) please contact the teacher. An incomplete homework form may also be sent home.

Students are responsible for returning assignments on time. Teachers have the option of keeping students after school to complete homework assignments if other attempts do not succeed. The number of days allowed to make up/complete missed assignments will be equal to the number of days the student was absent. Tests are to be taken the day of the student's return to school. No work will be given prior to a student's absence.

Homework folders of absent students may be picked up in the school offices between 2:40 and 3:30 p.m. unless other arrangements have been made.

ILLNESS

In order to protect the health of all students, it is essential that parents do not send their children to school when they are sick. Do not send your child if vomiting, diarrhea, or fever has occurred during the *previous 24 hours*. The child should be cared for at home until their symptoms cease. A child who displays symptoms of fever will be sent home. Upon receiving a call regarding a sick child, all efforts should be made to pick up the child as promptly as possible. Please respect the right of the other children and teachers to not be exposed unnecessarily to illness.

If illness requires a doctor's visit, a note from the doctor stating the **date a child may return to school** must be turned into the office.

ITEMS NOT TO BE BROUGHT TO SCHOOL

Toys, game boys or other electronic games, cell phones, i-pods, MP3 players, and other items that may cause distractions in the classroom are not to be brought to school. If a student is found to be in possession of such an item, it will be confiscated and held in the office for the parent to pick-up. After three offenses, the item will not be returned.

Do not bring valuables to school. The school can NOT be held responsible for lost or stolen items.

KINDERGARTEN

The Kindergarten curriculum is designed to guide the development of each child intellectually, spiritually, socially, emotionally, and physically. The basic subject areas in the Kindergarten program are religion reading, mathematics, and handwriting. The Kindergarten students participate in many of the specialty classes held at St. James School. By starting the Kindergarten children in these programs, we hope to prepare them for smoother entrance into these areas when they enter Grade One.

LIBRARY

Our libraries strive to promote reading and support the curriculum of our school. The school libraries are open Monday through Friday during school hours. Kindergarten through third grade homerooms are scheduled for one skills class and one check-out session each week. Fourth and fifth grade homerooms are scheduled for one check-out session each week. Kindergarten through second grade students may check out two books at a time. All older students may check out three books at a time, and additional books may be checked out for research purposes. In addition to this, each student may check out one encyclopedia at a time for one hour when needed in the classroom for research. All encyclopedias must be returned by the end of the school day. All students are encouraged to use the library, with permission from their teachers, whenever the library is open.

Circulation period is ten school days. Students may renew books as needed. Students are encouraged to treat library materials with care. Students will be expected to pay for books that are damaged or lost. Parents of St. James students may check out six items at a time for a period of ten school days.

LICE

Each year there are a few isolated cases of head lice. Any student found to have head lice or lice eggs (nits) will be sent home immediately. The student, and each family member, will need to be treated with a pediculicide (Nix, RID, or Kwell). Your

home will need to be treated as well. Upon returning to school, the student will need to be checked by school personnel.

If lice or nits are detected upon the student's return to school, the student will be sent home, and before returning to school again the student will need a **doctor's note stating the lice have been successfully treated and the child is nit free.**

Once a case has been identified, head checks may be performed to prevent the lice from spreading among the students in the classroom. If a case occurs in your child's class, we recommend that you wash coats and bookbags. Head lice have been

around for centuries and are a constant problem in school age children. Please cooperate with the school if and when the problem arises.

LUNCHROOM

Hot lunches are available to the school children at a minimum of cost, **\$2.35**. The price of lunch includes one milk with the lunch. Extra milk may be purchased at an additional cost. Lunch and milk prices are determined at the beginning of each school year.

A student may bring his/her own lunch, including juice as a beverage. (Any drink in a CAN, is **not permitted**). We encourage you to make use of the hot lunch program.

You may apply for REDUCED or FREE lunches by filling out a government form available on registration day or in the school office at any time during the year.

Each student has an individual cafeteria account. Parents are encouraged to deposit money into the child's account. As students go through the cafeteria line, money is deducted from their account. Students may also pay cash on the line if there is no money in the account.

Two factors contribute to low lunch prices; federal support and volunteer help from you. Each family is asked to donate five days work in the cafeteria. Each family is required to pay a \$35.00 cafeteria fee.

MEDICATION

Students may NOT carry any type of medication in their book bags, purses, or on their person.

The dispensation of medication by school personnel is discouraged. St. James School encourages medication to be given by parents at home. When a prescription is necessary, please ask your doctor about prescription medication that could be given in the morning and evening. This type of medication is available, and it can be given to students at home rather than at school. (ADHD medication is an exception.) Medication prescribed by a physician for severe or long term problems will be handled on a case by case basis. A written authorization for dispensing medication will be necessary and filed in the office. Internal medicine, including aspirin and Tylenol, will not be kept at school for the purpose of administering to pupils. Antiseptic and appropriate other emergency medications will be maintained in the first-aid kit.

Non-prescription Medication (which includes cough lozenges, cough syrup, Tylenol or other over the counter medications) cannot be given unless it is in the original container and accompanied by a **daily** parent/guardian permission note. Prolonged use of non-prescription medication is discouraged. A physician statement of approval is required for use of prolonged non-prescription medication.

MEETINGS

All parents are encouraged to attend all meetings held for the benefit of your children. This is your school, and we need the help of all parents at meetings (PTA and other meetings called for specific purposes) to discuss the ways in which we can make our school a better school in order to help your children in every possible way that we can.

MIDDLE SCHOOL ACADEMIC PROGRESS

Interim reports are sent home in the middle of each quarter if a student's progress in class needs attention. Since middle school students are no longer in self-contained classrooms, they need to inform their parents of their academic progress prior to and

after interim reports. The daily assignment book is an excellent way to monitor progress if used consistently. Parents are also encouraged to contact individual teachers if they are concerned about their child's academic performance.

NON-CATHOLIC

When we have the room, we are happy to have non-Catholic children attending our school. However, the parents should have the understanding that these children are expected to participate in all religion classes and activities to the extent that they are able (the extent that Catholic Church law permits).

ORGANIZATIONS IN OUR SCHOOL

1. Parish Council - The Parish Council through its Formation Committee is the main governing body of all parish education programs, including the school.
2. School Board - The School Board is to develop and define the policies which shall govern the operation of St. James School. The School Board acts as an advisory group to the Parish Council through the Formation Committee.
3. PTA - The Parent-Teacher Association provides an opportunity for the parents of all children to familiarize themselves with the learning process and the methods of the teacher in working with each child. The PTA offers a great deal of support to the school, the teachers, and the children. Parents are encouraged to join the PTA. Regular attendance at PTA meetings and other functions sponsored by the PTA are considered a serious obligation for parents of students attending St. James School.

PARENT-TEACHER-STUDENT CONFERENCES

Interest on the part of parents and teachers should prompt them to keep in touch with each other at all times. This is especially true if the child is experiencing some difficulty in school. However, communication between the teacher and parent is important any time if the child is to make the most of his school experience.

There are two days during the school year set aside for Parent-Teacher-Student Conferences, once during the fall then again in the spring. The teachers plan to meet with all families at the fall and spring conferences. Parents and students are asked to limit their meeting with the teacher to fifteen minutes on these two days, but if further conference time is needed, it can be arranged with the teacher. Because of the importance of these conferences parents are asked to make the necessary arrangements to attend the conference.

For the spring conference date, primary teachers will meet with all families to discuss student data, skills, readiness for the following grade and other needs. Teacher of students in grades 3, 5, and 7 will discuss the current years Terra Nova scores during the spring conference. In grades 6 - 8 the core teachers meet and develop a list of students who need extra intervention. Each student, his/her parents and core teachers will then arrange for a joint conference.

PARTIES

As various holidays arrive during the school year, planned parties may be held in the classrooms. During these parties games will be played and refreshments will be served. The teacher may request some mothers to help with these.

PERMANENT RECORDS

A permanent record is kept of your child's important data and his school progress from Kindergarten through the Eighth Grade. On this record is recorded the child's test results and yearly grades. When your child leaves St. James School, a copy of this record is sent to the next school upon request by that school.

PHONE CALLS

Teachers will accept emergency calls at home. However, out of respect for their family time, please direct other phone calls and messages to the school number.

PRESCHOOL, EXTENDED CARE, AND AFTER SCHOOL CARE

Saint James offers a Preschool program, an Extended Care Preschool program, and an After School Care program for students. The Preschool and Extended Care Preschool programs are available for three and four year olds. For more information, please contact the school office. The After School Program is offered for St. James students and is available for use directly after school and until 5:30 p.m. For more information, please contact the school office. (For policies see Appendix II, III, IV)

PROGRESS REPORTS (REPORT CARDS... ASSESSMENT)

The progress reports and the system of evaluation (including the Parent -Teacher-Student conferences) are determined by the Archdiocese and are used throughout the Catholic School System. At the present time report cards are issued four times a year as the school system is organized on the quarter system. Conferences and report cards will be given on the first and third quarters. Report cards alone will be given at the end of the second and fourth quarters.

Interim Reports are issued between progress reports for students needing intervention or reinforcement.

Portfolios are another means of evaluation. Each child has a portfolio which follows Archdiocesan guidelines. This portfolio accompanies the student throughout his/her years at St. James. Varied performance assessment tasks are designed to be part of the evaluation system.

Conduct and effort both play an important role in how well your child does in school. When considering conduct and effort grades, teachers consider if students listen well, follow directions, work quietly without disturbing others, and are respectful to teachers and other classmates. Teachers also consider if students give their best effort with their work and if they display a positive attitude.

The grades on the progress report are averaged at the end of the year and recorded on the child's permanent record. The final report card for the school year will be mailed to the child's home at the end of the school year

Kindergarten, first, and second grades will not have an honor roll or a citizenship list. Grades 3-8 will form honor roll and citizenship list based on the guidelines stated below.

ALL A HONOR ROLL: Students must have ALL A's or S's. This includes conduct, effort and special classes.

A/B HONOR ROLL: Students must have ALL A's, B's, or S's. This includes conduct, effort and special classes.

CITIZENSHIP: Students that do not qualify academically may be placed on a citizenship list. To form this list, teachers may select 1-4 students who are exceptional citizens in the classroom. Individual teachers may elect not to give a citizenship award.

In order to receive an honor roll certificate at the end of the year, students must be on the honor roll all four quarters of the year.

PROMOTION POLICIES

It is our hope that every child will be able to be promoted to the next grade. Realistically, however, there are times when a child simply cannot handle the work in the next grade and it would be very unfair to place him/her in this kind of frustrating situation.

The decision to retain a child should be reached only after the parents and teacher have thoroughly discussed the matter and have thought out all aspects of the child and what would be the best for him/her. If at all possible the decision to promote or retain a child should be a mutually agreed upon decision by parents and teacher.

If a child is to be retained, it is educationally better to do this in Kindergarten or Grade One and definitely no later than Grade Three. However, if a student does not do the assigned work, is deficient in skills to handle the next grade, fails two subjects, or misses too many days of school he/she may be expected to be retained or advised to go to another school which could better address their needs.

REGISTRATION

Prospective Kindergarten students and any other new students are pre- registered in the spring prior to the coming school year. This date is determined in conjunction with the other public and parochial schools in the area. The child's birth certificate and Baptismal record should be presented at this time. (The Baptismal record is not necessary if the child was baptized at St. James Church.)

All students, including those who pre-registered in the spring, must register on the official registration day in July just prior to the opening of school. In case there is an overflow of registrants for any one grade, the children of parishioners will be given preference. See pg. 1, item IV.

SATURDAY SCHOOL

Students needing time to complete assignments for classes will be required to report to St. James School on a designated Saturday(s) from 8:00 a.m. to 11:30 a.m. During this time, students will work to complete class requirements under the direction of their teachers. Students are given ample time to avoid reasons for Saturday school.

SCHOOL DAY

The school day officially begins at 7:55 am. Any child arriving at his/her classroom after 7:55 a.m. is considered tardy and will be counted as such. The school day ends at 2:40 p.m. for the Middle School, 2:30 p.m. for the Primary School.

SCHOOL PROPERTY

Students are held responsible for any damage done to school equipment, library books, textbooks, etc. If the furniture, equipment, building, etc., is damaged or marred through malice or carelessness, the child will be expected to make good the expense entailed. Training our children to respect their school property is an excellent means of forming good habits which will become a part of them through life.

SERVICE HOURS

Students in fifth grade are required to complete four service hours per quarter (16 total for the school year). Regular chores and jobs that students are paid do not count as service hours.

Students in grades six, seven, and eight are required to complete eight service hours per quarter (32 total for the school year). Regular chores and jobs that students are paid do not count as service hours. Only one hour per quarter of cantering, serving, and greeting at church will be counted toward the eight required. Sixth grade students may count two hours per quarter for serving on safety patrol. Service to family will not be counted toward the required hours. This is because we want students to go beyond their family to find opportunities to serve. Teachers may make exceptions in special cases at their discretion. If you have questions concerning service hours, talk to your student's religion teacher.

TARDINESS

St. James School must follow Kentucky state law; which defines truancy as any child who has been absent from school for three days or tardy on three days without valid excuse. All trancies will be reported to the principal. (See Absence for consequences.)

Any student arriving in the classroom after 7:55 a.m. is considered tardy. Habitual tardiness is an important matter and develops a careless attitude and lack of responsibility in children. There is no such thing as "just a little late" because "a little late is too late."

When a child arrives late for school, he/she is to report to the office so all morning records can be changed accordingly and for a note from the principal to the teacher stating the reason for the tardiness. Children who have been tardy more than five times are not eligible to receive perfect attendance awards at the end of the year. After the second tardy within a school quarter, a written notice will be sent to families. Early morning detention follows the third tardy.

EARLY MORNING DETENTION...7:00 a.m. - 7:45 a.m.

TELEPHONE

Student use of the phone at school is limited to emergency calls only. Permission from the office and the homeroom teacher is required. Except for emergencies, students are not allowed to receive phone calls.

Messages called in after 2:00 p.m. will **NOT** be given to students, except in emergency situations. Parents are requested to clearly state plans, activities, and appointments to their children prior to school so that the secretaries and the principal are not interrupting the teaching day with messages from home. This will help the students develop a true sense of responsibility and will teach them the necessity of organizing time.

Needed articles which children forgot to bring to school with them in the morning may be left in the office. Calling home for these articles or for permission to visit other homes is not considered an emergency for the child to use the phone in the office. In this way we try to develop more individual responsibility in the students for their needs and belongings.

TESTING

The major goal of the testing program is evaluation of the school's curriculum, the school, and the evaluation of the individual student in relation to his/her ability and potential. Students in grades K, 1, 2, 3, 5, and 7 are given the Terra Nova Test/Form C. Students in grades three and five and seven, are also given the Test of Cognitive Skills. Parents should receive an interpretation of the test results at the spring conference. If you do not, you may request an interpretation.

Eighth grade students take the CITE Learning Styles Survey and the Vocational Interest Inventory tests.

All classes also take an end of the book test in Reading and Math.

TRAFFIC

The traffic plan for St. James School was designed with the idea of all traffic making RIGHT HAND turns to keep the flow moving quickly and smoothly. If you have to pick up at both buildings, please enter by making a right hand turn off of Dixie. Pick up at the middle school, cross Poplar Street, and then pick up at the primary building before exiting onto North Miles Street. If you have to pick up only at the middle school, please enter by making a right hand turn off of Dixie. Pick up at the middle school building and exit either by making a right onto Poplar or turning in front of the middle school building onto North Miles Street. If you have to pick up only at the primary building, please enter the primary building parking lot by making a right hand turn off of Poplar Street, pick up at the rear of the primary building, and then exit onto North Miles Street. There should not be any traffic flow through the lower (teacher's) parking lot. There will be a city crossing guard on Poplar Street and another at the exit of the primary building onto Miles Street.

*Please stay in your car. Safety Patrol and teachers will help unload/load students into vehicles.

DO NOT PASS other vehicles in the car line unless directed by a teacher. This is for the safety of the students, teachers, and other drivers.

TUITION, STEWARDSHIP AND BOOK BILLS

There is no tuition charge per se for children of families who are registered and active members of St. James Parish (see number 1, Section IV of the Admission Policy in this handbook for the definition of an "active parishioner"). However, each family in the parish who has children enrolled in the parish school is required to have on file a Time and Talent checklist and a Treasure Intention card, as part of our annual Stewardship process. Stewardship asks parishioners to make a definite commitment of Time, Talent and Treasure to their Parish in gratitude for the gifts they have received. When filling out their Treasure card, school parents are asked to keep in mind that the current cost of educating a child at St. James is \$4,100.00. You are asked to do as much as possible to help defray this cost.

To receive proper credit, it is essential that you use your regular Sunday collection envelopes. Parents who encounter difficulty keeping their Stewardship commitment should see the Pastor without delay.

For children whose families are a not member of St. James Parish, there is a tuition charge of \$4,100.00 for the first child, \$3,465.00 for the second child, and \$2,370.00 for the third child. The monthly tuition payment may be sent to school in an envelope and given to the child's homeroom teacher. The school secretary marks the payment.

The book bill for the school year is \$310.00 per student in grades K through 8. This fee covers the cost of all textbooks, workbooks, art materials, library materials and books, and the annual Office of Lifelong Formation and Education assessment. This bill is expected to be paid at the time of registration or as soon as possible thereafter.

School bills must be paid by the end of the school year or the matter discussed personally with the Principal by May 15 of the current school year. Stewardship commitment difficulties should be discussed with the Pastor. Failure to pay all school bills or to make arrangements personally with the Pastor by the above date will result in the child's final grades being withheld. Also, a satisfactory arrangement is a prerequisite for admission for the next school year.

VISITORS

St. James uses precautionary means to guard against unwanted visitors within the school building. It is essential for school safety that all visitors to the school, parents or other persons, make contact with the **office**. Contact with teachers, students, or a classroom is made **ONLY** through the school office.

All visitors and volunteers must sign in and sign out, and wear a *Visitors* badge while in the school building. The sign in and sign out sheets are located in the office.

Conferences with the teacher should be arranged at times other than during school hours. Students are not to be left unsupervised, even for a few minutes.

VOLUNTEERS

We have been blessed over the years with parents who volunteer to help in any way they can at school. Volunteers help with tutoring, as club leaders and assistants, etc. If you are interested in sharing your time and talents with your children and with, please let us know.

WITHDRAWALS

A family leaving the parish or removing their child from the school with or without a change of residence should notify the principal and the teacher in ample time for the child's books, materials, and records to be organized for his/her leave.

SAINT JAMES SCHOOL
114 North Miles Street
Elizabethtown, KY 42701

PERMISSION SLIP

I request that St. James School allow my (son, daughter) to participate in

_____. I give permission for my (son, daughter)
(event)

_____ to attend _____
(name) (event)

in _____ on _____.
(destination) (date)

I understand that this is an educational trip and a valid extension of the classroom experience. The educational purpose of this trip is _____

_____.

If parents choose that a student not attend a field trip, he/she will be counted absent on the day of the trip. The student is to stay at home since the school does not have the provisions to provide an extra educational setting when the class and teacher are gone for the day.

In consideration of the making of arrangements for the trip by the school, I hereby release and save harmless the school of any and all liability for any injuries, loss, or other claims arising or resulting from this trip.

(Parent Signature)

(Date)

SAINT JAMES AFTER SCHOOL CARE PROGRAM

Philosophy:

We believe that wherever possible Catholic Parishes should address the growing need for safe child care before and after school hours. At Saint James Parish this need can be partially met through the establishment of an after school care program which will provide a Christian, home-like, atmosphere wherein students can be involved in a variety of creative experiences that will foster their individual development.

Goals:

- A. To provide a warm, nurturing environment where children will have the opportunity to engage in a variety of activities such as study time, physical play, snack time, games and enrichment and craft activities.
- B. To serve the need of working parents for adult supervision after school hours for their school age children.
- C. To provide a service ministry in the parish that satisfies the growing need for safe child care after school hours.

Enrollment Policy:

- A. Enrollment will be open to any child on a first come, first serve basis. Families with children currently enrolled in the After School Care Program are given first opportunity to register for the following year.
- B. Enrollment in the after School Care Program will be granted without discrimination in regard to sex, race, color, creed, or political belief.
- C. The After School Care Program is open to any school-age child; preference will be given to St. James School students and other students who are members of St. James Parish.

Program Policies:

- A. This program will be run in conformity with all state licensing regulations.
- B. The premises will be open for After-School Care from 2:30 p.m. until 5:30 p.m.
- C. There will be at least one staff member employed for each 15 students enrolled.
- D. The After-School Care Program will follow the Saint James School Calendar. The Program will not be operated on Holidays, Professional Days, snow days or other days when St. James Elementary School is not in session.
- E. Children of Saint James parish members not attending Saint James School will be admitted with the understanding that it is the parent's responsibility to see that the child/children arrive at the center.

RATES and POLICIES

The rates for the 2010/2011 school year are as follows:

FULL TIME STUDENTS

One child family	\$42.00 weekly
Two child family	\$70.00 weekly
Three child family	\$90.00 weekly
Four child family	\$120.00 weekly

PART TIME STUDENTS (Part time students are to pay on a weekly basis)

Rate per child	\$10.00 / day
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After-School Care closed promptly at 5:30 p.m.

A late pick up fee of \$1.00 per minute will be assessed after 5:30 p.m.

After 3 late pick-ups (5:31 p.m. or later) you will be asked to find alternative child care.

This will be strictly enforced.

PRESCHOOL EXTENDED CARE**Philosophy:**

We believe that wherever possible Catholic Parishes should address the growing need for safe child care before and after school hours. At Saint James Parish this need can be partially met through the establishment of an Extended Care program which will provide a Christian, home-like, atmosphere wherein children can be involved in a variety of creative experiences that will foster their individual development.

Goals:

- A. To provide a warm, nurturing environment where children will have the opportunity to engage in a variety of activities that will foster social skills, develop readiness skills, foster positive attitudes, and celebrate Catholic beliefs and values.
- B. To serve the need of working parents for adult supervision before/after preschool hours for their preschool age children.
- C. To provide a service ministry in the parish that satisfies the growing need for safe child care before/after preschool hours.

Enrollment Policy:

- A. Members of St. James/Area Catholic Parishes
 - Current 3 year old preschoolers going into 4 year old preschool
 - New 4 year olds
- B. Members of St. James/Area Catholic Parishes
 - New 3 year olds
- C. Non-Catholic Families

Program Policies:

- A. This program will be run in conformity with all state licensing regulations.
- B. The premises will be open for Before/After Preschool Care from 7:30 a.m. until 5:30 p.m.
- C. There will be at least one staff member employed for each 10 children enrolled.
- D. A snack will be provided by Extended Care for students enrolled in full time care.
- E. Children enrolled in full time care will need to provide their own nutritious sack lunch.
- F. Children must be **completely** toilet ready. This means **NO PULL-UPS/DIAPERS**, children must be able to use the toilet/bathroom unassisted.
- G. The Extended Care Program will follow the Saint James School Calendar. The Program will not be operated on Holidays, Professional Days, snow days or other days when St. James Elementary School is not in session.

Rates (per child):**Non-Preschool Days: Full Time \$26/day****Preschool Days: Part Time \$20/day**

There is a \$3 fee for Early Morning Drop-Offs, for AM Preschool ONLY, when leaving after preschool.

Extended Care closes promptly at 5:30 p.m. A late pick-up fee of \$1.00 per minute will be assessed after 5:30 p.m. After 3 late pick-ups (5:31 p.m. or later) you will be asked to find alternative child care.

This will be strictly enforced.

Please call the Extended Care Office for more information (737-5661).

**SAINT JAMES PRESCHOOL
MISSION STATEMENT AND OVERVIEW**

St. James Preschool is owned and operated by the St. James Catholic Church. The Preschool has been in operation since 1987. It is licensed through the Kentucky Cabinet for Human Resources, and is inspected annually by state inspectors. This is an academically oriented preschool, geared toward preparing children to enter kindergarten in a high state of learning readiness. To achieve this end, we strive to exceed the maximum standards in all areas of our curriculum.

The two main goals of the preschool are to foster social skill and to develop readiness skills as well as an enthusiastic attitude for the learning process. To achieve these goals, a curriculum has been developed that meets the needs and abilities of the children and that can be applied on an individual basis so that each child develops at his/her own pace.

We believe a child's first exposure to the educational process is a critical one that may well set the tone for that child's entire academic career. We strive to provide each child in our program with both challenges and successes. Our goal is to help every child in our preschool achieve his/her full potential. The focus of the program is on five major areas of development:

- | | |
|---------------------------|---|
| 1. Social-Emotional: | Cooperation, relationships with others, self concept, expression of feelings. |
| 2. Language: | Receptive and expressive |
| 3. Cognitive Development: | Memory, imagination, thinking and problem-solving skills. |
| 4. Motor Skills: | Gross motor and fine motor skills. |
| 5. Hygiene and Self-Help: | Manners, sharing, responsibility for self. |

SCHEDULE

FOUR YEAR OLD CLASS

Meets: Monday Wednesday and Friday
Time: 8:30 - 11:00 am Session 1
11:30 - 2:00 p.m. Session 2

Tuition: \$105.00 per month \$1,050.00 per year

THREE YEAR OLD CLASS

Meets: Tuesday and Thursday
Time: 8:30 - 11:00 am Session 1
11:30 - 2:00 p.m. Session 2

Tuition: \$80.00 per month \$800.00 per year

A hot lunch from the cafeteria is available to the preschool children at a cost of \$2.35 per day.

The preschool year starts in August and ends in May, closely coinciding with the SJS calendar. We follow the St. James Elementary School schedule regarding holidays and school closings due to inclement weather, as well as the alternative year-round calendar adopted by the Hardin County school system.

ADMISSION

Children must be three or four before October 1st to be eligible for admission into their appropriate age class. The preschooler must be **completely** toilet ready. This means **NO PULL-UPS/DIAPERS**, children must be able to use the toilet/bathroom unassisted.

CONSTITUTION OF ST. JAMES PARISH SCHOOL BOARD

Article I - TITLE

The name of this body shall be Saint James Parish School Board (hereinafter referred to as School Board).

Article II - PURPOSE

1. To develop and promote policies for the operation of St. James School in keeping with parish goals as set by the Parish Council and to enhance quality education in the school.
2. To determine how parish and Archdiocesan policies are being carried out in the school and to evaluate the effectiveness of these policies.
3. To participate in the preparation of the annual school budget for the Parish Council.
4. To participate in all parish decision making processes relating to the school; e.g., financing, upkeep, planning and building of educational facilities.
5. To work in conjunction with the pastor in hiring the principal.
6. To set procedures for grievances, due process for parents, students, and teachers. (This is held in executive session and only after all channels have been pursued.)
7. To request evaluation of the educational process and programs in the parish school.
8. Purpose and responsibilities of the St. James Parish School Board include the above, but are not limited to these functions.

Article III - JURISDICTION

1. All policies are established within the framework and guidelines of the Office of Catholic Schools of the Archdiocese of Louisville and Archdiocesan School Board.
2. Parish School Board operations are reported monthly to the Parish Council Faith Enrichment Committee which is its channel of communication and jurisdiction within the parish.

Article IV - STRUCTURE

The School Board will serve as a means of constructive dialogue among school administrators, teachers, and parents in order to facilitate cooperation as a Christian Community in providing a quality elementary school program within the parish. The School board will also act as a liaison body with any outside agency which affects education at St. James School, including local state school officials, as well as Archdiocesan officials.

Article V - MEMBERSHIP

1. Membership on the School Board will consist of five (5) elected or selected members whereas a minimum of 3 voting members must be a St James parishioner and whereas 2 members maximum shall consist of any Region X parish serving as voting members, and the pastor and principal as ex officio, non-voting members. As well as any selected representative of a Region X parish that may wish to attend 3 designated school board meetings as a non-voting member as set by the School Board. The St. James School P.TA president shall be a non-voting member of the School Board during the one year term of office. (**Approved by St. James Parish Council and St. James School Board (October 1999). Any registered member of St. James Parish who is 18 years of age or older or parents of students enrolled in St. James School are eligible for membership, excluding only salaried personnel of the parish or parish school, or members of other school

boards, or elected members of the Parish Council still serving his/her term, or spouse of School Board member still serving his/her term.

The Nominating Committee of the board should pay close attention to maintain that the board make-up is well balanced in respect to representation. No more than two Non-Catholic members shall serve on the Board at any one time.

2. Each elected member will serve a term of three (3) years. Expiring term(s) of member(s) is to be filled by election each year.
 - A. Vacancies occurring on the School Board between times of elections shall be filled by appointment of the remaining School Board members at the first regularly scheduled or specially called meeting.
 - B. Said appointees shall complete the unexpired term of office. Such an appointed member would then be entitled to run for a complete term.
 - C. Once an elected member has served a complete term, he/she may seek re-election only after one year has expired from his/her previously completed term, except for appointment as stated in subsection B of this Article.

Article VI - ELECTIONS

1. The Nominating Committee will be appointed by the chairperson and will consist of two or three members of the School Board.
2. The board can solicit nominees either from self-nomination or recommendations.
3. The board, at its discretion, will determine if the selection or election process will be used.
4. For the selection process, the nominees will be entered in a random drawing and members will be determined through this process.
5. For the election process, eligible voters for the election are to be at least 18 years of age and a registered member of St. James Parish, or spouse of registered member of St. James Parish, or a parent of a child presently enrolled in St. James School.
6. Selection or election is to be completed during the last quarter of the school year.
7. The terms of office for the newly elected School Board members will begin on June 1st.

Article VII - OFFICERS

The officers of the School Board shall consist of the Chairperson and the Secretary.

1. Election of School Board officers takes place annually at the June meeting.
2. All elected members are eligible for the holding of the office.
3. The Chairperson shall preside at all regular and special meetings of the School Board.
4. A member of the School Board, appointed by that body, shall represent the Board to the Parish Council Formation Committee.
5. The Secretary shall maintain a written record of all acts of the School Board; conduct receive, and dispose of all correspondence as directed; and, preserve all reports and documents committed to his/her care.

Article VII - MEETINGS

1. The School Board will regularly meet on the first Monday of the month.
2. For the purpose of transacting official business it is necessary that a 4/5 quorum of the voting members be present for the meeting.
3. The School Board should strive to consensus decision making, however if this is not possible a simple majority of those present and voting shall carry a motion unless otherwise specified by the constitution.
4. All School Board meetings will be open meetings unless designated as executive session by the chairperson.
5. Non-members wishing to address the School Board must request in writing to be placed on the agenda. This request must be submitted a week before the meeting.
6. Meetings shall be conducted under Parliamentary Procedure in accord with "Robert's Rules."

Article IX - AMMENDMENTS

1. This Constitution may be amended by a majority vote of the total voting School Board membership, subject to the approval of the Parish Council of St. James Parish.
2. Amendments must be presented to the School Board members for consideration at least two weeks prior to the voting on such.

This Constitution of the St. James Parish School Board is a revision of the original St. James Board of Education Constitution of 1970, and is approved and agreed to by the total voting membership on this 15th day of February, 1982. The Constitution was revised and adopted in February 1991. The present Constitution was revised and adopted May 2008.

PRIMARY SCHOOL
200 NORTH MILES
ELIZABETHOWN, KY 42701
(270)765-5587 FAX (279)765-4799

MIDDLE SCHOOL
114 NORTH MILES STREET
ELIZABETHOWN, KY 42701
(270)765-7011 FAX (270)769-5745

- TO: PARENTS
- FROM: PRESIDENT
PARENT/TEACHER ASSOCIATION
LOUISVILLE, KY

RE: ASBESTOS

As you know, the Archdiocese of Louisville Catholic Schools is committed to maintaining a safe and healthy learning environment for all employees and students in our school. In keeping with this commitment, the Archdiocese of Louisville Catholic Schools employed Metro Service Laboratories, Inc. to conduct independent inspections and compile Management Plans for our schools according to state and federal regulations to determine the extent of asbestos-containing materials and the safety potential for such materials. The inspection revealed that some of our schools have asbestos-containing materials primarily in boiler, pipe and acoustical insulation in certain ceilings and walls. The complete inspection report and laboratory analysis are available in the asbestos file in the principal's office of your school. (In most of these locations the asbestos-containing materials are in good condition and therefore pose relatively little potential for the release of asbestos fibers under normal use and conditions.)

Every building in the system is inspected on a regular basis to insure that asbestos-containing materials pose no health hazards, and that all buildings meet government regulations.

The Archdiocese of Louisville Catholic Schools intends to deal with asbestos-containing materials in schools as directed by the recommendations of the Kentucky Department of Natural Resources and Environmental Protection (KDNREP). Employees and teachers have been given specific instructions on how to avoid these materials and how to minimize the threat that might occur until removal is possible. We ask the cooperation of all parents and teachers in directing school children to assist us in maintaining a safe school environment. We thank you for your cooperation and assure you that we will keep you informed of the progress of our asbestos control program.

Sincerely,

Sr. Michael Marie

Sr. Michael Marie
Principal

ACADEMIC REQUIREMENTS FOR ST. JAMES SCHOOL SPORTS PARTICIPATION

The following are the requirements that must be met for a Saint James student to participate on a Saint James School team. This does not include the Saturday afternoon basketball program that everyone is allowed to participate in.

1. A student must have and maintain a “C” average and can not have any failing grades on their last report card to participate on a school team. This also includes conduct in all classes. A student’s eligibility will be decided by the faculty and administration. This may involve a weekly evaluation of the student’s academics and/or conduct.
2. Students will not be allowed to wear any type of jewelry while participating on a Saint James team.
3. Students from one grade below the age limit will be allowed to try out for a team but not younger.
4. The number of players per team will be at the discretion of the coach and the athletic director. If the number of people trying out is larger than this there will be a cut to bring the team down to the required size. The cut will be entirely up to the coaches.
5. Teams which have uniforms furnished: The uniforms will be the responsibility of the student to take care of during the season, and will be returned at the end of the season.
6. Teams which have uniforms furnished: There will be a small fee required of students that participate on these teams so that we may keep the uniforms current and in good shape.
7. Discipline will be the responsibility of the coach. His rules should be followed exactly. If the rules are broken, the coach will have the responsibility of implementing whatever reasonable action is required to correct the situation.
8. All participants are required to have one yearly physical before practice begins.
9. A student must be in attendance at school the day of the sports event and the day after if they intend on competing in the event.
10. All athletes must be picked up from practice on time. Parents will be charged \$1.00 per minute. The money will be used for the sports program.

“NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENT”

St. James School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis or race, color, policies, athletic or any other school administered programs.

ACCEPTABLE USE POLICY

Access to electronic mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages. To that end, the Archdiocese of Louisville / St. James School has set the following standards for using school technology resources:

- School technology resources (hardware, software, and communication devices) should be used appropriately, so that the equipment will stay in working order under normal use.
- Vandalism or theft of resources (including data and files) will not be tolerated.
- Copyrights must be respected. Copyrighted software and other instructional materials must not be copied or transferred to another, except as provided under the license agreement or copyright notice.
- Authorship and or publishers of information in electronic form must be appropriately acknowledged in writing and research (footnotes, bibliographies, etc.)
- Passwords **must not** be exchanged, and others' passwords must not be used. Individuals are responsible for the security of their own passwords.
- School technology resources should not be used for private business or personal gain.

ELECTRONIC MAIL

- Electronic mail may be used for communications which are directly related to instruction or sanctioned school activities and if arranged by teacher.
- Abusive, harassing, or offensive messages will not be sent.
- Appropriate language will be used at all times
- Students will not reveal their names and personal information to, or establish relationships with, “strangers” on the network, unless the communication has been coordinated by a parent/legal guardian or teacher.
- Schools will not reveal a student’s personal identity or post a picture of the student on the network unless the parent/legal guardian has given written consent.
- Files and communications may be reviewed periodically to ensure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

INTERNET

- Internet access at St. James School is to be used for instruction, research, and school administration only.
- Teachers will select and guide students on the use of instructional materials on the Internet.
- By signing the user agreement, the student or staff member has agreed to abide by St. James School policy governing access.
- St. James School is responsible for supervising and monitoring access as outlined in the user agreement; however, St. James School will assume that the student or staff member is complying with policy and will not unreasonably monitor or control utilization of the network.
- Monitoring Internet access from outside the school is the responsibility of the parents or guardians.
- Students should not reveal their names and personal information to “strangers” on the Internet, unless communication has been coordinated by a parent/legal guardian or teacher.
- St. James School should not reveal student’s personal identity or post a picture of the student on the Internet unless the parent/legal guardian has given written consent.
- St. James School does not guarantee the reliability of the Internet.

INTERNET AND TECHNOLOGY USER AGREEMENT

Access to the Internet and technology will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, outweigh any disadvantages.

To that end, the Archdiocese of Louisville/St. James School has set the following standards of using on-line information sources.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and **access is a privilege, not a right.**
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should know that files stored on school server may be monitored to ensure compliance with the St. James School policy on Internet usage.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.
4. **The following guidelines shall be followed:**
 - Do not use a computer to harm other people or their work.
 - Do not damage the computer or the network in anyway.
 - Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
 - **No downloading** of screensavers, games, or music onto school's computer or other storage devices.
 - Do not violate copyright laws.
 - Do not view, send, or display offensive messages or pictures.
 - Participating in chat rooms or IM (instant messaging) is prohibited.
 - No student is allowed on teacher computer.
 - Access to the Internet is prohibited unless teacher/adult is present.
 - Accessing or creating third party email accounts (Hotmail, Yahoo, etc.) is prohibited.
 - Electronic mail is acceptable only if arranged by teacher and which are directly related to instruction or sanctioned school activities.
 - Sending/posting threatening messages through email, blogs, or personal websites is prohibited.
 - Any form of online bullying is prohibited.
 - Cell phones are prohibited at school.
 - All phone calls, made by students, are to be done on office phone **ONLY.**
 - Do not share your password with another person.
 - Do not waste limited resources such as disk space or printing capacity.
 - Do not trespass in another student's folders, work, or files.
 - Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.

OR

Be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated. Your infractions will determine the severity of consequences. Loss of computer privileges, detention, suspension, and when applicable, law enforcement agencies may be involved.

Individuals found responsible for damage, theft, or vandalism of school's technology/property will reimburse the school for repair or replacement, and may be liable for criminal charges.

SAINT JAMES SCHOOL
114 North Miles Street,
Elizabethtown, KY 42701

NOTE TO PARENTS: Please sign and have your child (each child must have an individual form) sign this form stating that you and your child have read and agreed to the policies of Saint James School as outlined in this Handbook for the 2010-2011 school year. If your child is too young to read and sign his/her name, please explain the policies to him/her and sign for him/her.

Please **CIRCLE "YES" OR "NO"** next to each statement to which you agree or disagree to give your permission. The next three statements show you have read the appendages on pages 31-32: **PUBLISHING OF CHILD WORK, INTERNET AND CELL PHONE** and **PERMISSION TO PHOTO AND/OR VIDEOTAPE**.

- Y N **I GRANT** St. James School permission to use my child in photographs/videos for evaluation, educational, public relations, publishing, and public awareness purposes. I understand that my child may or may not be personally identified.
- Y N **I GRANT** St. James School permission for my child to access networked computer services such as the Internet and agree to the terms stated in the handbook on page 31-32. *PLEASE NOTE: if you choose not to agree, your child will not be allowed access to the Internet.*
- Y N **I GRANT** St. James School permission for my child's **work or photograph** to be published on the school's web site with first name identification only.

Please sign this form and return to St. James School to your child's teacher. *A copy of this form must be on file.*

ACKNOWLEDGEMENT OF RECEIPT:

I have read the policies adopted by the Saint James Parish School Board of Education and agree to abide by them. *(I have given special attention to the sections on discipline and dress code pgs.7-11.)*

Signed _____
Student/Grade (Teacher)

Parent/Guardian

Date: _____